

Ravenswood City School District

Position Description

TITLE: CHIEF ACADEMIC OFFICER

Job Purpose Statement

Under the direction of the Superintendent and in addition to the current position being served, the Chief Academic Officer supervises the district's academic division and provides leadership for the overall instructional program. Ensures that the development and delivery of the academic programs is effective and efficient, incorporates district goals, and supports student achievement. Responsible for the effective and efficient operation of the academic division that include the following departments: Curriculum and Instruction and Special Education. Maintains close day-to-day supervision/interaction with school principals and assigned administrators.

Essential Functions *(The duties listed below are intended only as illustrations of the various essential duties that might be performed by the Chief Academic Officer. Omission of specific statements of duties does not exclude them if the work is similar, related, or typically assigned to the position.)*

- Supervise, direct and evaluate the work and professional growth of assigned directors and administrators, school principals.
- Supervise and direct the implementation of the district's instructional and curricular programs, assessments, and pedagogical approaches in all schools; the development of the professional learning communities with principals focused on leadership practices and the use of the leadership tools that improve teaching and learning; and the development of campus plans designed to improve student academic achievement of all student groups.
- Supervise and direct the development of School Plans for Student Achievement designed to maintain continuous progress in student achievement and meet the targeted district goals set forth in the District's Strategic Plan.
- Supervise and direct through the director of curriculum and instruction the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
- Oversee instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
- Support assigned directors and administrators with the evaluation of certificated employees.
- Encourages and supports the development and implementation of innovative instructional programs to achieve identified needs.
- Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.
- Engage instructional staff in evaluating and selecting instructional tools and materials to meet student-learning needs.
- Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.

- Oversee professional development programs and provide effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.

Knowledge, Abilities and/or Physical Requirements

- **KNOWLEDGE OF:**
 - Applicable Federal, State, local laws, codes, regulations, and policies related to assigned activities;
 - The program and fiscal needs in the budget development process, ensuring that fiscal resources address the mission of the school (district) as related to district instructional administration.
 - Responsible fiscal control over assigned program budgets.
 - Collective Bargaining agreements and effective techniques related to negotiations with bargaining unit representatives;
 - District organization, operations, policies and objectives;
 - Facility and equipment needs for optimum teaching and learning; utilizes information to make necessary changes or adjustments.
- **ABILITY TO:**
 - Interact with a wide range of constituents including representatives from the District, City, County and State;
 - Engage with others using tact, patience and courtesy;
 - Model the characteristics of effective leadership including, energy, integrity, high-level communication skills, and strategic thinking processes;
 - Interpret and apply provisions of State Education Code and various regulatory agencies;
 - Assemble and analyze data and make appropriate recommendations, including communicate effectively both orally and in writing; read, interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others;
 - Analyze situations and pursue effective courses of action;
 - Meet schedules and timelines, including work independently with little direction, plan and organize work;
 - Prepare comprehensive narrative and statistical reports, oversee the maintenance of a variety of program and project reports, and make oral presentations.
- **EDUCATION AND/OR EXPERIENCE:** Master's degree in educational administration or related field; five years of district and/or site level supervisory administrative experience.
- **PHYSICAL AND MENTAL DEMANDS** *(The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*
 - **Physical Demands:** While performing the duties of this position, the employee is required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and

documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- **Mental Demands:** While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

License, Certification, Bonding, and/or Testing Requirements

- Valid California Teaching Credential with English Learner authorization
- Valid California Administrative Services Credential
- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions

- **ENVIRONMENT:** The employee will work under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to:

- Superintendent

Work Year:

- Per the current position being served within the District

Salary Placement:

- Range 10 of Management Salary Schedule

Evaluation:

- Per the current position being served within the District