



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CHIEF ACADEMIC OFFICER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4001
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of the Academic Services Division. Oversees the planning, development, assessment, and improvement of educational programs, instructional, and student support with particular attention given to closing the achievement and opportunity gaps. Collaborates with the Chief of Schools in promoting overall efficiency and maximizing of educational opportunities for PreK-12 school students. Responsible for the implementation of District policies and programs related to instruction and educational services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall instructional activities of the District's PreK-12 schools and integrates the overall instructional program with the services of other District organizational units to provide the most efficient and effective education possible for students

Provides leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives

Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices

Prepares reports and recommendations for the superintendent of schools and the Board of Education for all aspects of the PreK-12 instructional programs

Attends all meetings of the Board of Education and interprets, when requested by the superintendent of schools, the instructional programs and support efforts to the Board of Education and the public

Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Academic Services

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs

Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign

Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives and partners with the Chief of Schools to ensure that schools are organized and administered in a manner which promotes student learning and accomplishes the goals of the District

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Professional Certification in Administration

Five (5) years successful administrative and management experience

Three (3) years successful experience as a teacher

Ability to absorb, analyze, organize and communicate information and ideas

Knowledge of current instructional programs and innovations; knowledge of student needs in the area of instruction

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

Experience in diverse workplace