



Job Title: Chief Academic Officer

Exemption Status/Test: Exempt/Executive*
or Administrator in an Educational Establishment

Reports to: Superintendent

Date Revised: June 2021

Dept. /School: Division of Academics

Primary Purpose:

Supervise the district's academic division and provide leadership for the overall instructional program. Ensure 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:

- Bilingual/ESL
- Career and Technical Education
- Curriculum and Instruction
- Research Assessment and Accountability
- Special Education
- Teaching and Learning

Qualifications:

Education/Certification:

Master's degree from an accredited university in Educational Administration or a directly related field
Valid Texas Administrator's Certificate or eligible to apply
Demonstrated success as a campus administrator or related experience

Experience:

Three (3) years' experience as a classroom teacher
Three (3) years' experience in instructional leadership and supervision roles, to include successful principal ship
Three (3) years' experience of successful executive central office leadership experience

Other:

Must reside in Garland ISD or move within its boundaries upon employment

Special Knowledge/Skills:

Knowledge of curriculum and instruction
Knowledge of school and district organization, operations, policies, goals and objectives
Ability to interpret data and evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Strong organizational, communication, public relations, and interpersonal skills

Major Responsibilities and Duties:

Instructional and Program Management

1. Supervise and direct the implementation of the district's instructional and curricular programs, assessments, and pedagogical approaches in all campuses; 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.
2. Supervise and direct the development of Campus Improvement Plans designed to maintain continuous progress in student achievement and meet the targeted district goals set forth in the District's Strategic Plan.
3. Supervise and direct through the executive director of curriculum and instruction, and the director of bilingual/ESL the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
4. Supervise and direct implementation of districtwide special programs and intervention programs designed to improve student academic achievement and provide access to programs for all student groups.
5. Supervise and direct through the director of research, assessment and accountability the monitoring and re-evaluation of instructional programs on an outgoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
6. Supervise, direct, and provide effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.
7. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
8. Encourages and supports the development and implementation of innovative instructional programs to achieve identified needs.
9. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.
10. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student-learning needs.
11. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
12. 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.

Policy, Reports, and Law

13. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the curriculum and instruction area.
14. Direct the development and maintenance of such records and reports as are necessary to keep the Superintendent of Schools, Board of Trustees and other executive staff informed of the district's progress and future plans.
15. Compile, maintain, and file all reports, records, and other documents as required.

Administration and Fiscal/Facilities Management

16. Develop and administer the division of the academics budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently,
17. Implement the policies established by federal law, state law, State Board of Education Rule, and the local board policy in the area(s) supervised.
18. Offer constructive suggestions to ensure that policies and regulations support the teaching /learning process.
19. Define 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.
20. Demonstrate responsible fiscal control over assigned program budgets.

21. Analyze facility and equipment needs for optimum teaching and learning; utilizes information to make necessary changes or adjustments.

Personnel Management

22. Prepare, review, and revise job descriptions in the division of academics.
23. Conference regularly with assigned staff to discuss performance; jointly develop improvement objectives to identify professional growth opportunities.
24. Evaluate job performance of employees to ensure effectiveness.
25. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Professional Growth and Development

26. Utilizes information provided through formal and informal assessment data and a professional growth plan to improve professional skills and knowledge.
27. Participation in professional development programs leads to improved job performance.
28. Actively seeks and utilizes feedback from peers, subordinates, and superordinate's regarding his/her performance.
29. Develops, uses, and evaluates ideas and/or innovative approaches to improve his/her performance.
30. Participates in professional organizations, disseminates ideas and information of other professionals, and provides leadership in identifying trends and opportunities, as well as solving problems facing the profession.
31. Performs duties in a professional, ethical, and responsible manner as defined in the TEA code of Ethics for educators.

Community Relations

32. Communicates district curriculum, instructional practices, accomplishments, goals, and new directions to parents and the community; solicits their input on these instructional issues.
33. Effectively uses the district design for articulating the district's instructional philosophy and curriculum implementation strategies to the media.
34. Demonstrates a commitment to the mission of the district as it is communicated to the public.

Supervisory Responsibilities

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department. *

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.