

# Farmersville Unified School District

## JOB TITLE: CHIEF ACADEMIC OFFICER

### JOB DESCRIPTION

#### **General Description:**

Under the direction of the superintendent and in cooperation with administrative staff, supervise the development, implementation and evaluation of an articulated transitional kindergarten-Adult Education instructional programs in accordance with state and federal guidelines. Monitor compliance and documentation of state and federal programs.

#### **Duties and responsibilities:**

Responsibilities include, but are not limited to:

- Responsible for promoting the improvement of all student academic achievement, including all student groups.
- Responsible for promoting the academic improvement of student sub-groups including English learners, low income and Foster youth.
- Responsible for the preparation, submission, implementation and evaluation of state and federally funded programs and grants.
- Responsible for all state and federal student assessment programs and measurement of academic performance and progress programs.
- Supervise the District's: educational services department, student assessment programs, student data systems including CALPads and technology.
- Responsible for the development and implementation of district's LCAP.
- Responsible for participation of staff and parent involvement programs and committees.
- Responsible for the implementation of state and federal mandates as they relate to instruction and student achievement.
- Responsible for the implementation of state and federal mandates as they relate to Program Improvement status.
- Responsible for before and after school programs and articulation with outside agencies and vendors.
- Responsible for the acquisition of textbooks and instructional materials for grades Transitional Kindergarten-Twelve.
- Responsible for the evaluation of classified and certificated staff under their direct supervision.
- Fiduciary responsibilities including: preparing and maintaining balanced budgets, and the allocation of funds according to state and federal mandates.
- Coordinate with the Achievement Assessments Office, Educational Placement Center, Multilingual Pathways Department, and the information Technology Department to ensure that the CELDT testing program complies with state and federal guidelines and regulations.

- May assist in the evaluation and supervision of the performance of principals and administrators/ department heads within their department to secure the continual improvement of the District's instructional programs and services.
- Provides support and coordination to the operation and administration of instructional programs.
- Provides direction and leadership to site administrators in the management, supervision, and evaluation of the District's instructional programs and services.
- Plans and coordinates training and development of site administrator management and instructional supervision skills.
- Assists site administrators in development of needs improvement plans and assessment of certificated employee competence in instructional and classroom management.
- Provides support relating to the development and maintenance of automated information systems for assessment, analysis, and reporting of student achievement and correlation of curriculum and prescriptions and grade level proficiency standards.
- Evaluates the efficiency and effectiveness of the educational programs and services of the District.
- Conducts research to discover and introduce new methods/strategies, materials and technologies contributing to the successful achievement of the District's instructional program.
- Prepares/supervises preparation of those sections of the Board agenda relating to pupils/ educational programs and services.
- Attends Board meetings and provides information as appropriate relative to the educational programs and services of the District.
- Chairs Curriculum Committee meetings of the Educational Services Division.
- Serves as a member of the Superintendent's Cabinet.
- Maintains current knowledge of government statutes, regulations and rules relating to instruction, curriculum, special and compensatory education.
- Represents the District on various regional, state and national committees, councils and commissions concerned with curriculum development, research, and implementation.
- Supports and assist, through the Psychology Director, the psychological services, psychometric testing, health services, speech therapy, and special and compensatory education program.
- Supports the Superintendent in the overall administrative efforts; interprets ideas and decisions to staff and public; provides information regarding pertinent division development and events.
- Advises the Superintendent of Schools on educational and administrative issues.
- Develops and distributes systemic instructional programs, to improve District-wide instruction using systems such as reciprocal accountability and capacity building.
- Responsible for the development and implementation of District policies and programs as related to educational services and elementary and secondary instruction.
- Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices.

- Prepares and delivers presentations on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and various stakeholder groups.
- Responsible for the professional development of instruction for certificated and classified personnel across the District.
- Attends to other duties as assigned by the Superintendent.

**PERSONAL QUALITIES:**

1. Demonstrated effectiveness in application of the principles of educational management with emphasis in development, supervision and evaluation of instructional staff and programs.
2. Demonstrated effectiveness in design and utilization of management information systems.
3. Demonstrated interpersonal and team building skills and ability to work harmoniously and effectively in problem solving and conflict situations.
4. Demonstrated ability to communicate effectively both in written form and orally.
5. Demonstrated ability to compile and write clear, concise District policies and procedures consistent with current law and the needs of the District.
6. Ability to work under pressure and able to multi-task
7. Evidence of vision and sensitivity in alignment and utilization of human and fiscal resources to implement educational and technology programs which are consistent with District, State and Federal law and community needs.
8. Satisfactory recommendations from a training supervisor or other professional who has observed the candidate's personal characteristics, scholastic achievement, and job-related performance.

**EDUCATION:**

Earned Master's Degree from a recognized college or university  
 Administrative and Teaching Experience  
 CLAD, Bilingual, or Cross-cultural authorization  
 Proficiency in student information systems, excel, word and related programs

**EXPERIENCE:**

A minimum of four years of successful, full-time public school classroom teaching experience, and four years of successful, full-time administrative or supervisory experience. (Credit for a year of experience: must be employed 75% or more of a school year under an employment contract). Note: The above-mentioned years of experience must be completed no later than the start date for the position.

**CREDENTIALS:**

A valid and appropriate Administrative Credential or an appropriate Supervision Credential, in compliance with the provisions of Title 5, *California Administrative Code*, Sections 80125-80127 and *California Education Code*, Section 44270.

- Note:*
- 1) *This is a Contract Management class.*
  - 2) *Employees in this class are subject to the reporting requirements of the District's Conflict of Interest Code.*

**SALARY**

- Competitive & Negotiable
- A fringe benefits package that includes health, dental, vision, and life insurance.
- Professional Organization –The District provides the membership dues for the Association of California School Administrators or any other appropriate organization approved by the Superintendent.

**LICENSES, CERTIFICATIONS AND/OR TESTING:**

- Valid California Driver's License and proof of automobile insurance
- Criminal justice and FBI fingerprint clearance

BOARD APPROVED: February 24, 2015