

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: Chief Academic Officer

Department: Instruction

Date: July 2017

Reports To: Director of Schools

Grade: 511

Purpose of Job

The purpose of this job is to provide leadership in the ongoing development and improvement of the entire instructional program of the district. Acts as one of the Administrator designee in the absence of the Director of Schools

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

Provides staff leadership to ensure understanding and promotion of the district's educational objectives.

Advises the Director of Schools on district policy affecting the teaching/learning process.

Serves as a member of the Directors Senior Leadership Team.

Guides development, implementation and evaluation of curriculum and instructional services.

Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.

Administers the instructional budgets.

Evaluates and, as appropriate, implements new developments in curriculum and instruction in the district.

Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.

Exercises oversight in the development, implementation and evaluation of professional development programs. Provides professional development for direct reports.

Provides leadership for instructional staff and building principals in developing staff competencies.

Develops strategies for articulating instructional programs throughout the district.

Directs the creation of and edits for publication all curriculum guides and materials produced by the instructional staff.

Evaluates and reviews the performance of instructional central administrative staff.

Oversees review and evaluation of district-wide testing programs.

Evaluates, and as appropriate, recommends adoption of new instructional materials, methods, and programs.

Recommends additions and/or changes to the list of approved courses, credit allowances for courses and graduation requirements.

Advises in the development of educational specifications for remodeling projects and new construction.

Advises on instructional issues in the development of attendance zones for schools.

Confers with educational leaders in curriculum and instruction at state, regional and national levels.

Oversees the effective implementation services provided of the Special Populations department.

Ensures functions of the Student Services department are effectively implemented for all students.

Works collaboratively with other departments and department heads to facilitate supports to all schools.

Ensures effective implementation of the state assessment program.

Communicates changes in state policies and legislation to schools and instruction team.

Performs other functions and assumes other responsibilities as may from time to time be assigned by the Director of Schools.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree; Tennessee Professional Teacher License with endorsement in Curriculum and Supervision or Administration; five years experience as a classroom teacher; five years experience in one or a combination of the two endorsement areas at central office or building level or a combination of the two; or any equivalent combination of education, licensure and experience that provides the requisite knowledge and skills; Tennessee driver's license

Knowledge of Job

Considerable knowledge of the policies, procedures and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the Chief Academic Officer. Capability to develop and implement long-term goals in the effective operation of the school system. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and other groups involved in the

operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date