

## **SPECIAL SCHOOL DISTRICT, St. Louis County, MO**

### **Job Description**

**Position Title:** Chief Academic Officer  
**Reports To:** Superintendent of Schools

**Summary:** Manage the academic and instructional functions of the District under the direction of the Superintendent of Schools to ensure that all students achieve success after graduation.

#### **Job Responsibilities:**

1. Provide leadership and supervision to the following District departments: District Schools, Teaching and Learning, Related Services, Partner District Programs, and College/Career Readiness
2. Provide leadership and supervision to the District's instructional programs
3. Provide leadership and supervision in the development of curricula, policies, and practices that maximize achievement for all students
4. Review and approve the District's Program of Studies according to State and local policies related to high school credit, graduation, and the total instructional program
5. Set priorities and meaningful measureable goals, for all District instructional programs
6. Lead instructional staff in decision-making processes that ensure implementation of supports and services to students and staff
7. Ensure that District-wide teaching and learning goals, strategic objectives, initiatives, strategies, and priorities are fully implemented
8. Foster a work environment that is student-centered, results-oriented, and focused on instructional improvement and increased achievement for every child
9. Provide leadership, direction, and support to principals, directors, and building and leadership teams to coordinate, align, and collaboratively implement research-based programs that result in high student achievement
10. Ensure that the District provides a professional development program for administrators and their staff that results in improved instruction and supports for students, and yields high student achievement.
11. Ensures that the District staff use an effective data-based decision model aimed at improving student performance for the development of curriculum, instruction, and professional development for all staff
12. Facilitate the analysis of student performance data to identify and address instructional program needs
13. Ensure that District instructional programs operate with a lens of cultural proficiency, sensitivity, and equity to meet the needs of students
14. Provide updates and presentations to the Board of Education on instructional programs and student achievement
15. Collaborate with the Superintendent and other members of the District Cabinet and District Leadership team to ensure a focus of all District resources and supports on student achievement
16. Ensure compliance of instructional programs with State and Federal requirements

17. Provide leadership to District programs to meet or exceed all internal and external accountability measures
18. Attend District functions
19. Attend and represent the District at County or area meetings of Superintendents or other school offices
20. Serve as District liaison to DESE and US. Department of Education regarding accountability and all other topics affecting the District

## **Qualifications:**

### **Education and/or Experience:**

- Graduate degree with focus on curriculum, instruction or educational leadership. Doctoral Degree preferred.
- Missouri Certification as a Special Education Administrator (Director) and as a K-8, K-12, or 9-12 Principal
- Experience as a school-level and District-level administrator
- Five years management experience in curriculum/instruction
- Knowledge of and experience working within State and Federal accountability models

## **Essential Functions:**

*(As required by law, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of a job.)*

### **Language Skills**

Ability to read, analyze, and interpret research and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints. Ability to effectively present information to administrators, staff, parents, public groups, and the Board of Education.

### **Mathematical Skills**

Ability to apply concepts of basic math, algebra, and geometry. The ability to use descriptive and inferential statistics to analyze, interpret and present data.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

### **Physical Demands**

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, walk, sit, and use hands and arms to handle, feel, and reach. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 15 pounds. Regular attendance on the job is expected. The employee must have the ability to travel.

## **Terms of Employment:**

Contract terms covering compensation, benefits and working conditions are specified by the Board of Education's policies, agreements and approvals.

**Approved Date:** January 2020