

Santa Clara Unified School District

Chief Academic and Innovation Officer

Position Description

The Chief Academic Officer (CAIO) is responsible for both improving and sustaining a culture of high academic excellence in all District schools. The CAIO will work collaboratively with all members of the Management Team to ensure coordinated planning and consistent implementation of the District's strategic plan and LCAP, making certain that programs and priorities are focused on eliminating the achievement gap and improving student achievement.

The CAIO will provide leadership to communicate system priorities and ensure collaborative work processes to effectively and efficiently utilize resources. The CAIO will oversee and monitor the implementation of systemic cross-functional strategic projects and initiatives, will provide support to the Educational, Professional Learning, and Student Services Divisions, and will monitor these projects and initiatives to ensure they lead to high student achievement.

The CAIO will foster a work environment that is student-focused and results-oriented and one which places priority on student learning and performance. The CAIO has primary authority and accountability to implement a vertically aligned curriculum and assessment system, instruction, articulated system for professional learning, including PLCs, and supporting services. The CAIO leads the educational performance of the District through a clear vision and strategic direction for the District's curriculum, instruction, and school improvement initiatives; designs and implements professional development that provides educators with understanding of instructional best practice to ensure mastery of standards and articulates and ensures that the District's missions and goals are achieved as well as collaborating with other leaders around issues of instructional quality.

As a member of the Cabinet, the CAIO will articulate to various local and state officials the District's strategic initiatives and alignment of programs. The CAIO will plan, direct, develop, coordinate and review system wide projects in curriculum development and related instructional and extracurricular services and is responsible for system wide services for all academic programs. The CAIO will work closely with the other members of the District Cabinet.

We are seeking someone who is passionately committed to K-12 education and all in for Santa Clara students. They:

- Believe strongly that all students can learn at high levels;
- Demonstrate willingness to put the interests of students above all others;
- Demonstrate commitment to serving all students, schools or communities, and for a focus on equity to address the achievement gap;
- Actively contribute to a culture of high expectations in schools and the district;
- Adapt seamlessly to the complexities of the K - 12 school environment; and
- Follow current trends in education policy and research.

ESSENTIAL DUTIES

(This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principle job elements accurately.)

Reporting to the Superintendent, the Chief Academic Officer, at a minimum:

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NON-DISCRIMINATION POLICY:

The Santa Clara Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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- Provide educational and administrative leadership that builds and supports a high performance education team by inspiring, integrating, and aligning the academic work of the District;
- Provide leadership, advice, and assistance to the Superintendent in the planning for implementation and monitoring of Board direction, policies, district goals, LCAP and Strategic Plan related to assigned responsibilities;
- Provide vision and strategic direction for the District’s curriculum, instruction and school improvement initiatives, aligned with the long term strategy to improve student achievement and narrow the achievement gap between racial, ethnic and economic groups;
- Provide the required support to foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and close the achievement gap;
- Develop and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools;
- Serve on cross-functional teams to provide educational and managerial leadership that builds and supports a high performance educational team, inspiring and aligning the academic work of the District;
- Support reports in the planning for, monitoring of, and make recommends to the superintendent a department budget including personnel requirements, program expenses, and capital needs necessary to support a world-class learning environment;
- Design and implement program evaluation system aligned to district priorities in conjunction with the leadership team to monitor both immediate and long-range District priorities;
- Lead, oversee, and conduct evaluations of assigned divisions and key program initiatives as a means of informing the Superintendent as to the effectiveness of District programming and recommendations for improvement;
- Lead the development of and monitor accountability systems and evaluation rubrics that are based on data-driven performance parameters; leverage data to inform strategic direction systems; coordinate the collection of real-time student assessment data and subsequent training for principals and teachers in order to use data effectively for local and state accountability;
- Monitor education research, trends, and developments to support school improvement efforts and program development; and fosters the sharing of high yield strategies and opportunities for collaboration within and among all levels;
- Provides leadership and program oversight for programs assigned to the Director - Assessment and Accountability;
- Identify and implement effective curriculum and instructional policies and practices that maximize educational options that lead to improved achievement for all students;
- Provide oversight and leadership in the development, organization, and delivery of all curricular and instructional programs and services to ensure they are based on best practices and aligned with District and state standards and assessments;
- Work with Educational Services to develop a system to reduce the variability in curricula, instruction, and assessment and implement a vertically aligned curriculum and assessment system;
- Provide leadership for the design and implement “best practice” instructional systems aligned to district priorities in conjunction with the Leadership Team to address both immediate and long-range District strategic priorities;

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- Serve as a resource and advisor for the District's Program of Studies and interpret state and local policies related to credit, graduation requirements and the total instructional program; and helps to identify training needs and participates in developing staff training programs;
- Build and lead a highly effective, innovative educational services department including re-envisioning the current team, roles and responsibilities as necessary;
- Provide leadership and support for the development of a comprehensive system to support and equip Principals to be instructional leaders for their faculties and establish extensive training programs for teachers and administrators based on best practices, standards for effective instruction, and assessment, to prepare them for instructional leadership;
- Oversee the planning, organization, implementation and evaluation of professional learning systems for the district including making recommendations and long-term planning to support district priorities and goals;
- Provides leadership and program oversight for programs assigned to the Director - Professional Development;
- Provides leadership and program oversight for programs assigned to the Director - Student Services;
- Establish systems for reviewing and monitoring individual office budgets and expenditures to ensure that they are aligned with the strategic initiatives of the District and that resources are directed appropriately;
- Assist in the selection, training, development, and management of principals, teachers and professional staff;
- Evaluate principals and administrators as assigned;
- Assure that the District's academic philosophy, values, and mission are carried out in a manner which is conducive to innovation, positive thinking, accountability, and performance;
- Present information to the Superintendent, Board of Education, Cabinet, public groups, and national, state and local officials;
- Manage the development and oversight of planning initiatives with local and state government;
- Represent the District, serves as a liaison to relevant matters with the California Department of Education and assures that state, federal and local standards and requirements are met;
- Oversee the development of partnerships with leading educational and community organizations, both locally and nationally, to support and enhance District efforts;
- Perform other duties as directed by the Superintendent.

QUALIFICATIONS

- A Master's degree Curriculum, Teaching and Learning, Educational Leadership, Education Administration or related field required; Doctorate preferred but not required
- Ten (10) years of progressive experience with district level instructional systems including curriculum, instruction, research, assessment, and support services in an environment comprised of an ethnically diverse student body, a sizeable student population of English-language learners, and a large percentage of students eligible for free or reduced lunch programs preferably at all three school levels (elementary, middle, high) including experience leading principals, curriculum coordinators, teachers, and other professional staff

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- Demonstrated increases in student achievement and a reduction in the student achievement gap
- Experience in the alignment of written curriculum, instruction procedures, instructional practices, assessment practices, supervision practices, and personnel practices to achieve the most impact on the widest variety of students in the most efficient manner possible
- Demonstrated knowledge and understanding of student assessment and data collection and their use
- Familiarity with content areas in terms of trends within various disciplines, i.e., reading, mathematics, special education, and language development
- Demonstrated record with regard to recruiting/selection and professional development relative to principals, teachers, and professional staff
- Successful experience in working well in diverse economic, multicultural and multilingual communities and environment
- Demonstrated success in executing significant budgetary and operational responsibilities at an executive level

Licenses and other requirements:

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Valid California Driver's License
- Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES

Knowledge of:

- California Department of Education Frameworks governing work scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Multi-Tiered Systems of Support
- Professional Learning Communities
- Effective instructional programs and methodologies, and experience in evaluating such methodologies for effectiveness in meeting state standards for achievement
- State-of-the-art research and proven best practices in curriculum, instruction, research and assessment and in closing the achievement gaps and meeting diverse needs of students
- Curricular frameworks, pedagogy and quality classroom materials
- Cultural competence and a deep understanding of and empathy for issues facing families
- Current District curriculum and school instructional programs
- Effective and current systems for professional development programs and strategies
- Utilization of various forms of assessment to guide and design instruction
- Effective pedagogy for ethnic populations, English Language Learners, Standard English Learners, and students with exceptionalities
- Applicable federal, state, and District codes, regulations, policies and procedures governing work scope
- Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers
- Correct English usage, grammar, spelling, and punctuation

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- Computer software, hardware, and related technology

Ability to:

- Ability to manage and monitor multiple projects, meeting timelines as required
- Build and maintain strong relationships within high functioning accountable team environment
- Develop and deliver programming that drives improved academic performance for all student populations; know effective practice for differentiating instruction
- Identify exceptional instruction at the classroom level and more importantly, possess the ability to “model” exceptional instruction and lead others to implement these practices consistently across classrooms and school sites
- Demonstrate success in managing change in a constructive manner and leading and facilitating collaboration among departments
- Build a well-integrated team that exhibits superb cross-functional communications and execution capabilities that positively impact all of the District’s initiatives
- Listen and coach, skilled at influencing, and be a team player with a balanced ego who is approachable by any person in the organization
- Be a creative, results-oriented leader with strong communication and relationship-building skills who is particularly good at balancing multiple priorities and issues
- Exhibit unquestionable integrity and be dedicated to the principles of developing a strong collaborative organization
- Establish credibility with numerous constituents, effectively handle sensitive personnel issues, and be comfortable and effective working with all levels of an organization
- Demonstrate excellent and effective written and spoken communication skills in English, including content, context, communication, conciseness, grammar and usage
- Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community including actively listen to others and to effectively interpret others’ motivations and perceptions
- Build consensus and resolve conflicts and the willingness to have difficult conversations
- Skillfully navigate existing political structures and systems
- Ability to give, seeks out and receives feedback regarding performance with a focus on continuous improvement and growth mindset
- Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

Environment:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

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Physical demands:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

WORK CALENDAR: 225 days

VACATION: 22 days

SALARY: Negotiated

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