



# CHIEF ACADEMIC OFFICER

## JOB DESCRIPTION

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**REPORTS TO:** Superintendent

### **OVERVIEW**

The Chief Academic Officer (CAO) will provide comprehensive, proactive leadership to accelerate student achievement districtwide. The position is responsible for organizing system-wide processes and procedures in the areas of teaching and learning, assessment, data, and curriculum. The ideal candidate will have superior professional skills in leadership, assessment, data, teaching and learning, general management, organization, policy, and compliance. S/he will have the bandwidth to serve as a high-functioning team leader with exceptional skills in staff development, writing, organizing, short- and long-range planning, project management, and data analysis for decision-making and recommendations. In addition, s/he will be responsible for working collaboratively with the school district staff to ensure accurate, timely, and quality data and procedures support quality procedures consistently to accelerate student achievement. S/he is also aligned with the Banning Unified School District's mission to develop responsible, respectful, prepared students to achieve their full potential.

### **DUTIES AND RESPONSIBILITIES**

#### ***Leadership, Academic Acceleration, and Organization***

- Lead, direct, and manage the district's education services department.
- Work collaboratively with the superintendent, other cabinet members, and site and district personnel
- Direct, manages, plans, organizes and provides administrative leadership of aspects of the education services department, including strategic short- and long-range planning.
- Ensure implementation of a system that maintains accurate data and systems pertaining to academics, student interventions and discipline, and attendance inventory controls and records
- Provides information and assistance to school principals
- Gather data, coordinate and assist in the implementation of school and district plans
- Prepares various reports and studies for the purpose of providing information to the Board of Trustees, the superintendent, other staff and the public
- Prepare and review Board agenda items for discussion and/or action at regular meetings.
- Create a process for and manage the collection of data for relevant staff evaluations.
- Performs other related duties as assigned

## Position Description for Chief Academic Officer

- Provides direction to Educational Services staff and school districts on the implementation of LCFF, the development of LCAPs, and the review process
- Reviews the district's LCAPs in conjunction with the Chief Business Officer and Assistant Superintendent of Human Resources to assure compliance with applicable federal and state requirements
- Assist in the implementation of the LCFF including the development of the LCAP
- Attends board meetings
- Collaborates with others (e.g. county personnel, district personnel, community organizations, law enforcement and probation, etc.) for the purpose of implementing and maintaining services and/or programs
- Develops long and short range plans, annual budget, and staffing projections for the purpose of ensuring that county resources are effectively utilized
- Represents the district as assigned, at local, regional, and state meetings
- Serves as a member of the superintendent's cabinet
- Performs job assignment safely for the purpose of protecting people and property

### ***Assessment, Data, and Professional Growth Opportunities***

- Serve as advisor to the Superintendent in matters pertaining to data, academic achievement, curriculum, assessment, teaching and learning
- Analyze, share, distribute data to support raising student achievement
- Develop a system to implement, support, and manage pacing guides, essential/priority standards, central data repositories, and early warning indicators
- Build positive relationships with all employee groups and other stakeholders
- Provide training and organized schedules for professional growth opportunities/development and serve as a resource
- Provides direction to staff in educational services, school site principals, and the school district on the implementation of LCFF, the development of LCAPs, School Plans for Student Achievement (SPSAs), the review and data-driven progress monitoring process
- Provides expertise, administrative guidance and support to central office and site administration, support personnel, and a variety of district and educational community members in support of student achievement
- Evaluates and supervises the performance of all staff associated with or assigned to the Education Services Department
- Supports the superintendent with school site and education services leadership performance goal setting and evaluations
- Conducts meetings, workshops and seminars for the purpose of training staff and/or gathering information required to perform functions

### ***Policy and Compliance***

- Monitors federal and state programs including Elementary and Secondary Education Act (ESEA), Williams Act, beginning teacher induction, Title III, Local Control Funding Formula (LCFF), etc., to maintain compliance with applicable federal and state law
- Administers the provisions of the Education Code, Administrative Code (Title 5 and Title 22) and the Labor Code as applicable to assigned area of responsibility to maintain compliance with applicable federal and state law
- Develops review systems and intervention systems for monitoring and implementing the Local Control Accountability Plan (LCAPs) and the state priority areas addressed in LCFF

- Assure compliance with relevant state and federal policies including data submissions and federal grants (in collaboration with the chief business officer and office, cabinet and principals)
- Maintain documentation and process the recommendation for employee discipline, suspension and/or dismissal procedures
- Support schools to meet or exceed district and schoolwide goals and objectives.
- Maintain an awareness of California school laws and legal decisions relating to financial and business compliance and best practices.
- Analyzes current and proposed legislation and state board policy to provide perspective and input to the Governmental Relations unit
- Develops and recommends Board policies and procedures for review and adoption
- Provide administrative leadership in the development and/or revision of policies, regulations, and procedures
- Counsel administrators, managers, supervisors and others on the relevance of federal and state laws affecting assigned functional areas
- Support oversight of the daily administration of relevant budgets

### **KNOWLEDGE AND SKILLS**

1. Develop long and short-range achievement plans, provide advice and counsel to the Superintendent, as well as develop and implement innovative plans to modernize and streamline processes and procedures to assist school leadership teams to raise student achievement while using data-driven decision making, supporting staff and implementing school-wide systems consistently, effectively, and efficiently.
2. Superior professional skills and knowledge in the following areas: leadership, organization, data and assessment, teaching and learning, management, short- and long-range planning, project management, responsiveness, speaking, and educational trends and policies.
3. Strong and proactive planning skills with an ability to focus, think, and engage systematically and in concert with the Superintendent
4. Exceptional team building skills with the capacity to receive and deliver strategic direction and meaningful feedback to and from superiors, subordinates, and stakeholders
5. Outstanding relationship-building skills and experience making productive connections with union leaders and members
6. Ability to demonstrate consistent support for and alignment with the mission, vision, and goals of the district
7. Ability to communicate openly, authentically, and concisely with a variety of diverse audiences
8. Knowledge and understanding of all policies relevant to the position
9. Strong capacity to develop, implement, and manage processes relevant to the effectiveness, efficiency, and consistency of the department while using data to inform decisions and recommendations

Position Description for Chief Academic Officer

**EDUCATION/CREDENTIAL/EXPERIENCE:** A doctoral degree in curriculum and instruction, a relevant field and holds or is be eligible for a California Administrative Services Credential. Exceptional and demonstrated experience in the following areas: teaching and learning, data analytics, policy, assessments, and curriculum.

**SALARY:** Competitive and contingent upon experience.