



JOB DESCRIPTION
Chief Academic Officer

DIVISION: Superintendent's Office	GRADE: 149
DEPARTMENT: Administration	WORK DAYS: Annual
REPORTS TO: Superintendent	FLSA STATUS: Exempt
CLASSIFICATION: At-Will	DATE: 6/1/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

Reporting directly to the Superintendent, the Chief Academic Officer (CAO) sets the strategic vision and direction for the instructional framework and pedagogical approach to Atlanta Public Schools' academic programs and is a key lever to accomplish the District's academic goals. The CAO is the leader, spokesperson, and resident expert on curriculum, instruction, pedagogy, and learning. This role develops the short- and long-term instructional vision and works to establish a culture of high expectation and shared responsibility for equitable access to high quality and culturally relevant instruction. The CAO works to create authentic partnerships between District offices and schools to ensure closer alignment of District resources with school needs, to implement an instructional plan for the District that ensures effective teaching in every classroom, and to create conditions that ensure systemic improvement of practice over time in every classroom. The CAO is responsible for all instructional functions including K-12 curriculum and instruction, professional development, student services, athletics, special education, family engagement, career, technology and agriculture education (CTAE), army instruction, gifted and talented, and college and career readiness. This position requires a strong instructional foundation; requiring the incumbent to stay current on instructional administration techniques and programs throughout the state and nation, incorporating findings into the local organization where appropriate.

MINIMUM REQUIREMENTS

EDUCATION:

- Master's degree with an emphasis in curriculum, instruction, and school leadership is required.
- Doctorate degree is preferred.

CERTIFICATION/LICENSE:

- Must possess or be able to obtain a Georgia Professional Standards Commission (GAPSC) approved Leadership Certification.
- Valid driver's license and availability of private transportation, or the availability to get to off-site meetings.

**WORK EXPERIENCE:**

- 10 years of progressively responsible experience at campus level and central administration required.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the Georgia Education Code.
- Thorough understanding of curriculum and instruction and other student-related services.
- Proven ability to supervise multiple functions with full accountability for effective operation and results.
- Ability to use computer technology in administrative and educational settings.
- Excellent organizational ability.
- Demonstrated oral and written communication skills.
- Problem-solving and consensus-building expertise.
- Excellent human relations skills.

ESSENTIAL DUTIES

- Leads curriculum development, implementation, and assessment through an equity lens for the District.
- Develops, with senior leadership, a strategic plan inclusive of goals and strategies to ensure equitable standards-aligned instruction for every student.
- Directs and evaluates academic divisions inclusive of instructional improvement, curriculum and instruction, professional development, exceptional children services, gifted services, English as second language, etc. and student support services.
- Delivers written and oral presentations on academic accountability to various stakeholders (i.e. Board of Education, principals, teachers, parents and community groups).
- Approves departmental budgets and determines allocations for staff, supplies, and equipment.
- Collaborates with the Chief of Schools, and leadership in all academic areas to evaluate existing curriculum programs based on observations, and results of Accountability Services testing to determine updates to School Improvement Plans.
- Coordinates with the Assistant Superintendent of Student Services to ensure that the all student services including special education and Response to Intervention (RTI) are implemented in compliance with state and federal law.
- Collaborate with school systems, community agencies, local universities, and research laboratories to promote shared learning.
- Establishes direction for school improvement efforts by monitoring the progress of school performance, student achievement objectives and academic excellence indicators to align strategies for school improvement.
- Collaborates with schools to develop instructional programs and to implement reform models designed to improve achievement of all students; develops a two-way feedback loop from school sites to the Chief Academic Office.
- Supports staff to develop, implement, and evaluate project plans and strategies to achieve goals and objectives.
- Plans, develops and implements professional development activities for teachers, ensuring a robust, systemic approach that meets student needs.
- Monitors the coordination of all District professional development efforts and the implementation of new and existing educational programs using Professional Learning Communities (PLC's) as a vehicle to provide staff support.
- Performs other duties as assigned by appropriate administrator complying with lawful directives that may be driven by the need for a team effort
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.



PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments. Will require travel to multiple sites.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.