

## **Three Rivers Local School District Job Description**

Title:           **CHIEF ACADEMIC OFFICER**

Qualifications:

1. Valid Ohio Teaching Certificate/License is required
2. Curriculum and Supervision Master's Degree or certification required.
3. At least five years experience in academic background with a heavy concentration in curriculum and instruction
4. Demonstrated ability in managing and supervising personnel.

Reports to:     **Superintendent**

Job Goal(s):    To assist the Superintendent substantially and effectively in the task of providing leadership in the development, implementation and coordination of the district's curriculum, instructional and professional development programs for grades PreK-12.

### **ESSENTIAL RESPONSIBILITIES:**

1. Coordinates and assists the superintendent in the determination and development of Administrative and Board policy for curriculum/instruction matters including the District's courses of study and textbook selections.
2. Coordinates and supervises the District's implementation of state minimum standards pertaining to curriculum and instruction.
3. Coordinates and supervises, under the direction of the Superintendent, the district's staff development and in-service programs for certificated personnel.
4. Interprets curriculum/instruction services and programs, philosophy and policies of the District to staff, parents, students and the community at large, through written publications, and personal appearances.
5. Cooperates with and provides guidance and assistance for district administrative and supervisory personnel in matters relating to curriculum and instruction.
6. Coordinates all formal efforts of the professional staff in projects of curriculum improvement and development.
7. Assumes a leadership role in developing curriculum for any course mandated by the legislature or the Board.
8. Assists in recommending the addition of new courses, grade placement of courses, credit allowance for courses, and graduation requirements.
9. Assists building principals with DLT, BLT, PLC, and other building committees related to curriculum, instruction or professional development.
10. Assists in the development and coordination of the sections of the budget that pertain to curriculum, instruction, and federal programs.
11. Monitors District's instructional practices and provides leadership in developing best practices as they relate to the District's academic goals

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12. Assists teachers with opportunities to develop and experiment with innovative ideas for the improvement of instruction. Assists in formulation of goals and objectives for the instructional programs.
13. Provides leadership in developing and evaluating the District's Instructional Specialist.
14. Oversees the responsibilities and activities of the District's Instructional Specialist to ensure consistency with District's academic goals.
15. Maintains a list of all approved instructional materials by publisher, copyright date, and date of board adoption.
16. Monitors curriculum cycle to insure coordination with state adopted curriculum models.
17. Facilitates a process for curriculum piloting and adoption.
18. Pursues grants and other sources of funding to support the district's instructional program.
19. Assists in the research necessary to accomplish the activities of this position and to measure the effectiveness of the school district's educational program.
20. Shares the responsibility with the Principals for reviewing and evaluating results of the district's testing programs and for other evaluative measures used by the school, including the Annual District Report Card.
21. Assists Principals in reviewing district methods of pupil evaluation and grade reporting to make it increasingly communicative, positive, and effective.
22. Issues adequate information to staff and the public concerning the activities of this office such as current and future goals and changes in the district's educational program.
23. Directs the creation and editing of all publications for curriculum guides and materials to be distributed to the instructional staff.
24. Maintains liaison and active participation with educational leaders in curriculum and instruction at local, regional, state and national levels.
25. Keeps abreast of and interprets all laws, regulations, rules and policies affecting the District's instructional programs.
26. Coordinates services of department chairs/team leaders.
27. Reviews all requests for staff professional development with support of Principals.
28. Represents the Superintendent at all local, state or national curriculum and instructional meetings as requested.
29. Monitors and supervises all federal programs as they pertain to regular instruction.
30. Supervises gifted and ESL programs.
31. Coordinates the Resident Educator Program.
32. Provides orientation program to new credentialed staff.
33. Assists building principals in coordinating summer school programs and after school intervention/instructional support programs.
34. Resolves problems and addresses concerns/complaints pertaining to curriculum and instruction.

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35. Works with Assistant Superintendent to provide frequent and thorough in-services on the use of software and its integration into the classroom
36. Assists any committee concerned with developing or changing school policies affecting educational technology.

**ANCILLARY RESPONSIBILITIES**

1. Performs other curriculum and instructional development duties as requested by Superintendent or as necessary to fulfill the responsibilities of this position.

**Terms of Employment**

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

**Evaluation**

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by a District Office Employee.

[BOE approved: October 25, 2016]

I acknowledge receiving a copy of the Three Rivers Local School District **Chief Academic Officer** job description.

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Employee signature

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Date