



# Chief Academic Officer

<b>Reports to:</b>	Superintendent	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Administrative Certified	<b>Structure/Grade:</b>	Executive/DPC
<b>Division:</b>	Curriculum & Instruction	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Ensures the effective and efficient delivery of instructional programs in a large, urban school district. Assumes full responsibility for the function, contributing to the overall strategy of the organization. Provides leadership and direction to multiple teams through lower-level leadership and management. Creates and inspires the organization's overall vision, mission, and strategic goals.

## Essential Job Duties

- Oversees daily operations of all departments and work units within the division, ensuring effective personnel management and clear definition of roles and responsibilities.
- Directs, monitors, and appraises the performance of departments and work units, maintaining ultimate responsibility for their fiscal management.
- Ensures administration of instructional programs complies with federal, state, local laws, Georgia Department of Education requirements, as well as Board policies and regulations.
- Leads the development, evaluation, and improvement of service delivery models to meet legal requirements and achieve Board goals.
- Defines objectives for each department or work unit in the division; develops short-range and long-range plans with necessary resources to support these goals.
- Provides executive leadership in alignment with Board goals, school district initiatives, and community needs; maintains current knowledge on curriculum trends to advise Superintendent on action courses.
- Assists in formulating board policies by providing data/information; collaborates across administration segments for policy implementation; administers board policies personally or through delegation.
- Implements approved school district community relations program to inform public about developments; recommends activities promoting positive relationships between DeKalb County School District (DCSD) and community stakeholders.
- Maintains contact with media representatives, community groups/organizations on behalf of Superintendent; serves as liaison receiving input from various local agencies.
- Represents DCSD at professional/civic functions while fostering organizational vision/mission through strategic goal setting based on extensive experience/knowledge.
- Oversees the development and implementation of policies and procedures required to meet regulatory requirements, operational targets, and financial goals.
- Analyzes data to inform decisions and improve practices.
- Supports the professional growth of staff by providing direction, support, and constructive feedback.
- Develops long-term talent plans to executive organization strategies.
- Performs other duties as assigned.



## Qualifications

- Master's degree or greater in Curriculum and Instruction or a closely related field with 10+ years of experience required,
- Experience should include a minimum of 10 years as an administrator in a school district setting.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-7, NL-7, PL-7, or eligibility for the NPL certificate in educational leadership.

## Knowledge, Skills, and Abilities

- Knowledge of DCSD policies and procedures
- Knowledge of budget management and fiscal management practices
- Knowledge of all relevant federal, state, and local laws
- Ability to coordinate and collaborate with federal, state, regional, and local organizations and departments to establish and execute responsibilities.
- Ability to share a compelling vision and strategic direction that inspires others to action, setting high standards and leading others through change
- Ability to apply vast experience, knowledge of macro and micro factors, and clear vision to guide the organization's impact
- Ability to solve highly complex multi-dimensional problems
- Ability to create overall organizational growth strategies internally and influence the external marketplace
- High level of financial literacy, and the ability to maintain accountability for financial plans and goals
- Ability to oversee policies and processes that have significant operational and financial impact on the organization
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Superior communication skills and the ability to interact with and influence other organization and industry leaders
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

## Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 11/13/2025*



By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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