

**CENTRAL COMMUNITY SCHOOL SYSTEM
JOB DESCRIPTION**

TITLE:	Chief Academic Officer (CAO)
REPORTS TO:	Superintendent of Schools
QUALIFICATIONS:	Minimum: 1) Master's Degree; 2) Parish or City School Supervisor of Instruction or Educational Leader Level Two Certificate (or higher); 3) High School Principal Experience Preferred
SUPERVISES:	Supervisor of Federal and State Grants, Accountability / Testing Coordinator, Technology Coordinator

SCOPE OF RESPONSIBILITIES:

This person directs and provides leadership in instruction, curriculum and accountability activities to achieve the highest possible levels of excellence and proficiency competencies.

Language Skills- Ability to read, analyze, interpret, write reports, memos, and procedure manual and effectively present information and respond to questions from staff, superintendent, school board, news media and the public.

Reasoning Ability- To work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public with the ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Twelve Months (242 days, 15 vacation days & 5 carryover vacation days)

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Provides leadership for the selection and continual assessment of 6 - 12 curriculum and instructional program
- Encourages teaching excellence, professional growth, and program improvement
- Acts as a liaison with the Louisiana Department of Education (LDOE) to administer and monitor instruction and assessment activities including implementation of the Grade Level Expectations, LEAP, iLEAP, EOC, ACT, WorkKeys and AP testing policies and procedures and accountability processes/procedures
- Assesses the classroom teaching-learning process regularly and offers research-based recommendations for improvement
- Provides leadership in the development and selection of teaching materials that support implementation of the grade level expectations adopted by the Louisiana Department of Education
- Oversees and directs district professional development initiatives and opportunities (Title II funding)
- Determines the area of need and directs the annual writing and submission of the 8g Block Grant to the LDOE

- Oversees and determines the use of Carl Perkins funds
- Coordinates and assists in the grant writing process at all levels
- Attends all board meetings and committee meetings as assigned by the Superintendent
- Oversees and approves instructional technology / software purchases (K-12)
- Oversees and approves policies for student technology use and implementation (K-12)
- Performs other duties as assigned by the Superintendent

PERFORMANCE RESPONSIBILITIES SPECIFIC TO LOUISIANA:

- Create and implement an effective TOPS University Diploma Pathway and TOPS TECH Jumpstart Diploma Pathway
- Oversees and determines the use of Career Development Funds (currently \$238 per student and approved course code)
- Oversees and determines the use of Supplemental Course Allocation funds
- Oversees the district Dual Enrollment, Advanced Placement, CLEP and Industry-based Certification programs
- Collaborate with principals and counselors to create course pathways and offerings for all students
- Oversees the school system course catalog to ensure accuracy and program funding
- Monitor the Louisiana Accountability System specifically as it relates to secondary education

ADDITIONAL DUTIES:

- Integrates instructional programs across the district
- Designs, recommends, and carries out educational initiatives; disseminates and interprets the results to administrators, teachers and parents as appropriate
- Supervises and coordinates the work of curriculum resource consultants
- Collaborate with Assistant Superintendent to develop and implement a leadership development program
- Collaborate with principals and school leadership teams to create master schedules
- Collaborate with principals and school leadership teams to develop professional development cycles in PLCs focused on student achievement
- Acts as a liaison with other school districts, universities and business/industry partners
- Oversees the allocation of materials and staff resources for academic departments

Performance in this position will be evaluated in accordance with board policy.

Evaluation

Reviewed and agreed to _____ Date: _____

Received by _____ Date: _____

Note:

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all the duties and responsibilities. The Central Community School Board reserved the right to change this description at its discretion.