



Job Description

Job Title: Chief Academic Officer (CAO)

Job Classification: Exempt

Supervisor: Superintendent

Pay Grade: 55

Contract Length: 245 Days

Job Summary

Under the leadership of the Superintendent, this position directs, coordinates, and evaluates all educational programs for grades PreK-12 in the support of continuous growth and improvement. Responsibilities include development of policies and practices which are designed to support and enhance the educational opportunities available to the children of Newport News Public Schools. Through the development and implementation of short and long-term goals and objectives and monitoring and evaluating the effectiveness of instructional outcomes, the CAO ensures that programs and opportunities offered are of the highest quality possible based on available resources.

Essential Duties

1. With all academic departments, develops and coordinates the implementation of the division-wide strategic plan and supporting goals, objectives, and action plans to attain the vision and mission of the division; participates in high-level planning and decision making.
2. Plans, coordinates and supervises the design and quality of the curriculum aligned to state standards: the instructional improvement and delivery; and the implementation and assessment of instructional programs.
3. Assists the superintendent in matters of instruction including long-range planning.
4. Serves on the Superintendent's Executive Staff, Senior Staff and coordinates on matters of instruction across departments and offices as needed.
5. Interprets assigned instructional programs, philosophy, and policies of the school division to staff, students, and the community at large.
6. Effectively works and communicates with parents, community groups, administrators and others on instructional program matters.
7. Communicates with internal and external audiences on local, state and national levels to articulate information regarding division programs.
8. Builds the capacity of all staff levels who support academic and instructional programs to ensure effective implementation and continuation. These programs include but are not limited to: a written, taught and assessed curriculum; tiered remedial supports which enable students to receive appropriate support beyond the classroom; and the establishment of sustainable Professional Learning Communities in all schools, enabling teachers to effectively plan, assess and respond to the instructional needs of every student.
9. Monitors state and federal legislation governing assigned areas and programs, and ensures that the division is in compliance.
10. Identifies, develops and monitors the implementation of federal, state and local programs.
11. Attends School Board meetings/work sessions; and prepares and presents reports for the School Board as requested and directed.
12. Prepares and monitors the department budget and seeks outside funding; directs the preparation of reports necessary to carry out the functions of the department reviews and authorizes requests for the purchase of department materials.
13. Supervises and conducts personnel administration duties for assigned staff.
14. Plans and conducts staff meetings on a regular basis for the effective functioning of the department.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional organizations to maintain a current knowledge of developments and research in the profession.
2. Serves on the Superintendent’s Executive Leadership and Senior Staff
3. Serves as a designee, upon request, for the Superintendent at instructional meetings, programs and ceremonies.
4. Performs any other related duties as assigned by the Superintendent.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a Master's degree (Doctorate preferred) in Educational Administration or Curriculum and Instruction. Minimum of three years executive level, public school, central office experience and 3 years as a building principal required. Must have three years of successful experience as a teacher in public schools. Three years of public school experience as a principal preferred. Must possess budget planning and execution experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in educational administration. Must possess a demonstrated ability to guide strategic planning process which supports division goals and programs. Must possess the ability to compare and/or judge the readily observable structural or composite characteristics of data, people or things. Must possess excellent leadership, management, and communication skills. Must possess the ability to speak effectively before large groups and high level executives. Must possess the ability to establish and maintain effective working relationships with school division officials, staff, and the public.

Working Conditions and Physical Demands

Duties are performed in an office, in schools, community centers and wherever the business of the school division is to be conducted. Overnight travel is required. Must be knowledgeable of and physically able to operate a variety of equipment including personal computer. Must possess a valid driver’s license and physically able to operate a motor vehicle. Work usually requires walking and standing. Requires ability to talk, hear and communicate via telephone. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: Position provides overall supervision of school based instruction and assigned direct reports (Executive Director of Curriculum & Development, Executive Director of Student Advancement, Director of School Counseling, Program Administrator of Federal Programs, Director of Equity Assessment and Strategic Operations, and clerical staff.)

Supervision Received: Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The Chief Academic Officer will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Name (Print)	Signature	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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