

TITLE: Chief Academic Officer

QUALIFICATIONS:

1. Master's degree or higher with a graduate major in Educational Leadership, Business Administration, or Administration/Supervision (doctorate preferred).
2. A minimum of ten years of progressively responsible work experience including teaching, principalship and District administrative experience.
3. Demonstrated skill in continuous improvement processes such as Quality, Best Practices and Interest-Based Problem Solving.
4. Demonstrated evidence of strong organizational, leadership and managerial skills.
5. Demonstrated skill in oral and written communication.
6. Demonstrated ability to work with diverse groups of people.
7. Experience with industry-standard computer applications.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Intervention Services, Student Services, Technical and Career Education, Exceptional Student Education, Evaluation and Testing, Curriculum, Staff Development, and such other staff members and programs as designated by the Superintendent.

JOB GOAL: To provide for continual school improvement and increase student achievement through effective supervision, collaboration, and coordination. To assist the Superintendent to more effectively accomplish goals of the District Strategic Plan.

ESSENTIAL FUNCTIONS:

- *1. Develops goals, objectives and policies for teaching and learning which facilitate and support improved learning and achievement for all students enrolled in the School District of Lee County as well as all employees of the District.
- *2. Evaluates department directors, as measured by the utilization of continuous improvement such as Quality, to accomplish the District's strategic goals, departmental goals and student achievement.
- *3. Ensures the development of procedures and processes related to compliance with local, state and federal laws, regulations and policies relative to teaching and learning.
- *4. Regularly evaluates program effectiveness utilizing stakeholder feedback to improve service delivery.
- *5. Monitors departmental budgets and ensures alignment with the District's Strategic Plan.
- *6. Monitors and implements legislative actions/changes as appropriate.

7. Provides leadership for principal assessment, curriculum development, school improvement and the use of instructional technology.
8. Provides leadership for the District's alternative schools and programs.
9. Advises and counsels school leadership personnel on student achievement, policy changes, and problem solving.
10. Communicates and becomes actively involved with community, business and professional groups in support of the goals of the District Strategic Plan.

*Core Measures

OTHER RESPONSIBILITIES

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent.

PHYSICAL REQUIREMENTS

Position requires exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently to move objects.

TERMS OF EMPLOYMENT

Twelve month year. Salary as established by the Board.

ASSESSMENT

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 04-29-03