

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
ASSISTANT SUPERINTENDENTS
Chief Academic Officer

JOB TITLE: CHIEF ACADEMIC OFFICER

REPORTS TO: Superintendent

SUPERVISES: Director of Specialized Services, Director of Early Childhood, Instructional Supervisors and other staff as designated

NATURE AND SCOPE OF JOB:

The Chief Academic Officer shall oversee, coordinate and supervise the curriculum, instruction and assessment programs in the District in order to ensure all students are receiving an efficient and effective instructional program.

QUALIFICATIONS:

The Chief Academic Officer shall:

1. Hold a New Jersey School Administrator certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq.
2. Hold a Doctorate Degree from an accredited college or university (preferred).
3. Have a minimum of ten years' administrative experience as a principal and/or in a leadership role in central office in a school district.
4. Have excellent administrative experience and experience in working with Board members, the public, parents, students, faculty and staff.
5. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis and research related to learning.
6. Demonstrate skills in leadership and human resource management, communications, quantitative and qualitative decision-making, finance, educational law, school facilities government, community relations and management of district operations.
7. Hold and maintain a valid driver's license with no serious violations.
8. Demonstrate excellent organization skills.
9. Demonstrate the ability to motivate people.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
12. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
13. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Chief Academic Officer shall be employed in accordance with an individual contract negotiated with the Board of Education at the time of employment and at intervals specified by law and administrative code.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Chief Academic Officer shall:

1. Responsible for the development, implementation and supervision of the District's curriculum.
2. Responsible for the oversight, implementation, monitoring, compliance and supervision of special education programming.
3. Responsible for the District's assessment program.
4. Responsible for planning, organizing, supervising and evaluating a comprehensive staff development program that addresses identified staff needs, supports District and school reform efforts and focuses on student achievement in each of the Core Curriculum Content Standards.
5. Responsible for the District's guidance and counseling programs.
6. Provide structure for periodic measurement and evaluation of the success of the curriculum, in terms of the educational growth and achievement of students.
7. Provide for the introduction of relevant innovative programs, revised methodology and new books, materials and technology for upgrading and updating the curriculum
8. Plan, organize, supervise and evaluate a comprehensive staff development program that addresses identified staff needs, supports District and school reform efforts and focuses on student achievement in each of the Core Curriculum Content Standards.
9. Recommend to the Superintendent the addition of new courses, grade placement, graduation requirements, etc.
10. Develop curriculum guides to be distributed to staff and/or other concerned parties.
11. Provide district-wide leadership and guidance for the scheduling and organizing for grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional programs in the schools.
12. Plan and present a series of meeting each year for the purpose of interpreting to the Board and to the parents and public at large, the educational programs of the schools.
13. Coordinate the selection of textbooks and instructional materials throughout the District through the use of faculty committees and recommend those selected to the Superintendent for adoption by the Board.
14. Meet on a regular basis with all instructional supervisors for the purpose of maintaining ongoing supervision, coordination and implementation of the District's curriculum.
15. Conduct classroom observations and provide supervision/evaluation of Directors and Instructional Supervisors (with input from building principals).
16. Prepare drafts of Board policies and administrative guidelines for the Superintendent's review and/or Board action.
17. Attend Board meetings and prepare such reports as the Superintendent may request.
18. Monitor the purchasing of instructional materials and equipment.
19. Evaluate the performance of assigned personnel in accordance with law, code and Board policy.

20. Plan, organize, implement, supervise, coordinate and evaluate curricula to ensure that each student meets and exceeds the Core Curriculum Content Standards.
21. Organize and administer the assessment program to measure student performance in the core Curriculum Content Standards. Collect, analyze and distribute data regarding the needs and achievement of students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
22. Collect and analyze test data and maintain longitudinal study of all test data with an emphasis on student growth and achievement.
23. Coordinate, advise and direct the supervisors and other assigned personnel on matters related to curriculum, instruction, the writing of proposals to procure State, Federal and private funds and monitoring.
24. Oversee compliance with Federal, State, county and local program regulations, to collect and report required data and to insure that applications, reports, evaluations, etc. are submitted in a timely fashion.
25. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
26. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
27. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and contractual obligations.

EVALUATION

The Chief Academic Officer shall be evaluated by the Superintendent in accordance with Board of Education Policy.