

**CARMEL UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – ADMINISTRATION**

**POSITION: CHIEF ACADEMIC OFFICER**

**A. PRIMARY FUNCTION**

At the direction of the Superintendent, to perform administrative duties and provide leadership with primary responsibility for the research, planning, development, implementation, and evaluation of the curriculum and instruction functions for the district's schools; and to perform other duties as required.

**B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

**1. General Administration**

**a. Directs, supervises, and evaluates:**

- (1) Administrative Secretary II to the Chief Academic Officer
- (2) District Technology Professional Development Coach
- (3) Other staff as assigned

**b. Demonstrates professional behaviors that include the following:**

- (1) Maintaining professional association memberships, keeping abreast of the professional literature, and representing the District on relevant county and state committees
- (2) Continually improving relevant knowledge and skills
- (3) Promoting positive staff morale and commitment to the District
- (4) Establishing and maintaining positive working relationships with all stakeholders
- (5) Communicating effectively both orally and in writing
- (6) Demonstrating effective problem solving, decision-making, and leadership abilities

**c. Holds in common with other administrators and with the guidance of the Superintendent responsibilities for:**

- (1) Board agenda planning/information
- (2) District long range goals and objectives and short range supporting activities
- (3) Policy and Administrative Regulation development, recommendation and implementation
- (4) Budget and finance
- (5) Supervision and evaluation of staff and programs
- (6) Organizational integrity and climate maintenance
- (7) Continuous improvement of principals as instructional leaders

2. Curriculum & Instruction
  - a. Coordinates the development and implementation of written curriculum in all subject areas following the State and District cycles as appropriate and/or at the direction of the Board, including:
    - (1) Preparing philosophy and goal statements
    - (2) Preparing content and performance standards in all curricular areas
    - (3) Reviewing, adopting and acquiring textbooks and instructional materials
    - (4) Assessing student performance
  - b. Develops and implements an on-going procedure for curriculum review, development and/or revision
  - c. Establishes and implements an on-going procedure to ensure articulation across and between grade levels, including:
    - (1) Coordinating K-12 curriculum committees to provide for articulation of, and alignment with, district standards
    - (2) Planning and facilitating District-wide grade level meetings
    - (3) Assisting site principals with school level and grade level meetings as necessary
  - d. Establishes lines of communication with staff and community regarding curriculum, including:
    - (1) Providing articles and information for use in school and District newsletters
    - (2) Promoting and developing community based partnerships to further the mission of the District and provide additional opportunities for students
    - (3) Developing and disseminating public information regarding the District's instructional program
  - e. Plans and implements professional development activities for certificated and classified employees, including:
    - (1) Planning, developing, and implementing District staff development activities, including research-based instructional practices
    - (2) Approving funding for staff development activities
    - (3) Establishing and monitoring staff development budget
    - (4) Evaluating staff development activities
    - (5) Assisting site principals and teachers in planning staff development activities at the school level
  - f. Assesses and analyzes student and program needs including:
    - (1) Developing internal capacity to design and implement district level assessments
    - (2) Coordinating state level assessment programs
    - (3) Analyzing assessment results to determine effectiveness and recommend adjustments in curricula, instruction, and programs
    - (4) Reporting assessment results, analysis and recommendations to all stakeholders

- g. Guides the use of instructional technology within the areas of curriculum, instruction, assessment and professional development including:
    - (1) Coordinating the integration of technology within the K-12 instructional program, including the selection and use of technology-based core materials and supplemental materials
    - (2) Planning the use of assessment instruments that use technology to assist in the reporting and analysis of results, including disaggregation of subgroup achievement data
    - (3) Planning professional development activities for certificated employees in the effective use of technology for instruction, assessment and classroom management
  - h. Attends appropriate curriculum meetings and workshops
  - i. Establishes and monitors curriculum and instructional materials budget
  - j. Makes regular reports to the Board under the guidance of the Superintendent
  - k. Monitors the quality of the instructional program through reviewing of personnel evaluations
3. Strategic Plan
- a. Serves as an Internal Facilitator for the District's strategic planning process to include the LCAP
  - b. Provides administrative leadership and coordinates clerical and logistical support for Planning Team communications and meetings
  - c. Assists the Superintendent with the assignment and monitoring of Action Plans
  - d. Presents recommendations of the Planning Team to the Board for approval
4. Consolidated Program
- a. Prepares the Consolidated Application and required reports
  - b. Plans and facilitates LCAP Parent Advisory Committee and District English Learner Advisory Committee
  - c. Coordinates categorical programs, including:
    - (1) Single Plans for Student Achievement
    - (2) Title I
    - (3) Title II
  - d. Provides assistance and support to principals, including:
    - (1) Plan writing
    - (2) Self reviews
    - (3) Program Review
    - (4) Coordinated Compliance Review
    - (5) Budget development and expenditure
  - e. Coordinates with private schools that participate in federal programs
  - f. Attends appropriate meetings and workshops related to Consolidated Programs
  - g. Monitors program budgets in cooperation with the Business Office
  - h. Monitors programs for compliance with State and Federal regulations

5. Other Related Duties

- a. Collaborates with site principals to plan and coordinate after school and summer school academic support programs
- b. Collaborates with the Chief Student Services Officer to ensure that the District's instructional programs properly support the needs of accelerated and delayed learners, including English Language Learners
- c. Researches, evaluates and prepares grants for submission pertaining to areas of administrative authority

C. QUALIFICATIONS

1. Possession of current, valid appropriate California Administrative Services and Teaching Credentials
2. Masters or Doctorate degree issued by an accredited university
3. Minimum of five (5) years of teaching experience and five (5) years of experience as a site level administrator
4. Experience associated with the development of curriculum and instructional capacity
5. Skilled at using office technology and familiar with instructional technology programs for use in K-12 educational programs
6. Requires active membership in ACSA (Association of California Administrators) and maintenance of an active cell phone account.

E. PHYSICAL REQUIREMENTS

1. Ability to see for purposes of reading correspondence, documents, and other printed matter
2. Ability to hear and understand speech at normal levels and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person, on the telephone, and or on two-way radio

F. WORKING CONDITIONS

Office working environment subject to sitting at a desk or conference table for long periods of time, using computer and telephone for prolonged periods of time, and reaching in all directions.

G. EMPLOYMENT STANDARDS

Physical condition and mental health necessary to maintain a rigorous work schedule. To perform this job successfully an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.