

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Chief Academic Officer	<b>CLASSIFICATION:</b>	Non-Represented Management – Superintendent's Cabinet, Certificated/Classified
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0243	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Academic Office	<b>SALARY:</b>	Range 29 Salary Schedule A-C
<b>REPORTS TO:</b>	Deputy Superintendent	<b>BOARD APPROVAL:</b>	05-20-10
		<b>CABINET REVISION:</b>	02-11-15

**BASIC FUNCTION:**

Serve as the instructional leader for the district; provide leadership and accountability for the district's academic services, as well as academic performance of all schools; drive the educational performance of the district, provide leadership, vision, and strategic direction for the district's curriculum, instruction, assessment, and school improvement initiatives, oversee the professional development for all teachers and principals, and supervise the operational and academic management of the schools.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Provide educational and administrative leadership that builds and supports a high performance education team by inspiring, integrating, and aligning the academic work of the district; develop and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools. **E**

Develop and oversee a world-class, professional development program for teachers and principals; provide support and foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and narrow the achievement gap between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct the operation, planning, development, improvement, and administration of all assigned central office programs in support of the district's mission to provide outstanding opportunities for academic achievement for all students. **E**

Ensure that central office programs/departments are coordinating efforts to provide efficient and effective delivery of educational services (curriculum and instruction, early childhood education, gifted and talented education, special education, alternative education, adult education/ROP, technology, categorical programs, student services, teacher support, health services, safe schools, program evaluation, staff development, and other areas assigned by the Superintendent). **E**

Understand the Board policies, communicate guidelines inherent in those policies, and oversee the implementation of the policies. **E**

Oversee the development, implementation, and monitoring of the long-range instructional goals of the district to improve instructional outcomes, as measured by state and national standards. **E**

Ensure that curriculum developed by the schools are aligned to state standards; monitor coherence in student learning through continuous alignment of standards, assessment, accountability, and intervention practices. **E**

Promote articulation of programs and services among preschool, elementary, middle, high school, adult education programs, and with institutions of higher education. **E**

Coordinate with the Assessment, Research, and Evaluation Department to research most current and effective assessment tools to evaluate progress on district priorities, and ensure that effective programs and best practices are utilized in the curriculum. **E**

Provide leadership in monitoring and reviewing test data and using findings to initiate corrective action for the affected group of students and/or campuses. **E**

Approve department budgets, and determine allocations for staff, supplies, and equipment; provide direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and regulations. **E**

Interface with governmental agencies, business and civic organizations, and the community to provide needed information and promote the district's educational initiatives. **E**

Oversee the development of partnerships with leading educational and community organizations, both locally and nationally, to support, complement, and enhance district programs; collaborate and foster relationships with internal and external stakeholders. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Communicate and collaborate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; model district standards of ethics and professionalism. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; prepare and submit applications, contracts, and reports to funding agencies; operate a computer to input data and generate reports. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Maintain current knowledge of state/federal legislation regulations, requirements, and guidelines related to assigned duties; attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in the education field. **E**

Serve as a team member of the Superintendent's Cabinet and Executive Staff; participate in district-wide planning, development, and evaluation. **E**

Perform related duties consistent with the scope and intent of the position.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Minimum of a master's degree in education with an emphasis on curriculum, instruction, and school leadership; doctorate strongly preferred. Seven years of progressively responsible experience at campus level and central office administration, preferably at all three school levels (elementary, middle, high).

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; preferred Administrative Services Credential. Must be willing to attend evening/weekend meetings or activities.

**KNOWLEDGE, SKILLS, AND ABILITIES:****KNOWLEDGE OF:**

State frameworks, curriculum, instruction, assessment, and school improvement initiatives.

National, state, and district educational goals and standards.

Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.

Effective school concepts and principles.

State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students.

Effective staff development programs and strategies.

Instructional methodologies, strategies, and curriculum standards.

Academic accountability systems and services.

Report writing and presentation.

Budget preparation and control.

School district organization, operations, and objectives.

Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, state frameworks.

Effective oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

**ABILITY TO:**

Design, organize, and lead a systemic change process in a large urban school district.

Assist with the integration of professional learning and curriculum implementation.

Analyze statistical data for trends and student performance in various programs, and develop strategies for improved student improvement.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.

Work independently, coordinate multiple activities simultaneously, and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.

Exercise effective decision-making and problem-solving.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office or school environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date