

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief Academic Officer	REPORTS TO:	Superintendent
DEPARTMENT:	School Leadership	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	Negotiable

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on English Learners and Special Education students through the effective management of assigned areas; plan, organize, control and direct the academic programs of the District to provide timely delivery of high quality learning options and a variety of activities to ensure students stay in school on target to graduate; develop, implement and monitor processes for compliance, quality and fiscal accountability; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students. *E*

Plan, organize, control and direct the academic programs of the District for timely delivery of high quality services to schools, site leaders, staff, families and community members in support of students learning at grade level and beyond. *E*

Secure funding for programs in order to continue or expand practices proven to raise student achievement; allocate baseline and categorical funds to sites and departments to ensure appropriate distribution of resources to support students and sites to accomplish stated goals. *E*

Develop, implement and monitor processes for compliance, quality and fiscal accountability. *E*

Support Assistant Superintendents and School Site Leaders by providing accurate and timely information regarding state and federal legislation. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Advise and consult personnel, site staff and advisory groups in the development and implementation of curricular programs and budget. *E*

Serve as legislative liaison at State and federal levels; attend meetings and prepare agendas. *E*

Develop and prepare budgets for various programs; analyze and review budgetary and financial data to ensure accuracy and appropriate allocation of resources; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District; develop budget schedules and processes for sites and departments. *E*

Collaborate and communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; provide technical expertise regarding academic curricula, student intervention programs, and school leadership to ensure the viable

operations of District school sites; formulate and develop policies and procedures. *E*

Develop and implement effective long and short-term plans and activities to assist each student to learn at grade level and beyond. *E*

Routinely monitor the academic development of the District and its sites and programs; set targets for student success utilizing relevant data. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports records and files with special attention to comprehensive student academic results from multiple measures to assist all students achieve their personal best. *E*

Attend Board meetings; prepare, and present agendas and reports to the Board as requested by the Superintendent; interpret financial impact of proposals as necessary. *E*

Keep abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the specific assigned field. *E*

Establish and lead interdepartmental teams to address complex district issues; create and maintain a culture of collaboration and continuous improvement among departments, sites and outside to assist each student to stay in school on target to graduate. *E*

Serve as a member of the Superintendent's Council. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years increasingly responsible supervisory experience and three years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid Administrative Services Credential and/or Teacher's Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the academic and categorical programs of the District.
- Budget preparation and control.
- Operation of a computer to enter data, maintain records and generate reports.
- Oral and written communication skills.
- Principles and practices of management.
- Labor Relations law and employee contracts.
- Operational needs of schools and school districts.
- Current educational principles and practices proven to raise student achievement.
- School plant operations and appropriate supportive services required to assure operational effectiveness.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Policies, objectives and terminology of assigned programs.
- Instructional programs at all levels.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer the academic and categorical programs of the District.
- Secure funding of programs and allocate funds to sites and departments.
- Communicate options and limitations of funding and program development.

Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures and legislation.
Analyze situations and legislation accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work to meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Perform quality checks and set targets for student success based upon relevant data.
Build, develop and maintain high quality talent to lead schools and departments.
Develop and execute strategic plans for a large multifaceted organization.
Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Attend District program meetings which may be held at different sites.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Translate theory into action.
Remain current on trends and development in the education field.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Learn new or updated computer systems and/or software programs to apply to current work.
Exercise judgment and discretion in interpreting and applying policies and legislation.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Travel, office environment; driving a vehicle to conduct work. occasional contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; dexterity to operate a computer keyboard; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve supplies and other materials.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions