



**Job Title:** Chief Academic Officer

**Exemption Status:** Exempt

**Reports to:** Superintendent

**Date Revised:** August 2022

**Dept. /School:** Division of Academics

**Pay Grade:** 115

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**Primary Purpose:**

Supervise the district's academic division and provide leadership for the overall instructional program. Ensure that the development and delivery of the academic programs are effective and efficient, incorporate district goals, and support student achievement. Serve on the Superintendent's Round Table and Executive Cabinet. Directly collaborate and align with the Chief Leadership and Chief Financial Officers. Responsible for the effective and efficient operation of the academic division.

**Qualifications:**

**Education/Certification:**

- Master's degree from an accredited university in Educational Administration or a directly related field
- Doctorate from an accredited university preferred
- Valid Texas Administrator's Certificate or eligible to apply

**Experience:**

- Minimum of three (3) years of experience as a classroom teacher
- Minimum of three (3) years of experience in instructional leadership and supervision roles, including successful principalship
- Minimum of three (3) years of successful executive central office leadership experience
- Demonstrated success as a campus administrator or related experience

**Other:**

- Residency within the geographic boundaries of Garland ISD upon employment

**Special Knowledge/Skills:**

- Knowledge of curriculum and instruction
- Knowledge of school and district organization, operations, policies, goals, and objectives.
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Strong organizational, communication, public relations, and interpersonal skills

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Supervise and direct the implementation of the district's instructional and curricular programs, assessments, and pedagogical approaches on all campuses; the development of the professional learning communities with principals focused on leadership practices and the use of the leadership tools that improve teaching and learning, and the development of campus plans designed to improve student academic achievement of all student groups.
2. Supervise and direct the development of Campus Improvement Plans designed to maintain continuous progress in student achievement and meet the targeted district goals outlined in the District's Strategic Plan.



3. Supervise and direct through the executive director of curriculum and instruction and the director of bilingual/ESL the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
4. Supervise and direct implementation of districtwide special programs and intervention programs designed to improve student academic achievement and provide access to programs for all student groups.
5. Supervise and direct, through the director of research, assessment, and accountability, the ongoing monitoring and reevaluation of instructional programs, using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
6. Supervise, direct, and provide practical activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.
7. Participate in the district-level decision-making process to establish and review the district's goals and objectives and primary classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
8. Encourages and supports the development and implementation of innovative instructional programs to achieve identified needs.
9. Ensure that the necessary time, resources, materials, and technology are available to support the accomplishment of educational goals.
10. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
11. Actively support the efforts of others to achieve district goals and objectives, as well as campus performance objectives.
12. Oversee professional development programs and provide practical activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.

#### **Policy, Reports, and Law**

13. Implement the policies established by federal and state law, State Board of Education rules, and local board policy in curriculum and instruction.
14. Direct the development and maintenance of such records and reports necessary to keep the Superintendent of Schools, Board of Trustees, and other executive staff informed of the district's progress and plans.
15. Compile, maintain, and file all reports, records, and other documents as required.

#### **Administration and Fiscal/Facilities Management**

16. Develop and administer the academic budget division in line with documented program needs, ensuring operations are cost-effective and funds are managed prudently.
17. Implement the policies established by federal law, state law, the state board of education rule, and the local board policy supervised in the area(s).
18. Offer constructive suggestions to ensure policies and regulations support the teaching/learning process.
19. Define the program and fiscal needs in the budget development process, ensuring that financial resources support the school (district) mission related to district instructional administration.
20. Demonstrate responsible fiscal control over assigned program budgets.
21. Analyze facility and equipment needs for optimal teaching and learning; use the information to make necessary changes or adjustments.



### **Personnel Management**

22. Prepare, review, and revise job descriptions in the division of academics.
23. Conference regularly with assigned staff to discuss performance; develop improvement objectives to identify professional growth opportunities.
24. Evaluate the job performance of employees to ensure effectiveness.
25. Select, train, evaluate, supervise staff, and recommend assignment, retention, discipline, and dismissal.

### **Professional Growth and Development**

26. Utilizes information from formal and informal assessment data and a professional growth plan to improve professional skills and knowledge.
27. Participation in professional development programs leads to improved job performance.
28. Actively seeks evaluative feedback from peers, subordinates, and superordinates regarding their performance.
29. Develops, uses, and evaluates ideas and/or innovative approaches to improve their job performance.
30. Participates in professional organizations, disseminates ideas and information to other professionals, and provides leadership in identifying trends and opportunities and solving the profession's problems.
31. Performs duties professionally, ethically, and responsibly as defined in the TEA Code of Ethics for educators.

### **Community Relations**

32. Communicates district curriculum, instructional practices, accomplishments, goals, and new directions to parents and the community; solicits their input on these instructional issues.
33. Effectively uses the district design for articulating the district's instructional philosophy and curriculum implementation strategies to the media.
34. Demonstrates a commitment to the district's mission as it is communicated to the public.
35. Establishes a culture that welcomes and honors families and community, promoting opportunities to effectively engage stakeholder groups in program/school/district improvement and shared responsibility for student outcomes.
36. Demonstrates awareness of district/community needs and initiates activities to address them.
37. Fosters rapport between the district and the community through positive involvement in civic, campus, and community activities.
38. Perform all other duties as assigned.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the Academic Division\*.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment, including a personal computer and peripherals; school bus operation; safety equipment; fire extinguisher; radio communication equipment.

**Posture:** Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent, prolonged, and irregular hours, rotating early and late shift work; work outside and inside

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress



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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_