



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

---



## Job Description

### Job Title: Chief Academic Officer

**Reports to:** Superintendent of Schools  
**Department:** Curriculum and Instruction  
**Number of Days:** 12 Months  
**Compensation:** EL Grade 12  
**Overtime Status:** Exempt  
**Date Job Revised:** February 26, 2008

**Position Summary:** Responsible for the management, direction, supervision and evaluation of the teaching and learning processes within the school district. Responsibilities include, but are not limited to, supervision of the district's curriculum initiatives; establishment of instructional standards, benchmarks, and accountability measures; creation of appropriate school and classroom learning environments; and, selection and evaluation of school based leaders. This position also is responsible for the planning, management, supervision and evaluation of the district's professional development programs and services to include leadership development and training and service for the superintendent (as second in command) during the superintendent's absence or unavailability.

#### **Qualifications/Job Requirements:**

**Education:** Minimum of an earned doctorate from an accredited institution with a major in curriculum and instruction or a closely related field of study preferred. Hold or be eligible for an Oklahoma Superintendents Certificate (The successful candidate must secure such certification within 6 months after assuming the position.)

#### **Experience:**

- Minimum of ten years of progressively responsible and successful service as a senior curriculum and instructional leader.
- A minimum of five years of recent successful district level leadership experience within a large (minimum of 25,000 students) urban public school district.

#### **Other:**

- Proven track record documenting enhanced student achievement within an urban setting.
- Documented success within and among student populations typically defined as minority.
- Demonstrated knowledge of curriculum and instructional strategies and/or teaching methodologies consistent with the challenges inherent to urban school settings.
- Excellent interpersonal and communication skills with strong evidence of successfully implementing and sustaining school improvement efforts among colleagues and subordinates.
- Ability to work cooperatively with other leadership personnel representing other departments and agencies both internal and external.
- Ability to analyze statistical data, to develop appropriate reports of such data, and to develop strategies for school improvement based upon research findings.
- Ability to develop, defend, monitor and improve upon required and/or needed or anticipated plans.
- Ability to organize, prepare and present information to the staff and public.
- Ability to represent the district at local, state, regional and national functions and events.
- Ability to represent the superintendent as required.

**Duties and Responsibilities:**

- Provide leadership and assistance in planning, implementing, and evaluating programs and personnel relative to the accomplishment of district goals in accordance with Board priorities.
- Assist the Superintendent in providing direction to and supervising principals and other district leaders in the identification and or development of curriculum materials and instructional programs, activities and services.
- Manage, supervise and evaluate the implementation of curriculum and instructional initiatives.
- Lead continuous student academic performance improvement initiatives based upon effective use of available data.
- Establish, review and modify as required instructional standards and accountability measures for schools targeting annual goals for enhanced student academic performance.
- Develop, implement, monitor and report upon effectiveness of all relevant strategies employed to enhance teaching and learning outcomes within TPS.
- Establish, monitor, review and revise standards as required for school based leaders to use in developing, supervising and evaluating the success of their respective instructional staff.
- Recommend policy and program changes to enhance quality education.
- Work collaboratively with the members of the Superintendent's Cabinet, Directors, Principals, and all others in coordinating the educational programs of the district.
- Recognize and reinforce excellence in student, school and colleague performance.
- Assist in planning building-level and District-wide opportunities and Programs to include leadership succession planning.
- Make recommendations relating to instructional budgetary needs.
- Assure that the state and local standards are met.
- Assist in maintaining good public relations with various community entities.
- Assist the Superintendent in supervising the building principals through the appropriate subordinates and evaluate, with the superintendent, the annual performance of all instructional members of the district's leadership team.
- Ensure that all District policies and regulations are consistently administered within the schools.
- Serve as a member of the Superintendent's Cabinet.
- Serve for the superintendent during the superintendent's absence or unavailability.
- Assist in the development and evaluation of the school Site Improvement Plans, including the annual review of each respective school's mission, goals, and objectives.
- Review the annual results of the district's accountability plan for schools and develop action plans as needed to assure continuous improvement on each school campus.
- Assist in the recruitment, screening, hiring and assigning of personnel as may be required.
- Assist principals and other subordinates in their respective annual evaluations of certificated and classified personnel.
- Supervise the development and administration of relevant divisional, departmental and school budgets and assure that all spending plans are based on established priorities as authorized by the board and approved by the superintendent.
- Represent the Superintendent and the District in various professional, civic, and community activities.
- Work with advisory committees, community agencies, and area businesses in order to provide programs consistent with the needs of students.
- Perform other tasks or services consistent with the duties defined in the position summary.