

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

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| TITLE: | Chief Academic Officer | CLASSIFICATION: | Non- |
| SERIES: | Chief Officer | FLSA: | Exempt |
| JOB CLASS CODE: | 0243 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Academic Office | SALARY: | Range 29 Salary Schedule A-C |
| REPORTS TO: | Deputy Superintendent | BOARD APPROVAL: | 05-20-10 |
| | | CABINET REVISION: | 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

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

LICENSES AND OTHER REQUIREMENTS:

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.