



POSITION DESCRIPTION

JOB TITLE: Chief Academic Officer Job Class: 0302		
DATE Updated, 05/10	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC - Exempt		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>Responsible for the development and leadership of the district's academic goals and policies, ensuring adherence to all applicable state and federal laws and the needs of the community.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Leads the development of the District's academic goals and policies under the general direction of the Superintendent and the Board of School Directors.
2. Directs and supervises, through division directors and coordinators, the operations of Teaching and Learning, Leadership Support, Bilingual/Multicultural Education, Diversified Community Schools, Professional Development, Recreation, Athletics and Community Services, School Safety and Vocational/Technical Education.
3. Integrates the services of regular education, bilingual education, exceptional education, alternative education and categorical programs to ensure continuity of learning in order to meet the educational needs of all children. Supervises the operation and integration of categorical educational programs.
4. Provides leadership and coordination to involve all constituent groups, teachers, principals, other staff, parents and community, in the on-going process of educational reform, curriculum planning and implementation, and program development.
5. Builds consensus among parents, community and staff relative to the District's academic agenda.
6. Directs the on-going evaluation of educational initiatives pre-kindergarten to grade twelve, making recommendations for improvement, and provides leadership in implementing those improvements.
7. Provides a system-wide staff development plan to enhance the implementation of the District's educational and supportive service agenda.

8. Provides leadership and coordination to the Academic Excellence Division Directors in the provision of educational support to schools. Works closely with school administrators to develop and implement new initiatives to most effectively meet the need of children and school communities. Coordinates operations with other MPS departments and offices.
9. Provides leadership and coordination in securing and overseeing grants from foundation, federal, state and local sources.
10. Keeps abreast of research in education, utilizing this information in the development of programs and in advising the superintendent on policy and legislative matters.
11. Establishes and maintains effective relationships with local, community and civic groups and organizations, municipal, state and national agencies, and other interested parties with respect to interpreting and articulating the District's academic programs, school administration and related matters.
12. Provides leadership and coordinates the preparation of annual budgets for the Department of Academic Excellence. Recommends candidates for hiring and evaluates performance of staff.
13. Advises the superintendent regarding academic policy, legislative matters and budget issues. Serves as the superintendent's representative on various commissions, committees and boards as assigned.
14. Attends Board and Committee meetings, prepares presentations and makes recommendations pertaining to issues which impact areas of responsibility.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General direction provided by the Superintendent.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervision for all department directors and indirect supervision of other staff members.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree and a Wisconsin Department of Public Instruction license #10 (Director of Instruction).

Experience Requirements

Position requires at least three years of successful teaching experience and an additional three years of other supervisory experience in a large, metropolitan district.

Knowledge, Skills, and Abilities

Position requires effective oral and written communication skills. Skill at organizing resources and establishing priorities. Experience supervising and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all

levels is required. Must have excellent planning and organizational skills and efficiency as a financial leader. Must be able to work well under pressure and handle many projects with varying deadlines. A strong working knowledge of computer applications to include MS Office software, the MPS Portal and numerous internal databases is required. Experience in implementing and coordinating educational programs at the school and district level. Employee development and performance management skills are essential.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.