



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Chief Academic Officer</i>	Last Revised/Approved: <i>02/13/2018</i>
Job Code:	Reports To: <i>Superintendent</i>
Office: <i>Office of Academics</i>	Department: <i>Academics</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

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.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Leads the development of the District’s academic goals and policies aligned with the District’s mission and vision and strategic goals under the general direction of the Superintendent and the Board of School Directors.
- Directs and supervises, through department directors and managers, the operations of College and Career Readiness, Curriculum and Instruction, Specialized Services and Student Performance and Improvement.

- Integrates the services of regular education, special education, alternative education, bilingual education, and categorical programs to ensure continuity of learning in order to meet the educational needs of all children.
- Develops and implements a high-quality pre-kindergarten through grade 12 instructional program aligned to Baird adopted standards that include program alignment to instruction, assessment, interventions and support.
- Directs the on-going evaluation of educational initiatives pre-kindergarten to grade twelve, making recommendations for improvement, and provides leadership in implementing those improvements.
- Ensures cross-functional, department coordinated planning and consistent implementation of instructional programs that are focused on eliminating the achievement gap, educating the whole child and improving overall student achievement.
- Provides leadership and coordination to involve all constituent groups, teachers, principals, other staff, parents and community, in an on-going process of educational reform, curriculum planning and implementation, and program development.
- Directs, supervises and implements a balanced assessment system in coordination with the Department of Public Instruction, the Superintendent and the Board of School Directors.
- Collaborates with other district offices and the Department of Public Instruction to develop and implement the District Improvement Plan and templates for each schools' improvement plan.
- Ensures all students have equitable opportunities and a free and public education by providing what students need such as special education, interventions, and specialized services such as social work, counseling, and nursing services, etc.
- Directs and supervises extended learning opportunities such as before and after school tutoring, Saturday Academy, and summer school.
- Directs and supervises career and technical education and school-to-work opportunities for all interested students including apprenticeships, internships, dual enrollment and career pathways.
- Collaborates with schools to ensure students graduate from high school and have opportunities to attend college, the military, and/or enter their choice of careers.
- Build consensus among parents, community and staff relative to the District's academic agenda.
- Collaborates with other MPS Offices to develop and implement a system-wide professional development plan to enhance the implementation of the District's educational and support service agenda.
- Provides leadership and coordination to the Office of Academics Directors in the provision of educational support to schools. Works closely with other district offices to develop and implement new initiatives to most effectively meet the needs of children and school communities.
- Provides leadership and coordination in securing and overseeing grants from foundations, federal, state, and local sources.
- Keeps abreast of research in education, utilizing the information in the development of programs and in advising the Superintendent on policy and legislative matters.
- Establishes and maintains effective relationships with local, community and civic groups and organizations, municipal, state and national agencies, institutions of higher education and other interested parties with respect to interpreting and articulating the District's academic programs, school administration and related matters.
- Provides leadership and coordinates the preparation of annual budgets for the Office of Academics.
- Recommends candidates for hiring and evaluates performance of staff.
- Serves as the Superintendent's representative on local, regional, state and national committees, commissions, and boards as assigned.
- Attends Board and Committee meetings, prepares presentations and makes recommendations pertaining to issues which impact areas of responsibility.
- Participates in the Superintendent's Senior Cabinet meetings to assist in the formulation, implementation and evaluation of district policies and procedures.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a master's degree in an educational field, a doctorate is preferred.

- Position requires a Wisconsin Department of Public Instruction license #10 (Director of Instruction).
- Driver's License (must have personal transportation available).

Experience Requirements:

- Ten years of experience as a classroom teacher in an urban district.
- At least five (5) years of experience supervising staff, planning, and managing programs.

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.
- The ability to make clear, persuasive presentations.
- Must be able to develop policies for the good of the MPS community.
- Strong consultative skills are necessary.
- Must be able to compile relevant data and organize it into comprehensive reports.
- Must be able to make sound and effective decisions that have a sound basis in law for the organization.
- Must be able to identify resources.

Working Environment:

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

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

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.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information,

physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

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