

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Chief Academic Officer	<b>CLASSIFICATION:</b>	Non-
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0243	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Academic Office	<b>SALARY:</b>	Range 29 Salary Schedule A-C
<b>REPORTS TO:</b>	Deputy Superintendent	<b>BOARD APPROVAL:</b>	05-20-10
		<b>CABINET REVISION:</b>	02-11-15

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**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:**

Valid California driver's license; provide personal automobile and proof of insurance; preferred Administrative Services Credential. Must be willing to attend evening/weekend meetings or activities.

**KNOWLEDGE, SKILLS, AND ABILITIES:****KNOWLEDGE OF:**

State frameworks, curriculum, instruction, assessment, and school improvement initiatives.

National, state, and district educational goals and standards.

Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.

Effective school concepts and principles.

State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students.

Effective staff development programs and strategies.

Instructional methodologies, strategies, and curriculum standards.

Academic accountability systems and services.

Report writing and presentation.

Budget preparation and control.

School district organization, operations, and objectives.

Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, state frameworks.

Effective oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

**ABILITY TO:**

Design, organize, and lead a systemic change process in a large urban school district.

Assist with the integration of professional learning and curriculum implementation.

Analyze statistical data for trends and student performance in various programs, and develop strategies for improved student improvement.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.

Work independently, coordinate multiple activities simultaneously, and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.

Exercise effective decision-making and problem-solving.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office or school environment; drive a vehicle to conduct work.

**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.