

CITY SCHOOL DISTRICT - ROCHESTER, NEW YORK JOB POSITION DESCRIPTION

Chief Academic Officer

Position Title

May 2025

Date

Central Office

Location

Superintendent

Report to

FUNCTIONAL DESCRIPTION:

The Chief Academic Officer (CAO) serves as a key member of the Superintendent's Executive Cabinet, providing vision and strategic leadership for all aspects of curriculum, instruction, and academic programming in the Rochester City School District (RCSD).

As the District's senior instructional leader, the CAO is responsible for the development, implementation, and continuous improvement of academic programs that promote equitable access to high-quality, standards-aligned, and culturally responsive instruction. This includes oversight of curriculum design, instructional innovation, professional learning, and academic accountability systems.

The CAO leads the development of the district's instructional vision and fosters a culture of high expectations, shared responsibility, and continuous improvement. The role builds authentic partnerships between district offices and schools to ensure closer alignment of resources with student needs and to create the conditions for systemic improvement of teaching and learning across all classrooms.

In close collaboration with the Chief of Schools and school leaders, the CAO ensures academic strategies are informed by data, shaped by research, and grounded in the lived experiences of students, families, and educators. The CAO serves as a spokesperson and expert on curriculum and instruction, advocating for instructional excellence and academic equity throughout the district.

WHO WE WANT

Successful RCSD employees are passionately committed to urban education and all in for Rochester students. They:

- Believe strongly that all students can learn at high levels.
- Can implement processes to support the commitment to serving urban students, schools, or communities, in closing the achievement gap.
- Follow current trends in education policy and research.
- Ability to communicate with the community.
- Demonstrates knowledge of instructional learning development.
- Demonstrates knowledge of standard based.
- Experience in urban or high-needs school districts.
- Expertise in culturally responsive pedagogy.
- Familiarity with state education policies and federal accountability standards.

SPECIFIC DUTIES and RESPONSIBILITIES

- **Instructional Leadership:**

- Develop, and implement a compelling vision for the district's instructional and curriculum services and set a compelling vision and goals aligned to NYS Next Generation Standards and district Strategic Plan to ensure rigorous and standards-aligned instruction and instructional supports in every classroom, for every RCSD student.
- Oversee all aspects of curriculum development, instructional practices, assessment, and academic interventions.
- Lead the development of district-wide academic goals and monitor progress toward achieving them.
- Support informed decision-making by the Superintendent, cabinet, and senior staff by monitoring and effectively interpreting the latest research, trends and development in all areas of education.
- Deliver written and oral presentations on academic accountability to various stakeholders (i.e. Board of Education, principals, teachers, parents and community groups).
- Apply research and best practices to inform theories of pedagogy and ensure consistent delivery of high-quality instruction aligned with key standards (i.e. classroom-to-classroom, grade-by-grade, school-by-school).
- Serve as a key spokesperson to the Superintendent regarding all educational issues (i.e. attend regular Board, staff meeting, and other related meetings).

- **Curriculum & Instruction:**

- Collaborate with Chiefs of Schools and Executive Directors in all academic areas to evaluate existing curriculum programs based on observation, and results of Accountability Services testing to determine updates to School Improvement Plans.
- Ensure the alignment of curriculum with state standards and evidence-based instructional practices.
- Evaluate and recommend instructional materials, programs, and technology integration.
- Promote and support inclusive practices and differentiated instruction to meet the needs of diverse learners.
- Reviews, approves and maintains all programs of studies, curricular items and instructional materials.

- **Data & Assessment:**

- Use data to drive instructional decisions and improve student outcomes.
- Supervise the implementation of district-wide assessments and monitor academic performance.
- Provide data-informed curricular guidance to schools for continuous improvement planning.
- Conducts evaluation programs and initiatives to support curricular effectiveness.

- **Professional Development:**

- Design and implement professional development programs for teachers, principals, and instructional staff to support the instructional program.
- Support leadership development and build capacity among school leaders.

- **Collaboration & Communication:**

- Work closely with the Chief of Schools, school principals, other district administrators, and community stakeholders.
- Communicate academic priorities and progress effectively to the schools and community.
- Represent the district at academic conferences, state meetings, and other educational forums.
- Collaborate with school systems, community agencies, local universities, and research laboratories to promote shared learning.

- **Continuous Improvement for School Support:**

- Establish direction for school improvement efforts by monitoring the progress of school

performance, student achievement objectives and academic excellence indicators to align strategies for school improvement.

- Create the conditions that enable all educators to provide rigorous, authentic, and personalized experiences for all students, particularly historically underserved populations.
- Develop, organize and implement models of technical assistance for schools with low student achievement; and continuous improvement for schools with average-to-high student achievement.
- Collaborate with schools to develop instructional programs and to implement reform models designed to improve achievement of all students; develop a two-way feedback loop from school sites to the Chief Academic Office.
- Create opportunities for teachers and school leaders to reflect on their practice while engaging in the systemic improvement of practice over time in every classroom.
- Strategically manage and allocate resources (including money, people, time, etc.) aligned to students' needs.
- **Equity & Inclusion:**
 - Promote educational equity and ensure all students have access to high-quality instruction and resources.
 - Support initiatives to close achievement gaps and increase access to advanced coursework

QUALIFICATIONS

- NYS Certification in teaching and educational administration.
- At least 10 years of progressive experience in educational leadership, including experience as a principal, director, or similar leadership role.
- Master's degree in Curriculum & Instruction or related instructional field.
- Proven track record of improving student achievement and instructional quality.
- Strong knowledge of instructional best practices, curriculum standards, and instructional technology
- Strong leadership, collaboration, communication, change management skills, and interpersonal skills.
- Experience leading diverse teams and supporting inclusive practices with diverse learners (i.e. bilingual, multilingual, students with exceptionalities, gifted and talented).
- Specific evidence of system orientation such as the invention of processes or programs which improve student learning with demonstrable evidence.
- Demonstrated expertise in curriculum development, instructional strategies, and culturally responsive pedagogy. Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners.
- Proven ability in using data to guide instructional decisions.
- Strong pedagogical knowledge and content expertise.

SALARY/SALARY RANGE

- Competitive salary and benefits, commensurate with related experience.