

**CITY SCHOOL DISTRICT - ROCHESTER, NEW YORK JOB
POSITION DESCRIPTION**

Chief Academic Officer Position Title	February 2020 Date
Central Office Location	Deputy Superintendent Report to

ABOUT OUR DISTRICT

The Rochester City School District (RCSD) is an urban district located in western New York State that serves approximately 27,000 students in prekindergarten through grade 12, with more than 50 schools and instructional programs. The District operates 35 elementary schools, 11 high schools, one K-12 school, two junior high schools, an adult/family learning center, and several educational programs. More than 85% of students in the RCSD are students of color, 15% are English Language Learners, and approximately 21% are served by the Department of Special Education.

RCSD's goals are:

- Achieve a 5% increase in the graduation rate between August 2019 and August 2020.
- Increase student proficiency in ELA and math by 7% by August 2020.
- Reduce the disproportionate special education classification of students of color and the disproportionate suspension of students of color by 1.5% by 2020; and increase the enrollment of students of color in advanced coursework by 5% by June 2020.
- Reduce chronic absenteeism by 5% by June 2020.
- In order to better define parent/family engagement by June 2020, we will ensure there is an active Student Leadership Group in all high schools and that all schools will meaningfully engage families in the School-Based Planning Team process, in accordance with the School-Based Planning Team manual.

The District is seeking mission-driven educators who have a passion for serving urban children and want to work in partnership with parents and the community.

ABOUT THIS POSITION

Reporting directly to the Deputy Superintendent, the Chief Academic Officer (CAO) sets the strategic vision and direction for the instructional framework and pedagogical approach to RCSD's academic programs and is a key lever to accomplish RCSD's five key goals (listed above). The CAO is the leader, spokesperson, and resident expert on curriculum, instruction, pedagogy, and learning. This role develops the short and long-term instructional vision for RCSD and works to establish a culture of high expectation and shared responsibility for equitable access to high quality and culturally relevant instruction. The CAO works to create authentic partnerships between district offices and schools that ensure closer alignment of district resources with school needs, to implement an instructional plan for the district that ensures effective teaching in every classroom, and to create conditions that ensure systemic improvement of practice over time in every classroom. The CAO will work closely with the other members of the Executive Leadership Team.

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;
- Demonstrate commitment to serving urban students, schools or communities, and to closing the achievement gap;
- Demonstrate willingness to put the interests of students above all others;
- Actively contribute to a culture of high expectations in schools and the district;
- Adapt seamlessly to the complexities of the urban school environment; and
- Follow current trends in education policy and research.

SPECIFIC DUTIES

Reporting to the Deputy Superintendent, the Chief Academic Officer, at a minimum:

- Provides leadership and directs the development of Pre-K – 12 academic programs and new course design;
- Identifies and implements effective curriculum and instructional policies and practices that maximize educational options that lead to improved achievement for all students;
- Reviews, approves and maintains the Program of Studies and interprets state and local policies related to credit, graduation requirements and the total instructional program; and helps to identify training needs and participates in developing staff training programs;
- Conducts evaluations of key program initiatives as a means of informing the Deputy Superintendent as to the effectiveness of District programming and recommendations for improvement;
- Identifies program and project leaders for all initiatives, and ensures that all project timelines are met;
- Sets priorities and measurable goals;
- Provides the required supports to foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and close the achievement gap;
- Develops and maintains clear and inclusive decision-making processes to ensure integration of academic supports and services;
- Serves on cross-functional teams to provide educational and managerial leadership that builds and supports a high performance educational team, inspiring and aligning the academic work of the District;
- Provides support to schools addressing state and local accountability plans;
- Displays knowledge of both the practical instructional issues of school reform and educational research and analyses;
- Monitors education research, trends, and developments to support school improvement efforts and program development; and fosters the sharing of high yield strategies and opportunities for collaboration within and among all levels;
- Reviews and monitors individual office budgets and expenditures to ensure that they are aligned with the strategic initiatives of the District and that resources are directed appropriately;
- Provides and distributes material and staff resources to schools and offices, assures their use in the manner and for the purposes intended, and enforces accountability for all disbursements and expenditures, working with and through the Executive Leadership Team;
- Presents information to the Superintendent, Board of Education, Executive Leadership Team, public groups, and national, state and local officials;
- Manages the development and oversight of planning initiatives with local and state government;

- Represents the District, serves as a liaison to relevant matters with the New York State Department of Education and assures that state, federal and local standards and requirements are met;
- Oversees the development of partnerships with leading educational and community organizations, both locally and nationally, to support and enhance District efforts;
- Performs other duties as directed by the Deputy Superintendent.

QUALIFICATIONS

- NYS Certification in teaching and educational administration.
- Minimum 5 years' experience educational leadership, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs.
- Minimum 5 years' experience teaching, with a record of successfully impacting student achievement and working successfully with students who have the greatest needs
- Minimum 2 years' experience formally or informally coaching teachers, managing and facilitating professional development and/or curriculum development programs, and/ or designing professional development modules.
- Specific evidence of system orientation such as the invention of processes or programs which improve student learning with demonstrable evidence.
- Demonstrable evidence of prior success in leading work related to curriculum and instruction.
- Proven ability to work cooperatively and effectively with colleagues, including the ability to create and nurture a professional community of adult learners.
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Proven ability in using data to guide instructional decisions.
- Proven ability in curriculum development work, including experience such as but not limited to: working through the entire curriculum development process from philosophy to daily lesson writing; creating strong lessons from given curriculum, modifying existing lessons; and creating curriculum maps to align to District, state, or national standards.
- Strong pedagogical knowledge and content expertise.
- Demonstrated expertise in oral and written communication.

SALARY/SALARY RANGE

- Competitive salary & benefits, commensurate with related experience.