TITLE: Chief Academic Officer

DEPARTMENT: Teaching and Learning

REPORTS TO: Superintendent

RECEIVES GUIDANCE FROM: Superintendent

EVALUATES: Executive Directors and Directors of Teaching and Learning

BASIC FUNCTION:
Provide leadership and guidance for all teaching and learning, educational and curriculum-related programs, and all district operations. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

ESSENTIAL FUNCTIONS:

1. Develop short and long-range goals and objectives including plans to implement and evaluate district programs; manage department resources; communicate with principals, central administration staff, and the community.
2. Serve as advisor to the superintendent on all educational and curriculum, instruction, and assessment issues of PreK-12 programs.
3. Coordinate support for principals and teachers, including instructional technology, library services, special education, bilingual education, curriculum specialists, state, and federal programs, gifted and talented, career education, drop-out prevention, and intercultural programs.
4. Provide leadership to staff in preparing and implementing programs and services in conjunction with the school district’s strategic plan.
5. Initiate recommendations for improving curriculum and teaching in the school district.
6. Visit schools and classrooms to be informed of actual teaching and learning practices and maintain positive working relationships with principals and staff.
7. Supervise and evaluate department staff.
8. Develop and maintain a strong collaborative partnership with the chief of schools and other chief officers and executive directors.
9. Develop and implement a systemic approach to developing and evaluating curriculum, assessment, instruction, and professional development.
10. Develop and implement the support structure needed to sustain the school improvement process (i.e. AEA team, building leadership teams, administrators, etc.).
11. Actively cultivate partnerships with institutions of higher education and other business and community partners to further district goals.
12. Implement plans, procedures and position responsibilities relative to: district policies, district and departmental goals/objectives, district programs and curriculum, efficient and effective utilization of resources.
13. Support the development and growth of meaningful extra- and co-curricular student activity programming for students K-12 in collaboration with the activities department.
14. Represent Des Moines Public Schools effectively in the community, state and nation.
15. Motivate others to achieve personal, departmental/program and district goals.
16. Attend board of directors’ meetings and assume various district committee responsibilities.
17. Work effectively with district and school leadership to provide timely, reliable data to enhance district planning and evaluation.
18. Manage information and conflict by being available to meet with staff, parents, students, and community members on issues related to curriculum, instruction, assessment, and learning.
20. Serve as a member of the superintendent’s cabinet.
21. Prepare annual budgets along with the other chief officers and executive directors.
ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required Education and Experience:

1. Superintendent's License with Evaluator Approval in the State of Iowa
2. Master’s Degree with emphasis in curriculum and instruction, education and/or business administration or closely related field.
3. Minimum of five years previous administrative experience, both school and central administration, preferably in an urban district.

Desired Education and Experience:

1. Doctorate Degree in education.
2. Demonstrated success in closing the achievement gap.

Skills and Abilities:

1. Familiar with Iowa teacher certification requirements.
2. Competency working in a culturally diverse environment or the willingness to acquire these skills.
3. Knowledge in current educational research relative to curriculum and instruction issues.
4. Knowledge of educational and support programs, pre-school through adult.
5. Knowledge of ESEA and other state and federal requirements.
6. Knowledge of Turnaround School and high poverty/high performing school research.
7. Strong communication skills, both oral and written.
8. Ability to use computer technology, including word processing, spreadsheets, databases, student information systems, learning management systems.
<table>
<thead>
<tr>
<th>PHYSICAL DEMAND:</th>
<th>FREQUENCY:</th>
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<tbody>
<tr>
<td>Standing</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Walking</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Sitting</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Bending/Stooping</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Reaching/Pushing/Pulling</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Climbing/Stairs</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Driving</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Lifting (10 lbs.)</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>Carrying (20 feet)</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td><strong>Manual Dexterity Tasks</strong></td>
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<tr>
<td>Telephone</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>Computer</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>Other</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td><strong>Working Conditions</strong></td>
<td></td>
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<tr>
<td>Inside</td>
<td>Constant 67%+</td>
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<tr>
<td>Outside</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Extremes of Temperature/Humidity</td>
<td>Occasional 1% - 32%</td>
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</table>

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

*Talent and Personnel Manager

Date: 11/8/2023

*This job description is not approved without the signature of a Talent and Personnel Representative.