Job Title: Chief Academic Officer

Posting Date: May 1, 2020

Closing Date: May 15, 2020

Job Type: Full-Time

Contract: 7.5 hours/day
          252 days/year
          12 months/year

Start Date: July 1, 2020

Pay: ✗ Salary    ✗ In the Range of: $100,314 - $197,864
     ✗ Placement on Appropriate Grade and Step

DEFINITION

The incumbent in this single position class is responsible for directing, coordinating, and improving the educational program in all subject areas at all levels encompassed by the school division and recommending those policies and practices which are designed to enhance the educational opportunities offered to children, youth, and adults within Norfolk Public Schools. The work involves: ensuring that programs and opportunities are of the highest quality commensurate with the resources provided; developing and directing implementation of long-range and short-term plans, goals and objectives; and monitoring and evaluating the effectiveness of operations. The incumbent participates in the development, implementation, and evaluation of the Norfolk Public Schools’ initiatives and other division-wide policy as a senior member of the superintendent’s Executive Leadership team. The work requires an understanding of the overall mission, goals, and objectives of the school division.

SUPERVISION

Executive level duties are performed under the general direction of the Superintendent of Schools. Work is reviewed primarily for compatibility with the school division’s goals and objectives and the
requirements of the Virginia Department of Education (VDOE). Supervision is exercised through subordinate executive and senior directors, senior coordinators, and a large staff of professional education administrators in a variety of educational specialties.

DISTINGUISHING CHARACTERISTICS

This is a single position class with division-wide responsibility for school-based and centralized instructional, academic, accountability, and governance activities.

ESSENTIAL FUNCTIONS OF THE CLASS (may not include all duties performed)

Assumes the duties of the superintendent during the superintendent’s absence.

Provides leadership in the areas of staff selection and development, academic standards/academic policy, curriculum development, and instructional innovation.

Oversees Academic Affairs in accordance with the goals and objectives of the school division.

Develops, implements, administers, and evaluates programs, policies and budgets necessary to accomplish the mission, goals and objectives of the Division of Academic Affairs.

Directs the provision of comprehensive academic oversight and accountability and instructional support activities and services to assist in accomplishing the educational objectives established by the School Board of the City of Norfolk and the Superintendent of Schools.

Directs, through subordinates, the planning and implementation of general, career and technical and special instructional activities and programs designed to increase the effectiveness and efficiency of the instructional process.

Evaluates the job performance of executive and senior directors to ensure a pattern of continuous quality improvement in all schools, centers, and PreK-12 programs.

Reviews personnel evaluations completed by the executive and senior directors.

Chairs the professional review board. The board is responsible for assisting principals and central administrators in the evaluation and improvement of employees’ job performance.

Interacts with the university community and the public regarding the work of the Division of Academic Affairs.
Interacts with the School Board regarding the work of the Division of Academic Affairs.

Reviews school data and identifies central office resources needed to support local schools’ needs and recommends to the Executive Leadership Team strategies in which the curriculum and instruction may be adjusted to better support schools’ needs.

Supervises the selection and adoption of general instructional materials, including textbooks and multimedia materials and assists in formulating and administering the budget in the areas of curriculum and instruction.

Ensures an adequate instructional program in all schools through a flexible program of studies and an annual analysis of students’ academic performance as well as aligning fiscal accountability as it applies to instructional processes.

Supervises and evaluates the performance of personnel assigned to leadership positions in the Division of Academic Affairs.

Coordinates and supervises the activities of the departments within the Division of Academic Affairs and cooperates actively with the functionaries of other support services within the school division in finding solutions to problems of mutual concern.

Participates in the screening, selection, assignment, supervision, and evaluation of professional and support staff; plans and implements staff development activities for subordinate staffs’ professional growth and support.

Attends and participates in school board meetings and prepares reports requested by the Superintendent and the School Board.

Prepares drafts of new and revised policies and administrative regulations for the Superintendent’s review and action.

Communicates to the Superintendent the requirements and needs of the school division as perceived by staff members.

Attends, participates in and/or makes presentations during professional meetings and conferences, as well as at staff development sessions both locally and statewide.

Directs the preparation of state reports and claims as required.
Performs related work as assigned by the Superintendent of Schools.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Broad knowledge of the principles and practices of school administration and current educational trends.

Broad knowledge of the methodology, procedures and practices of the specialties required to deliver quality instructional support.

Comprehensive knowledge of curriculum development and effective instructional practices.

Comprehensive knowledge of the Norfolk Public Schools’ organization and its operations.

Comprehensive knowledge of Virginia’s laws and regulations affecting the development and implementation of instructional programs.

Ability to manage fiscal, physical, resources and to direct the operations of a broad range of activities through subordinate managers to successfully carry out instructional support activities.

Ability to design, develop, and direct the implementation of plans and programs.

Ability to establish and maintain successful working relationships with staff, students, and citizens.

Ability to communicate the school division’s policies and programs to the general public, the media, and government officials.

Ability to communicate skillfully, both orally and in writing, including preparing complex reports, making formal oral presentations, participating fluently in meetings, etc.

Excellent human relations skills.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

A master’s degree in school administration (doctorate preferred) or related field of study. Minimum of 6 years of school administrative experience [principal, central office (instructional area), etc.).
LICENSE/CERTIFICATION

Postgraduate Professional License with endorsements in teaching, instructional administration and supervision.

PHYSICAL ATTRIBUTES

Work requires normal physical attributes associated with working in an office.

HAZARDS

Work involves exposure to normal, everyday risks.

UNUSUAL DEMANDS

Work is performed in a school and office setting, and requires attendance at regularly scheduled after-hours meetings.

To Apply: All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Executive Director of Human Resources. Separate applications are required for all administrative positions. Application forms may be secured on the NPS website: www.npsk12.com.

Staffing Contact

☑️ D. Timothy Billups, pHClE, SHRM-CP, PHR, IPMA-SCP – Executive Director – Administrative Personnel
☐ Johnay Brown – Human Resources Generalist – Classified Personnel
☐ Sonja Hale – Human Resources Generalist – Elementary Education Personnel
☐ Christopher Meissel – Human Resources Generalist – Resource and Special Education Personnel
☐ Amanda Schilling, M.Ed. – Human Resources Generalist – Substitute Teacher Personnel
☐ Michael Sheets – Human Resources Generalist – Secondary Education Personnel