POSITION TITLE: DEPUTY CHIEF ACADEMIC OFFICER, CONTENT

DATE REVISED: May 2020  
JOB NAME: 1300.DEPUTY CHIEF.T/L.ADMN  
EXEMPT STATUS: Exempt  
NO. OF DAYS: 226  
GRADE: Central Staff 13  
DIVISION: Teaching & Learning  
DEPARTMENT: Teaching & Learning  
REPORTS TO: Chief Academic Officer  
SUPERVISES: Assigned Staff  
DIRECTLY: 5  
INDIRECTLY: ~350  
EDUCATION: Master’s Degree required, preferably in educational leadership, or related field. Valid Texas Administrator’s Supervisory certificate or other state equivalent preferred.  
EXPERIENCE: More than ten years of directly related senior management experience preferred.

POSITION FUNCTION/PURPOSE:
The Teaching & Learning (T&L) division provides the core academic, instructional, professional development, and student support services for Dallas ISD. Led by the Chief Academic Officer, the T&L content and program teams lead the strategy and implementation of academic services for all students across all grade levels in Dallas ISD while providing direct support for teachers, campus leaders, and families. T&L works in direct support of meeting the Board of Trustees ambitious student outcomes goals and the Dallas ISD vision to become a premier urban district.

The Deputy Chief Academic Officer for Content (Deputy CAO, Content) leads the T&L content teams providing core and enrichment instruction and professional learning to Dallas ISD students and campuses. The content teams include: STEM, CTE, and Career Academies; Language, Literacy, and Social Studies; Academic Enrichment; and Professional and Digital Learning. All of these teams are working to improve student learning and create additional opportunities for students.

The Deputy CAO, Content works closely and collaboratively with the Deputy CAO, Programs, under the leadership of the CAO, to achieve the T&L mission of “cultivating _______ learning experiences for ALL” and the T&L vision to “Ignite passions. Change lives. Embrace difference.” The two Deputy CAOs are partners working to ensure T&L has a coherent and collaborative approach to supporting students, teachers, campus leaders, and families. The Deputy CAOs work closely with School Leadership to ensure effective supports and services are provided to campuses.

Maintaining and strengthening a strong internal culture within the T&L content teams and building extensive continuous improvement infrastructure will be vital to the success of the Deputy CAO, Content. The leader will also have to build strong relationships and collaborative partnerships within all other district divisions and departments.

MAJOR RESPONSIBILITIES:
1. Stewards and leads the vision for content and professional learning for Teaching & Learning (T&L) in Dallas ISD, ensuring equity is forefront in the work and all students are provided opportunities for growth and success.
2. Supervises, manages, and evaluates the T&L content department leaders (i.e., STEM, CTE, Career Academies; Language, Literacy & Social Studies; Academic Enrichment; Professional & Digital Learning) ensuring that the work of each is strategically aligned to the district goals and vision.
3. Serves to connect strategies and work streams across the different T&L content departments and leaders to increase coherence and collaboration in services and supports, working to minimize isolated efforts and present a shared approach to curriculum, instruction, and professional learning.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education noted as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

Revised: June 22, 2021
4. In collaboration with the Deputy CAO, Programs, partners with all other Teaching & Learning and School Leadership teams to improve services and supports for campus leaders and teachers.
5. Serves as a key Dallas ISD leader, working with the Superintendent, Board of Trustees, division Chiefs, district departments, and state and local leaders.
6. Serves as main point of contact and interface with the Board of Trustees, Texas Legislature and state government, media, and community, making presentations to each group as required.
7. Serves to carryout and support the visions and functions of the T&L content departments, including: Math, Science, Health/PE, Computer Science, CTE, Career Academies, Reading Language Arts, World Languages, Social Studies; Visual & Performing Arts, JROTC, Library & Media Services, Professional & Digital Learning
8. Leads a performance management strategy for the T&L content team which compiles and utilizes available data from the student information system, program data systems, and all assessment and quality measures to improve efficiency, supports, and services and outcomes for all students.
9. Ensures all T&L content teams judiciously manage department budgets, which include federal, state, local and grant funding.
10. Ensures Dallas ISD remains in compliance with all federal, state and local mandates and initiatives related to the reporting departments.
11. Creates and stewards a culture of continuous improvement, reflective feedback, and vulnerability throughout the T&L content teams, leading to accelerated improvement and better student outcomes.
13. Creates and stewards systems ensuring that all T&L content staff continue to advance their own knowledge and skills of relevant research and best practices.
14. Serves on various district, state, and national task forces and committees as requested, representing the interests of Dallas ISD.
15. Represents the Chief Academic Officer as needed in various groups and functions.
16. Performs all other tasks and duties as assigned.

All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

SUPERVISORY RESPONSIBILITIES:
Directly supervises assigned staff, which may include: Assistant Superintendents, Executive Directors, and Directors.

QUALIFICATION REQUIREMENTS:
The requirements listed below are representative of the knowledge, skill, and/or ability required of this job:

- Master’s Degree required, preferably in educational leadership, or related field. Valid Texas Administrator’s Supervisory certificate or other state equivalent preferred.
- More than ten years of directly related senior management experience preferred
- Demonstrated knowledge of district academic programs and supports, including: Early Learning, Special Education, Dual Language, Advanced Academics, and MTSS?RTI systems.
- Demonstrated knowledge of the district’s instructional programs, internal operations, and goals.
- Demonstrated knowledge and experience in budget management and financial oversight.
- Demonstrated knowledge of applicable federal, state, and local laws and policies relevant to the respective reporting departments.
- Demonstrated ability to manage stakeholders (internal & external) and relationships.
- Demonstrated knowledge and experience in strategic planning.
- Demonstrated experience in implementing and using data collection, centralization, and analyses to manage performance.
- Demonstrated ability to lead continuous improvement cycles.
• Demonstrated leadership ability in managing large, complex, cross-functional teams.
• Demonstrated experience in high-level public facing communications (e.g., to boards, legislative committees, mass media).
• Demonstrated strong organizational, communication, and interpersonal skills.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must routinely lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT:
The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job:
The noise level in the work environment is usually moderate. Travel throughout the district is integral to this job.

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