



NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: April 19, 2016

TITLE: Chief Academic Officer
REPORTS TO: The Superintendent
SUPERVISES:
TERM: 12 months

Prior School Administration Experience Required

JOB GOAL: The Chief Academic Officer is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership. The supervisor, as the instructional or program specialist, has the role of decision-maker, consultant, and specialist in advising administrators, teachers, and other professional personnel. Responsibilities include curriculum development, instruction, and staff development. The Chief Academic Officer is charged with the responsibility for planning, implementing, and evaluating an educational program .

QUALIFICATIONS AND TRAINING:

- Prior School Administration Experience Required
- Curriculum and instruction experience
- Professional development experience
- Research and evaluation experience
- Teaching experience
- Principal experience
- Experience in leadership positions with demonstrated results

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Job Description: Chief Academic Officer

1. Communicate and execute goals and initiatives aligned with the HCS strategic plan and the vision for the district.
2. Work to improve the quality of educational services and innovative programs for all students across the district.
3. Work cooperatively with district and school leaders in integrating and coordinating individual efforts into a unified program for increased academic success.
4. Provide leadership for research-based curricular/instructional program development for all students.
5. Remain abreast of development and innovations in the field by reading current literature, attending professional meetings and conferences and by discussing developments and issues of mutual interest to applicable departments.
6. Train, supervise and evaluate staff within the department.
7. Lead in building and maintaining a culture of comprehensive assessment and continuous improvement across the district.
8. Oversee the use of student data to inform instructional practices and decisions at the district and school level.
9. Promote effective communication, collaborative planning and problem solving, innovative thinking, organizational efficiency, and accountability across the district in regards to curriculum and instruction, professional development, and assessment.
10. Provide on-going, direct support and guidance to principals contributing directly to their successful performance as school leaders.
11. Maintain extensive exposure to and knowledge of state standards and knowledge of curricular and instructional shifts to support student achievement.
12. Match professional development needs to district/school data, staff needs, and changes in practices and policies.

13. Assist in the improvement of educational management systems such as vertical planning, course maps, observations and aligned professional development.

APPLICATION PROCEDURE:

Not currently employed by Haywood County Schools:

Submit an application that is found at: www.haywoodschoools.com

Currently employed by Haywood County Schools:

Submit a letter of intent and a resume'

Submit to:
Toni Eubanks
Haywood County Board of Education
900 East Main
Brownsville, TN 38012

Haywood County Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made