



**Graham ISD  
Employee Job Description**

**Job Title:** Chief Academic Officer **Exemption Status/Test:** Exempt/Executive\*  
**Reports to:** Superintendent **Date Revised:** 2/16/26  
**Dept./School:** GISD Academics

**PRIMARY PURPOSE:**

- Articulate the vision for and provide leadership to the District’s instructional program by guiding, directing, and monitoring the delivery of instructional services to students.
- Ensure curriculum and instructional activities including the planning, development and implementation of policies, programs and practices in support of academic design and delivery.
- Evaluate and provide instructional leadership support for the overall instructional program of the district including the supervision of principals as primary instructional leaders. Assume responsibility for the effective and efficient instructional leadership of curriculum and instruction, which includes professional development.
- Ensure vertical alignment of curriculum in both elementary and secondary schools and serve as a curriculum and instruction advisor to the Superintendent.
- Oversee, implement, and evaluate programs to improve student achievement and work with the District Education Improvement Committee.
- Provide oversight and leadership of the District’s testing and assessment program as it relates to the state accountability system and college-readiness assessments such as SAT and ACT.
- Provide oversight and leadership of the District’s Career and Technical Education (CTE) services.
- Provide oversight and leadership of the District’s Fine Arts programs.

**QUALIFICATIONS:**

**Education/Certification:**

- Master’s degree or certification program in Education Administration required
- Texas Standard Principal Certification Grades (EC-12)

**Special Knowledge/Skills:**

- Demonstrate knowledge of curriculum and instruction.
- Demonstrate strong knowledge in providing high quality bilingual and ESL program services.
- Demonstrate ability to evaluate instructional programs, leadership effectiveness, and tools for evaluation.

- Demonstrate ability to promote a positive, caring climate for learning.
- Demonstrate strong organizational, communication, public relations and interpersonal skills.
- Demonstrate outstanding academic leadership and organizational skills.

**Experience:**

- Five years administrative experience.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Ensure the development, implementation, and coordination of policies and programs including special programs, multi-language enrichment, early childhood, gifted and talented, reading/language arts, mathematics, science, and social sciences programs that will provide a balanced program throughout the district.
2. Direct the curriculum and instructional services to meet students' needs.
3. Direct principals and staff responsible for planning, developing and implementing curriculum throughout the district.
4. Support and evaluate the efficiency and effectiveness of all special programs, including special education and 504 services.
5. Oversee and administer programs to improve achievement by disaggregating student performance data and reviewing areas of improvement with principals as primary campus instructional leaders.
6. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
7. Provide oversight and leadership of the District's federal programs, bilingual and ESL program services, and Title Programs anearly childhood Pre-K program.
8. Identify resources for the support of academic and gifted and talented programs.
9. Ensure principal and assistant principal instructional leadership in the development of programs and develop standards of performance (goals) and the evaluation of performance against these standards (goals) for the purpose of goal attainment and meeting District objectives.
10. Provide leadership and oversight ensuring all students have an individualized learning plan.
11. Work with appropriate staff to develop, maintain the Academic Planning Guide and Grading and Reporting Guidelines.
12. Oversee the planning for the District's summer school programs.
13. Oversee TIMA and TIA for the district and coordinate with the Chief Financial Officer on the funding of these allotments.
14. Assist in developing or selecting, administering, interpreting, and reporting the District's local testing program and procedures.

15. Communicate District goals, test scores, accountability measures, and accomplishments to all stakeholders.
16. Ensure that student progress is evaluated on a regular, systematic basis, and the findings are used to make instructional programs and services more effective.
17. Plan, implement, and evaluate instructional programs with teachers, principals, and curriculum administrative staff, including learning objectives, instructional strategies, and assessment techniques.
18. Obtain and use evaluative findings, including student achievement data to examine program/service effectiveness.
19. Evaluate and identify areas of achievement growth and needed improvement in the instructional/curriculum support programs.
20. Oversee the administration of the state-testing program, including security measures.
21. Develop, maintain, and utilize the appropriate information systems and records for campus and District overall school improvement efforts.
22. Demonstrate skill in coaching staff and peers; provide technical assistance to the curriculum staff concerning the use of data in the teaching and learning process.
23. Employ effective interpersonal skills.
24. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all District staff.
25. Assist in compiling reasonable budgets and cost estimates based upon documented program needs.
26. Attend all meetings of the Board and provide information for decision making as requested. 27. Attend and participate in Superintendent Cabinet meetings.
28. Attend District and community events as assigned by the Superintendent.
29. Ensure value-added, high quality resources for the support of core academic programs.
30. Report as necessary to the Superintendent of Schools, and other executive staff to keep the Board of Trustees informed of the District's progress and future plans
31. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:** Supervise, evaluate, and recommend the hiring and termination of department employees.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including computer and peripherals

**Posture:** Prolonged sitting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is primarily performed in an office environment with frequent district wide and occasional statewide travel; occasional prolonged and irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.*

*This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.*

*Graham ISD is an equal opportunity employer.*