Division of Human Resources

JOB DESCRIPTION

Job Title: Chief Academic Officer

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade: AP10

Dept./School: Curriculum and Instruction

Date Revised: September 2026

Primary Purpose: Responsible for the overall management of the district's curriculum and instruction function. Lead the strategic planning and implementation of curriculum and instruction programs. Ensure that the development and delivery of curriculum and instructional programs are effective and efficient, incorporate district goals, and support student achievement.

Qualifications:

Education/Certification:
Master's degree in education administration
Mid-Management, Principal, or Superintendent Certification, preferred

Special Knowledge/Skills:
Knowledge of curriculum and instruction
Ability to interpret data and evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Strong communication, public relations, and interpersonal skills

Experience:
Three years experience as a classroom teacher
Five years experience in instructional leadership roles, preferred

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
2. Lead the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.

5. Collaborate with curriculum specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
8. Oversee staff development programs and ensure that effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission are provided.
9. Participate in the implementation of the designated teacher appraisal system.

Policy, Reports, and Law

10. Ensure compliance with policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Follow district safety protocols and emergency procedures.

Budget

13. Develop and administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

Personnel Management

14. Prepare, review, and revise job descriptions in curriculum and instruction department as needed.
15. Evaluate job performance of employees to ensure effectiveness.
16. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

17. Ensure that established goals and expectations related to implementation of the curriculum and instruction programs are communicated clearly, consistently, and in a timely manner.
18. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

Community Relations

19. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
20. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
21. Use appropriate and effective techniques to encourage community and parent involvement.

Other

22. Prepare and deliver written and oral presentations on curriculum and instruction issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
23. Stay abreast of current research and best practices in curriculum and instruction and adjust plans, policies, and procedures accordingly.
24. Ensure compliance with local, state, and federal laws related to curriculum and instruction. Stay abreast of state and federal public policy changes that could impact the district.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

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

Environment: Frequent districtwide travel; occasional statewide travel

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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)	**Date**
Employee Signature	**Badge #**