

Chief Elementary Academic Officer

Exempt

General Definition of Work

The Chief Elementary Academic Officer, under limited supervision, performs complex professional work for elementary schools planning, directing and implementing, staff development and curriculum programs; provides direction and guidance to a variety of programs affecting all elementary school students. This position provides leadership and direction to department heads in Exceptional Children, AIG/IB/Virtual Learning, ESL/DLI, Prime Time/Community Support, Elementary Curriculum, and other divisions of the school district as assigned. Employee is a member of the Superintendent's Executive Cabinet. Employee performs responsible services to carry out Board of Education policies and procedures related to a wide variety of programs and activities under the direction of the Superintendent.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary/Status

State Salary Schedule/Full-time, 12 months

Reports To

Superintendent

Place of Work

The normal place of work is on the premises used by Iredell-Statesville Schools. Iredell-Statesville Schools reserves the right to require you to work at such other place or places as it may reasonably require from time to time.

Essential Functions

- Adheres to all state, federal, and local laws, policies, and procedures
- Leads, manages and supervises assigned programs in the district
- Supervises assigned area staff and operations; coordinates between department supervisors and other staff or agencies; reviews budgets and allocations; evaluates staff
- Establish and implement budgeting and fiscal management systems consistent with local, state, and federal requirements
- Supervises, coaches, and evaluates elementary principals
- Provides leadership with curriculum and instructional support team in the development of curriculum guides, task analyses, and assessment items at the elementary level
- Leads in the evaluation of elementary instructional methods and programs, recommending how such methods and programs could be implemented in the district
- Plans and conducts district wide elementary programs of professional development based on a needs assessment from a curriculum, instruction and assessment review
- Coordinates and supervises district initiatives at the elementary level

Chief Elementary Academic Officer

- Collaborates with the district staff on the development of local elementary benchmark assessments
- Collaborates in the development of strategic plans to meet the objectives set forth by the Superintendent and the Board of Education
- Oversees complaints related to elementary curriculum and instructional practices
- Manages the collection and completion of required data; investigates issues and writes reports
- Complete local, state, or federal surveys and reports accurately and promptly
- Provides leadership and support for principals and assistant principals
- Facilitates and oversees the departmental budgets and approves all expenditures associated with the programs
- Oversees completion and submission of Federal Grants (Title 1, Title IV, CSI, TSI)
- Oversees completion and submission of district initiated grants (21st Century, etc.)
- Participates in professional development workshops and leadership training
- Creates an inclusive environment with positive communication/public relations
- Responsible for the development of the department's improvement plan
- Performs related work as assigned or required

Knowledge, Skills, Abilities

- Comprehensive knowledge of principles, practices, and procedures of school administration
- Comprehensive knowledge of school board and administrator objectives, procedures and organization
- Thorough knowledge of federal, state, and local regulations regarding curriculum planning and organizational development
- Thorough knowledge of county and school board policies, procedures, and standards regarding education
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop and monitor a budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to problem-solve utilizing sound judgment
- Ability to maintain confidentiality regarding school system business
- Ability to develop related charts, graphs, reports and records pertaining to school planning and strategy
- Ability to take initiative, work independently, and exercise sound judgement
- Ability to conceptualize, initiate, monitor and evaluate new and/or current programs

Chief Secondary Academic Officer

- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

Education and Experience

- Master's degree in teaching/education required
- Advanced or doctorate degree in Education or related field preferred
- Minimum of five years experience as an elementary teacher preferred
- Minimum of five years experience as an elementary administrator required
- Professional Educator's License in Administration or Curriculum required
- Equivalent combination of experience and education considered

Special Requirements

- Possess and maintain a NC Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

Physical Requirements/Working Conditions

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires exchange of accurate and detailed information through oral and written communication
- Constantly operates a computer and other office business equipment
- Ability to remain in stationary position for required meetings/work
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications
- Work requires preparing and analyzing written or computer data, operating standard office equipment, use of advanced technology
- Work occasionally requires exposure to outdoor weather conditions
- Work is generally in a moderately noisy location (e.g., business office, light traffic)
- Requires the ability to deal with people beyond giving and receiving instructions
- Must be adaptable to performing under mild to high levels of stress
- Must be on-call as a regular part of the job

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

Iredell-Statesville Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.