



*Positive Attitudes! High Expectations!! Accountability!!!*

# Jefferson Davis County School District

Chief Academic Officer  
Job Description

## CHIEF ACADEMIC OFFICER

### POSITION RESPONSIBILITIES:

Give direction to and assume administrative responsibility for the Education Services Division, which includes curriculum, assessment, professional development, pupil services, and strategic planning.

### DIRECTLY RESPONSIBLE TO:

Superintendent of Schools

### DUTIES AND RESPONSIBILITIES:

1. Translate the district office's educational philosophy, goals, and objectives into action terms that directly benefit teachers and students of the district.
2. Provide leadership for innovative curricular/instructional program development.
3. Ensure that all educational programs and activities are operated within the limits and the interest of the state and federal law.
4. Assist the Superintendent in the determination of resource allocation and the levels of services according to established policy; oversee the preparation and execution of the budget for the Education Services Division.
5. Work to improve the quality of educational services and programs to the district; assist the district to implement educational programs and procedures.
6. Ensure achievement of Jefferson Davis County School District goals and implementation of the district Strategic Planning process.
7. Work cooperatively with leaders of other administrative programs in integrating and coordinating individual efforts into a unified program for the district office.
8. Devise comprehensive and effective systems of record-keeping in accordance with the needs of the district office programs and the policies, regulations, and laws affecting those programs.
9. Remain abreast of development and innovations in the field by reading current literature, attending professional association meetings, conferences and by discussing developments and issues of mutual interest with others in the field.
10. Prepare and submit reports and other documents as requested by the Superintendent; oversee development and publication of other documents within the office.
11. Initiate new programs, self-supporting services, and strategies for streamlining services.
12. Plan, design, implement, evaluate and coordinate delivery of services, determine and implement appropriate changes and improvements to ensure effective, cost-efficient programs.
13. Research and analyze administrative, fiscal, and operational problems; review findings and implement solutions.
14. Meet with various federal, state, regional, and local officials regarding current and future policy and procedural aspects of the education services, programs, and functions assigned.

BOARD OF EDUCATION: Shonda Burre Von Norwood Nadine Thompson Terri Stamps Bobby Wilson

SUPERINTENDENT: Ike Haynes

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15. Attend all regular meetings of the Board of Education; prepare board reports and present reports to the board.
16. Serve as a member of the Superintendent's executive staff and attend all Superintendent's Cabinet meetings.
17. Develop, evaluate and make recommendations to the Superintendent regarding policies and procedures governing the operation of the district's schools, special services, special projects, research and evaluation, and curriculum and staff development.
18. Provide direction and supervision over the various services provided: Curriculum, assessment, professional development, technology, pupil services, and strategic planning.
19. Select, train, supervise and evaluate staff.
20. Perform related duties as assigned.

## **KNOWLEDGE OF:**

- Education code, administrative and board policy, federal and state laws, codes, regulations, and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.
- Principles and practices of modern management including personnel administration, administrative planning, organizational development, budgeting, collective bargaining, purchasing, and information processing.
- Funding sources for educational programs and the variety of related regulations, controls, and reporting procedures.

## **ABILITY TO:**

- Respond promptly to requests of internal and external clients; provide them needed direction, assistance, training, materials, and resources.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Establish and maintain a cooperative and professional working relationship with individuals, groups, public and private agency personnel.
- Motivate, challenge, and guide others in the improvement of educational programs and district office services.
- Analyze data and situation(s); render judgment, make decisions, and solve problems efficiently and effectively.
- Develop and administer budget(s) related to area(s) or responsibility; anticipate revenue and expenditure needs and changes.
- Plan, organize, and conduct train, in-service, and staff development activities; coordinate curriculum and instruction projects, conferences, events, and activities.
- Assume primary responsibility for the maintenance and operation of site(s); providing a safer and healthful environment for students, staff, and clients.
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set standards and assist others in meeting those standards.
- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based improvement process.

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## **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent and education that would provide the required knowledge and abilities is qualifying.

## **EDUCATION:**

Master Degree from an accredited institution of higher education.

## **CREDENTIALS PREFERRED:**

Appropriate Mississippi Teaching Credential  
Mississippi Administrative Services Credential

## **DESIRED EXPERIENCE:**

1. Curriculum and instruction experience.
2. Staff Development training experience.
3. Research and evaluation experience.
4. Teaching experience.
5. Principal experience.
6. Experience in management positions with demonstrated results.

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