

MARION COUNTY JOB DESCRIPTION

Position Title: Chief Academic and School Support Officer

Department: Central Office

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: July 2022

SUMMARY: Develops, oversees, and manages the areas of curriculum, instruction, and human resources. Works as a liaison between the schools and the Superintendent in regard to student learning at the secondary level. Assists the Superintendent with creating, communicating and sustaining the elements of the districts strategic plan and managing areas of instruction and curriculum. This position will drive and influence decision making that will result in both the short- and long-term student academic improvement of the district. Assists the Superintendent in providing leadership in the development and implementation of a quality district human resources program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Develops and implements human resource policies and administrative procedures to meet the needs of the district and to comply with the state and federal laws
- Develops and administers short- and long-range human resource objectives
- Conducts investigations and maintains records
- Represents the district at hearings, grievances, and arbitrations
- Maintains certified and classified personnel records
- Develops and maintains job descriptions
- Provides leadership in district programs relating to curriculum and instruction
- Assists principals and teachers in articulating instructional practices within and among schools
- Coordinates and facilitates the selection and purchase of instructional materials, text books, and assessment materials in the district
- Facilitates planning and training processes for new and current teachers in regard to curriculum and instruction within schools and across the district
- Assists in the placement of student teachers
- Manages and track certified evaluations according to district policy
- Plans, organizes, and implements a district appeals committee regarding evaluations
- Demonstrates positive, professional relationships with district personnel, parents, and community
- Provides analysis and interpretation of assessment results to the schools and the Board of Education
- Assists the Superintendent in the evaluation and professional growth plans of principals as needed
- Plans and carries out a district-wide program of curriculum review and development

- Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as needed
- Assists principals in the planning and implementation of effective programs of supervision and evaluation
- Designs, recommends, carries out educational initiatives; disseminates and interprets the results to administrators, teachers, and parents as appropriate.
- Provides guidance in the selection and use of textbooks and other instructional materials
- Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas
- Collaborates with principals in the development and implementation of school and district Comprehensive Improvement Plans
- Assists with all assessment and accountability programs, data analysis, and interpretation
- Supervises staff and departments as assigned
- Performs other duties consistent with the position assigned as may be requested by the Superintendent

SUPERVISORY RESPONSIBILITIES: This position classification requires subject matter expertise commonly associated with curriculum and instruction knowledge and skills, and the ability to effectively share this knowledge and skills with supervised staff. Relevant teaching and instruction experience is required to: demonstrate expected teaching methods, conduct in-service training, and execute all levels of problem and procedural analysis.

When required, this position and those it supervises may meet with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions.

In conjunction, is responsible for appraising performance; addressing complaints and resolving problems as pertaining to this position and the staff that may be supervised.

Must carry out all supervisory responsibilities in accordance with district policies, state and federal statutes, and all other applicable regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCES: Master's Degree in Educational Administration/Management; must have strong leadership and communication skills.

CERTIFICATION REQUIREMENTS: Must meet certification requirements as prescribed in the Kentucky Local Educator Assignment Data Manual. Possession of administrative certification as required by Kentucky law: School Superintendent OR Supervisor of Instruction OR School Principal.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Research techniques, strategies and procedures; provide specialized resource support, and the coordination school improvement and remedial curriculum and instructional programs; analyze, evaluate and assess school improvement and remediation programs; plan, organize and develop research and survey techniques; plan, organize and participate in the evaluation and assessment of programs and activities; effectively serve as a resource to administrative and instructional personnel and community members concerning school improvement and remedial programs; establish and maintain effective organization, community and public relationships; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision,

distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.