

## Franklin Township Community School Corporation



### Job Description

**JOB TITLE:** CHIEF ACADEMIC OFFICER SECONDARY EDUCATION

**NWS POSITION #:** 1.102.010.02

**REPORTS TO:** Superintendent

**SUPERVISES:** FCHS Principal; FCJH Principal; FCAP Principal; Supervisor of State Reporting and Assessment; SIS Specialists (2); Data and Analytics Specialist

**EMPLOYMENT AND FLSA STATUS:** Certified/Exempt/Salary

#### **BASIC FUNCTIONS:**

The Chief Academic Officer (CAO) of Secondary Schools serves as a key executive leadership team member, overseeing all academic programs and initiatives within secondary education. The CAO works collaboratively with school principals, district administrators, and other stakeholders to ensure the delivery of high-quality educational services aligned with district goals, state standards, and best practices. This role requires a strategic leader with a deep understanding of secondary education, curriculum development, instructional methods, assessment practices, and data analysis.

#### **RESPONSIBILITIES:**

**Curriculum Development:** Lead the design, review, and implementation of curriculum frameworks, curriculum maps, instructional materials, and assessments to meet the diverse needs of students while aligning with state standards and district objectives.

**Professional Development:** Coordinate professional learning opportunities for teachers and instructional staff to enhance pedagogical skills.

**Instructional Leadership:** Provide guidance and support to school leaders and teachers in implementing research-based instructional practices that foster student engagement, critical thinking, and academic growth.

**Data Analysis:** Utilize student performance data, assessment results, and other metrics to identify trends, monitor progress, and inform decision-making at the school and district levels.

**Compliance and Accountability:** Ensure compliance with federal and state regulations, district policies, and accreditation standards related to secondary education, curriculum development, and student assessment.

**Resource Allocation:** Assist in allocating resources, including staffing, budgeting, and technology, to support effective instruction and academic programs within secondary schools.

**Research and Innovation:** Stay informed about current trends, research findings, and innovative practices in secondary education, and lead efforts to integrate promising strategies into school and district initiatives.

**Collaboration and Communication:** Collaborate with district leaders, principals, teachers, parents, and

community stakeholders to promote transparency, build consensus, and communicate effectively about academic goals, initiatives, and outcomes.

**ESSENTIAL FUNCTIONS:**

1. Develop and implement academic goals, objectives, and action plans in collaboration with district leadership.
2. Provide leadership and support to secondary school principals in implementing academic programs and initiatives.
3. Work with Data and Analytics Specialist to proactively analyze academic performance data to identify areas for improvement and develop targeted interventions.
4. Collaborate with building coordinators, instructional coaches, curriculum specialists, and other support staff to enhance teaching and learning.
5. Foster a culture of professional growth, collaboration, and continuous improvement among secondary school staff.
6. Represent the district in meetings, conferences, and professional organizations related to secondary education.
7. Serve as a liaison between the district office and secondary schools, advocating for the needs of students and staff.
8. Monitor and evaluate the effectiveness of academic programs and initiatives, adjusting strategies as needed to achieve desired outcomes.
9. Communicate regularly with stakeholders about academic priorities, progress, and challenges.
10. Stay abreast of legislative changes, educational trends, and research findings relevant to secondary education.
11. Serve as both the District McKinney-Vento and DCS liaison
12. Coordinate K-12 enrollment processes, procedures, and initiatives
13. Oversee the K-12 expulsion process and alternative services

**EXPERIENCE, EDUCATION, AND LICENSING REQUIREMENTS:**

- Master’s degree or higher in Education from an accredited college or university (Doctorate Preferred)
- Hold a valid Indiana Teaching License
- A minimum of five (5) years teaching experience
- A minimum of three (3) years of successful administrative experience at the Secondary level
- Effective management and leadership of adults, including in coaching, evaluation, and team-building among a variety of stakeholders

**PHYSICAL REQUIREMENTS:**

- |                            |                                 |
|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 2. Occasional = 26 to 50 %      |
| 3. Often = 51 to 75 %      | 4. Very Frequent = 76 % & above |
- Ability to stand for extended periods of time. (2)
  - Ability to lift 25 lbs. (1)
  - Ability to carry 25 lbs.(1)
  - Ability to work at a desk, conference table, or in meetings of various configurations. (4)
  - Ability to see for the purpose of reading laws and codes, rules and policies, and other printed matter. (4)
  - Ability to hear and understand speech at normal levels. (4)
  - Ability to communicate so others will be able to clearly understand a normal conversation. (4)
  - Ability to operate office equipment. (4)

- Ability to reach in all directions. (4)

**REASONABLE ACCOMMODATION:** The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.