

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
CHIEF ACADEMIC OFFICER

A. Job Purpose

Oversees the planning, development, assessment, and improvement of instructional and educational programs; and is responsible for the development and implementation of District policies and programs related to instruction and educational services.

B. Responsible to

Senior Deputy Superintendent

C. Subordinates

Senior staff classifications with a principle focus on instruction
Certificated and classified personnel as assigned

D. Functions

Essential Functions

1. Advises the Superintendent of Schools and Senior Deputy Superintendent on educational and administrative issues.
2. Develops and distributes systemic instructional programs, to improve District-wide instruction using systems such as reciprocal accountability and capacity building; works with the District's Accountability Office to improve established instructional programs.
3. Responsible for the development and implementation of District policies and programs as related to educational services and elementary and secondary instruction.
4. Creates and maintains instructional evaluation processes to quantify instructional staff performance; provides executive direction for measured improvement of instructional practices, student achievement, and certificated teacher leadership.
5. Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices.
6. Creates cross-content and cross-grade communication and integration systems to improve educational services, instructional programs, and organizational accountability for improved student achievement.
7. Creates and implements processes for the continuous improvement of instructional leadership in academic and educational instruction.
8. Supervises the development of systematic approaches to improving student achievement through observation, testing, and precedent; monitors recent research and development in the areas of instruction and educational services.
9. Prepares and delivers presentations on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and various stakeholder groups.
10. Provides guidance for the professional development of instruction for certificated personnel across the District.
11. Represents the District to local, state, and federal agencies; acts as a liaison between the Superintendent of Schools and outside agencies.
12. Directs and evaluates the performance of subordinate personnel.

13. Performs other duties as assigned.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

E. Qualifications

Education

Required

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

Experience

Required

At least ten years of successful full-time public school service in a certificated position(s), no fewer than five years of which must have been in a management position(s).

Desirable

1. Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district.
2. Leadership experience in working with administrators and community groups to solve significant educational and/or organizational problems in a large urban school district.

Note: For definitions of years of service, refer to Policy Guide E23.

Knowledge, Skills, Abilities, and Personal Characteristics

Required

1. Knowledge of academic accountability systems and services.
2. Ability to develop and administer policies, procedures, and standards for instructional services.
3. Knowledge of instructional planning, delivery, and evaluation.
4. Ability and integrity in dealing with confidential matters.
5. Ability to provide administrative leadership at the executive level including decision-making, problem-solving, and delegation of authority.
6. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
7. Ability to work effectively and cooperatively with diverse racial, ethnic, socio-economic, linguistic, and disability groups.
8. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
9. Ability to observe, evaluate, and utilize subordinates effectively.
10. Knowledge of effective administrative and managerial practices and the ability to implement them.

11. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of academic instruction.
12. Knowledge of staff development and professional development resources.
13. Knowledge of federal, state, and local policies, rules, laws, regulations, and legislation pertaining to educational services in elementary and secondary instruction.
14. Ability to make formal, public presentations.
15. Ability to communicate effectively with students, supervisors, peers, teachers, other District personnel, parents, community and union representatives, and other stakeholders, both individually and as a group.
16. Ability to cope with crisis situations and the need to make immediate decisions.
17. Ability to travel to other sites/locations.

Desirable

Ability to effectively utilize computer technologies, such as e-mail and word processing programs.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Credentials

One of the following California credentials or credential combinations authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Service Credential with a specialization in administrative services
2. Standard or General Administration Credential
3. General Supervision Credential
4. The Supervision or Standard Supervision Credential and the appropriate basic credential(s) authorizing service in the areas of this class description.
5. One elementary and one secondary level credential from among the following:
 - a. Elementary School Administration or Supervision Credential
 - b. Secondary School Administration or Supervision Credential.

*NOTE: 1) This is a Contract Management class.
2) Employees in this class are subject to the reporting requirements of the District's Conflict of Interest Code.*

Updated 6/08

JRT