



Montgomery Public Schools

Chief Academic Officer

Job Title: Chief Academic Officer
Location:
Reports to Superintendent of Schools
Position Announcement Date:
Announcement Number:
Work Term:
Salary:
*Board approved salary schedule based on position, certification, experience, and education

Position Overview: The Chief Academic Officer is responsible for providing leadership and expertise in developing, achieving, and maintaining the district's educational programs and related services to increase student achievement through effective leadership, supervision, collaboration, and coordination and to assist the Superintendent in the accomplishment of the goals of the District Intervention Plan.

Essential Responsibilities

- Serve as the leader of all areas aligned to academic outcomes and the implementation of district curriculum and instructional resources in all MPS schools.
- Supervise and provide leadership to the following departments: curriculum and instruction, special education, early learning, career and technical education, assessment and accountability, alternative education, and educational technology.
- Assume a leadership role on the CEO/Superintendent's Cabinet, assisting with long-range strategic planning, developing system-wide budgets, plans, policies and activities.
- Direct the planning, organization, administration and fiscal management of all aspects of the district's curriculum and instruction program.
- Ensure academic integrity and provide quality assurance reviews to address areas in need of attention.
- Prepare and deliver written and oral presentations on the academic program and accountability; conducts staff meetings; and attends local/state board meetings as needed.
- Work collaboratively with Principal Leads and coordinates efforts to insure the successful operation of instructional programs in the district schools.
- Provide input on professional development activities related to curriculum and instruction for the district; monitors the latest research, trends, and development in education and interprets these matters for the CEO/Superintendent, Cabinet and staff members.
- Brainstorm ways to increase organizational efficiency across the district.

Core Competencies

- **Communication.** Excellent communication skills:
 - Verbal
 - Listening
 - Written
 - Interpersonal
 - Presentation
- **Emotional intelligence and interpersonal skills.** Proven ability to develop relationships with district stakeholders.
- **Leadership.** Strong performance management skills. Proven ability to build and develop high performing teams.



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- **Technology.** Proficient in the use of district accounting systems. Advanced user of MS Excel. Above average user of MS Word and Outlook.
- **Conflict management.** Ability to work collaboratively with others in decision making, problem solving and conflict resolution.
- **Initiative.** Proven ability to take necessary action when needed.
- **Pace and Efficiency.** Able to work under pressure and meet deadlines.
- **Functional expert.** Thorough understanding of state laws, contractual obligations and district policies regarding finance and accounting.
- **Problem solving.** Creative thinking with excellent problem-solving skills.
- **Customer service.** Customer service oriented.

Minimum Qualifications

- Current Alabama Teacher's Certification Master's Degree or higher with an endorsement in educational administration (K-12); Doctoral Degree preferred.
- Minimum of 3 years of successful experience in an administrative or supervisory role.
- Demonstrated positive communication skills both verbal and written.
- Demonstrated technological skills preferred.

Application Procedures and Instructions

Complete the State of Alabama application on-line ([Application](#)) and reference the specific job number listed above.

As required by law, and after a job offer is extended, you must agree to a background check, be fingerprinted, and pay a fee of \$46.20.

Employees starting after the beginning of the work term will receive a prorated salary based on the number of contract days left in the school year.

Physical Requirements*

- Operate a variety of equipment including technological equipment such as computers and copiers.
- Must be able to push, lift, carry, pull, or otherwise move objects weighing approximately ten (10) pounds.
- Must be able to speak and hear to convey or exchange information including giving instructions, information, assignments, or directions to colleagues, parents, district leadership and community partners.

*with or without reasonable accommodations



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About MPS

Our purpose and direction: We will engage, educate, and inspire our students to succeed in college, career and beyond.

Our vision: MPS is a place where every student develops a love of learning, cultivates intellectual curiosity and dreams of a future full of amazing possibilities.

THE MONTGOMERY COUNTY BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER. "NO PERSON SHALL BE DENIED EMPLOYMENT OR BE EXCLUDED FROM PARTICIPATION IN ANY PROGRAM OR ACTIVITY ON THE BASIS OF DISABILITY, SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW."