

Leon County Public Schools Classification Specification

Salary Grade 21

Summary Information:

Classification Title: Chief Academic Officer **Date Prepared:** 06/2015
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

001	Direct Supervision	Control, review, verify, observe and manage the work of people reporting directly to you.
002	Indirect Supervision	Plan and direct the work of people who do not report directly to you but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program or the district.
008	Internal Liaison	Liaison among departments, functions, groups or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does not include parent liaison.
039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedure and Practices	Develop maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws and standards for the district (e.g. personnel, accounting, payroll, purchasing, etc.).
083	Legislative Functions	Work directly with Department of Education staff, legislative aides and various legislators on issues effecting legislation, and the language of legislation.
126	Standardized Testing - Analysis, reporting and Interpretation	Analyze standardized test results and assist teachers, staff and the community in understanding testing purposes and results.

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127	Standardized Testing – Development and Selection	Design and implement district-wide and specialized testing, includes selection of tests to be used district-wide.
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:

M.A. or Ph.D. with six years related experience; or
B.S. Degree or B.A. Degree with eight years related experience.

This experience must include a minimum of five years teaching experience, and a minimum of ten years district office administrative leadership, including accountability measures, curriculum development and implementation of instructional programs.

Supervisory Responsibility:

Yes

Type of Supervision:

Supervision applies to one or more organizational units with full responsibility for results in terms of costs, methods, and personnel administration.

Effective Date:

7/28/2015