



## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT JOB DESCRIPTION**

**Job Title:** Chief Academic Officer  
**Department:** Curriculum and Instruction  
**Reports To:** Superintendent  
**Salary Guide:** Twelve-month employment contract as Approved by the Executive County Superintendent and the West Windsor – Plainsboro Regional School District Board of Education  
**Prepared Date:** May 23, 2023

**Position Summary:** The Chief Academic Officer supervises either directly or through the proper delegation of authority, leadership, and professional development regarding the programmatic implementation of student intervention programs and provides instructional oversight for district operations. The Chief Academic Officer leads the development of effective teaching, learning, and assessment with an emphasis on improving student academic achievement.

**Qualifications:** Possession of a valid New Jersey School Administrator Certificate. Substantial prior administrative experience with progressive leadership responsibilities, which would lead to the probability of success in the position. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

### **Essential Duties and Responsibilities**

#### **Supervision Teaching and Learning**

- Works collaboratively with the Superintendent, content supervisors, and principals to develop, implement, and sustain the district curriculum.
- Defines and implements best practices and continuous improvement strategies with high expectations for performance.
- Collaborates and/or works with the Chief Equity Officer on the development and implementation of diversity, equity, inclusion, and belonging initiatives in support of the district's strategic plan.
- Assists in the evaluation of the district's instructional methods and programs ensuring that the district's educational objectives on a K-12 continuum are met.
- Works with the principals, assistant principals, directors, and supervisors in organizing and coordinating grade level, level-alike, and department meetings, in order to affect articulation of the instructional program.
- Works with the supervisors and principals to coordinate basic skills and intervention programs.
- Works with the leadership team to develop and implement a robust and effective Multi-Tiered System of Support.

- Oversees the Teacher Resource Specialist/Coaching/Interventionist model.
- Works to oversee that students are provided rigorous instruction and the skills, knowledge, voice, and socio-emotional support they need to be successful.
- Oversees the district professional development plan for certified instructional staff.
- Supports building administration and supervisors with the curricular implementation of instructional programs that have been recommended by the Superintendent and adopted by the Board of Education.
- Works with building level administration, supervisors, and special education administrators to enhance the services and programs in areas such as ESL/Bilingual and Special Education.
- Serves as primary supervisor of the teacher resource specialists and curriculum supervisors. Oversees the responsibility for observations and evaluations for these positions.
- Assists in the study, evaluation, and recommendation of new instructional programs, texts, and materials for adoption.
- Assists in the evaluation and coaching of certified staff.
- Prepares federal, state, and county reports as required.
- Coordinates with the Deputy Superintendent to administer all state and federal grants as assigned by the Superintendent.
- Attends Board meetings as requested.
- Performs the role of liaison to ad hoc committees of the Board of Education, as designated by the Superintendent.
- Performs the role of liaison to the Board of Education Curriculum Committee.
- Serves as a liaison to committees of the Board of Education as designated by the Superintendent.
- Serves as a member of the Superintendent's Advisory Council.

### **Professional Development**

- Designs and implements professional development activities consistent with district mission, vision, values, and goals.
- Provides leadership to ensure understanding of the educational objectives of the district's program, and plans and administers in-service and professional development experiences accordingly.
- Disseminates materials and information related to the latest developments within the educational process.
- Administers, organizes, and directs the District Evaluation Advisor Committee.
- Builds a collaborative professional development model.

### **Administration**

- Accepts from the Superintendent such responsibilities as the Superintendent chooses to delegate, and assumes full responsibility for discharging them.
- Attends meetings, prepares reports and position statements as requested by the Superintendent.
- Facilitates integration of instructional programs among district schools.
- Assists in the determination of programs needed by the schools through careful evaluation and research and makes appropriate recommendations for changes.

- Works with the Superintendent in preparing the budget for district-wide curriculum and instruction and professional development.
- Advises the principals and the Superintendent on personnel and supervisory needs.

#### **Relationship to the Principals and Supervisors**

- Works with principals to coordinate and organize grade level and departmental meetings to influence meaningful articulation of the instructional program.
- Works with the content supervisors to coordinate curriculum writing and professional development.
- Confers with appropriate administrative personnel on matters of concern.
- Serves as a resource person to principals, directors, and supervisors.

#### **Additional Responsibilities:**

- Performs such other tasks and assumes such other responsibilities as the Superintendent, from time to time, may assign or delegate.

#### **TECHNOLOGY SKILLS**

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

#### **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually by the Superintendent in accordance with the New Jersey Administrative Code and Board of Education policy.

#### **PHYSICAL DEMANDS**

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description 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 through an interactive process of determining essential duty task completion options.

#### **TERMS OF EMPLOYMENT**

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

#### **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

#### **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 5/24/2023

CERTIFIED BY:   
Director of Human Resources