

SANTA FE SOUTH SCHOOLS, INC.



CHRIS BREWSTER ~ SUPERINTENDENT

ALEX SOUZA ~ ASSISTANT SUPERINTENDENT

4825 South Shields Blvd. Oklahoma City, OK 73129
405.601.5742 fax.405.601.5435

www.santafesouth.org

JOB TITLE: CHIEF ACADEMIC OFFICER/DIRECTOR OF TEACHING AND LEARNING

REPORTS TO: Superintendent

Number of Days: 11 month

BASIC FUNCTION:

To act under the general direction of the Superintendent to provide leadership in planning developing, maintaining, and evaluating the district's curriculum and instruction; to coordinate, organize, and perform duties dealing with instructional support, supervision, budgeting, investments, and professional development; and to collaborate with instructional program leadership. Is responsible for representing the best interests of the K-12 school programs; providing direct supervision of staff responsible for curriculum and instruction development; providing leadership to the district in complying with federal and state laws and regulations.

REPRESENTATIVE DUTIES:

- Plans and carries out a district-wide program of curriculum review and development.
- Supervises curriculum and instruction along with professional development to improve school achievement.
- Provides vision and strategic direction for the district's curriculum, instruction and school improvement initiatives aligned with the long-term strategy to improve student achievement and narrow the achievement gap between racial, ethnic and economic groups.
- Builds and leads a highly effective, innovative academic services department including re-envisioning the current team, roles and responsibilities as necessary.
- Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as needed.
- Guides individual professional development experiences for principals via the evaluation process.
- Supervises the instructional and professional development programs of the staff in the assigned buildings.
- Integrates instructional programs.
- Assists principals in the planning and implementation of effective programs of supervision and evaluation.
- Designs, recommends, and carries out educational initiatives; disseminates and interprets the results to administrators, teachers, and parents as appropriate.
- Supervises and coordinates the work of curriculum resource consultants.
- Provides guidance in the selection and use of textbooks and other instructional materials.
- Works with teachers in the preparation of curriculum materials.
- Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.
- Keeps current with educational developments and the literature in the field of education, and participates in the affairs of state and national professional societies devoted to the advancement of education.

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- Collaborates with the Principals in the development and implementation of school and district Comprehensive Improvement Plans.
- Assists with all assessment and accountability programs, data analysis and interpretation.
- Supervises staff and departments as assigned.
- Demonstrates regular attendance and punctuality.
- Adheres to the appropriate code of ethics.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Curriculum, instruction and assessment.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

ABILITY TO:

- Perform the responsibilities as previously outlined.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and timelines.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

QUALIFICATIONS:

- Master's degree in school administration or related field preferred
- Oklahoma administrative certificate or valid administrative credentials from other states or comparative certification/experience.
- Have appropriate maintenance of administrative continuing education requirements.
- Ten or more years of relevant experience with an outstanding track record as a school principal (or equivalent) strongly preferred.
- Experience in an urban school district is preferred.
- Ten or more years of experience as a school administrator including knowledge of academic and accountability testing.
- Demonstrated success leading strategic educational initiatives.

How to Apply:

Qualified interested applicants should submit letter of interest and resume to

jobs@santafesouth.org

Santa Fe South Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.