



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Chief Academic Officer

QUALIFICATIONS: N.J. Supervisory Certification or Higher

PRIMARY FUNCTION: Provides district level leadership in monitoring, designing, and implementing the K-12 curriculum instruction, professional development, assessment, accountability and provides leadership in the continuous development and improvement of the entire instructional program of the district.

REPORTS TO: Chief School Administrator

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Provides district level leadership in monitoring, designing, and implementing curriculum.
 1. Assists in the formulation of a philosophy and objectives for the design, implementation, and assessment of the K-12 curriculum.
 2. Guides development, implementation, and evaluation of instructional services.
 3. Recommends, implements, and coordinates an organizational structure which insures a horizontally and vertically coordinated curriculum through the involvement of teachers, administration, Board, and community members.
 4. Has a working knowledge of the N.J. Core Curriculum Content Standards, Common Core Curriculum Standards, and other national professional organizations, and international standards.
 5. Is the Administrator Liaison to the Board Curriculum Committee. Meets regularly with the curriculum committee of the Board and provides communication to the full Board of Education as requested.
 6. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
 7. Interprets and communicates the approved curriculum to the professional staff; the Board of Education, and the general public.
 8. Works with other administrators in analyzing standardized testing data and determining implications for curriculum and instructional practices. Conducts all school-based data teams.



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9. Creates and maintains a curriculum library for staff use.
 10. Maintain a copy of all approved curriculum materials.
 11. Provides guidance, leadership, and assistance in projects of curriculum development.
 12. Provides leadership and assistance in all formal efforts of the professional staff in projects of curriculum development.
 13. Provides leadership in the administration of student assessment programs as required by the New Jersey Department of Education.
- B. Provides leadership in the continuous development and improvement of the instructional program of the district.
1. Communicates to the chief school administrator the requirements and needs of the district as perceived by staff members and meets with the Leadership Professional Development Committee.
 2. Coordinates with principals, curriculum committees, and teacher committees in organizing and conducts grade level meetings and departmental meetings.
 3. Provides staff leadership to ensure understanding of and promote the educational objectives of the district, and plans and administers programs of inservice educational activities for instructional personnel.
 4. Develops and implements a new teacher professional development program which coordinates with the mentoring program to provide new teachers full access to the goals, beliefs, and methods which exist at the heart of the Haddonfield educational system.
 5. Provides the leadership for an educational environment which encourages creativity, professional growth, and the excitement necessary to recruit and retain the best professionals.
 6. Maintains a reference file of instructional methods used by staff members for encouragement of professional sharing.
 7. Design and monitor a curriculum writing and textbook purchasing cycle.
 8. Studies, evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs.



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9. Analyzes, interprets, and communicates results of the state required assessment program and provides recommendations for improvement of the instructional program.
 10. Coordinates the creation of school-level data teams to inform curriculum and instructional decisions.
 11. Coordinates, plans, and integrates the educational technology into the K-12 curricular programs.
 12. Coordinates all dual enrollment partnerships with colleges and universities.
 13. Plans and completes all Federal Program Grants supporting these programs.
 14. Conducts evaluations of all K-12 student intervention programs not special education related.
- C. Supports the chief school administrator in the completion of his duties.
1. Insures documentation necessary to meet N.J. and Federal guidelines regarding curriculum and instruction are present. Completes reports required.
 2. Assists in the location of funding for the improvement of the instructional program.
 3. Identifies necessary parent and community outreach related to curriculum and instruction and develops programs to meet those needs.
 4. Prepares and administers the research and development budget and assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
 5. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
 6. Establishes and maintains professional dialogues with instructional staff and observes teachers formally in their classrooms upon request of the principals.
 7. Performs such others tasks and assumes such other duties as may from lime to time be assigned by the chief school administrator.

TERMS OF EMPLOYMENT:

12 month position. Salary to be determined by the Board of Education in consultation with the Chief School Administrator



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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BENEFITS:

Benefits are available to full time employees per the negotiated contract.

BOE Approved Date: 7/26/2018

BOE Review Date: