



# Longview Independent School District

## JOB DESCRIPTION

# GLOBAL HIGH SCHOOL CHIEF ACADEMIC OFFICER

<b>JOB TITLE:</b>	Global High School Academic Officer	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Global High School Head Master	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Global High School	<b>PAY GRADE:</b>	Administrative 6

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### PRIMARY PURPOSE:

Assist the school principal in overall administration of the instructional program and campus level operations; coordinate a high-tech educational delivery system in a non-traditional school setting

### QUALIFICATIONS:

#### Minimum Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements or required training for subject and level assigned

Meet the "Highly Qualified" requirement under NCLB standards

Principal/Mid-Management certification preferred

#### Minimum Experience:

Three years successful teaching experience preferred

#### Special Knowledge and Skills:

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Promote a positive, caring climate for learning
2. Deal sensitively and fairly with persons from diverse cultural backgrounds
3. Communicate effectively with students and staff



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Participate in development of campus improvement plans with staff, parents, and community members
5. Help principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
6. Assist with calendar development for the Global high school
7. Assist the assistant principals with monitoring absences, tardiness as well as improving student attendance and decreasing tardiness
8. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations
9. Assist assistant principals with all security procedures
10. Assist with safety inspections and safety drill practice activities
11. Assist Dean of Instruction with textbooks
12. Assist Dean of Students and counselors with scheduling procedures and student registration process
13. Participate in the assistant principal duty rotation schedule for the high school
14. Assist the assistant principals with student supervision
15. Ensure that students are adequately supervised during non-instructional periods
16. Help to develop a student discipline management system that results in positive student behavior
17. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable
18. Assist with conferences on student and school issues with parents, students, and teachers
19. Participate in professional development to improve skills related to job assignment



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Articulate the school's mission to community and solicit its support in realizing mission
21. Demonstrate awareness of school-community needs and initiate activities to meet those needs
22. Use appropriate and effective techniques to encourage community and parent involvement
23. Support teachers with curriculum and instruction
24. Facilitate teacher collaboration meetings
25. Create positive staff morale
26. Create student morale
27. Review and critique teacher lessons and lesson plans
28. Disaggregate data by student and teacher
29. Monitor student grades and tutorial attendance
30. Publicize Global activities to stakeholders
31. Research opportunities for students to volunteer and help the community
32. Comply with district policies, as well as state and federal laws and regulations
33. Adhere to the district's safety policies and procedures
34. Maintain confidentiality in the conduct of district business
35. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
36. Demonstrate regular and prompt attendance
37. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

**EVALUATION:** Performance Development Appraisal System (PDAS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: August, 2009