

High School Academic Officer Position

The High School Academic Officer works collaboratively with the High School Principal and the Director of Curriculum and the district's curriculum Department. The primary responsibility of the High School Academic Officer is to oversee the implementation of building and district curricular goals as it relates to secondary education. The following is a summary of the duties of the High School Academic Officer; this list is not exhaustive and is ever-changing based on the needs of the building and district:

Course of Study

- Coordinates release time and presenters (as needed) for departments to update courses of study.
- Facilitates meetings with departments to ensure the course of study is aligned to the content standards for the specific subject.
- Serves as the liaison between department chairpersons and Director of Curriculum to access curricular resources.

Program of Studies

- Reviews and edits the Program of Studies annually, working with the content areas and guidance department, to guarantee it accurately reflects the programs and course offerings at the high school.
- Oversees new course adoption, as well as course name changes and curriculum realignment and coordinates meetings with the Leadership Team for the approval process.
- Collaborates with the district curriculum coordinators to oversee vertical alignment between middle school and high school programming.
- Attends professional development conferences and site visits in other districts (in and out of state) gathering ideas to incorporate at Gahanna Lincoln High School (GLHS).

Special Programming

- Coordinates and oversees curricular updates and training aligned to career pathways.
- Serves as the primary contact between the high school and institutions of higher education for course offerings, teacher credentialing and student participation for the College Credit Plus program (dual credit). Regularly attends meetings for the program and updates the staff and parents accordingly. Coordinates parent/student informational sessions regarding the program.
- Manages the Flex Credit program and Independent Study. Updates the building policy for the Flex Credit program as needed. Facilitates meetings with the Flex Credit committee as students progress through the program. Maintains the records of participation and the Flex Credit library.
- Serves as primary contact with Columbus State Community College for the College Prep Math course. Coordinates placement testing of students enrolled in the course.

Leadership Team

- Co-facilitates Leadership Team (department chairs) meetings with the building Principal that focus on curriculum, instruction, and the logistics and organization of the school.
- Stays abreast of updates regarding curricular mandates and policy changes and shares with the team regularly.

Assessment and Accountability

- Provides assistance and training to teachers writing SLOs and reviews all SLOs prior to submission to the Evaluation Committee.
- Serves as the primary contact for the National Assessment of Educational Progress (NAEP) testing when applicable. Coordinates the logistics for the assessment, which include (but not limited to) gathering student information, solidifying a location for testing, providing staff assistance, completing necessary documentation for reporting, meeting with NAEP coordinator, and informing parents and students of their participation.
- Coordinates the high school schedule for the Ohio End-of-Course Assessments. Provides updates to staff and parents regarding the new assessments and graduation requirements. Works collaboratively with an assistant principal and school counselors on the logistics of the assessments. Maintains the participation list and records for each assessment and organizes the make-up assessments as needed.

Professional Development

- Oversees and coordinates professional development throughout the school year that aligns with staff and curriculum/instruction needs.
- Works with building principal, Director of Curriculum and district Curriculum Department to create the high school's professional development plan and develops the agendas for each PD day.
- Leads professional development sessions (full staff and department base) to inform staff of new initiatives, curricular updates, and best practices.
- Supports staff through the evaluation process.

Building-level Administrative Duties

- Serves as the liaison between district curriculum department and building administrative team and attends regular meetings with the district curriculum department.
- Assists with administrative tasks relating to safety and security (safety drills, homecoming/prom coverage, graduation and other major events as needed, disciplinary issues).