



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

LOS ANGELES COUNTY OFFICE OF EDUCATION CHIEF ACADEMIC OFFICER

The Los Angeles County Office of Education (LACOE) is the nation's largest regional education agency to provide comprehensive educational services. The Office is the intermediary between the California Department of Education and the 80 school districts and 13 community college districts serving over 1.3 million preschool and school-age students in Los Angeles County.

LACOE employs approximately 1,500 employees and operates within a budget of \$664 million while providing mandatory and discretionary services to its school districts including: attendance and welfare, business advisory services, curriculum and instruction, research, evaluation and pupil services. The County provides administrative services for multiple Special Education service areas and operates its own special education programs for students in public school campuses, in addition to programs in juvenile halls, probation camps, and specialized secondary schools. The Office operates the largest Head Start program in the state with more than 11,000 preschool children and their families.

THE POSITION:

The Chief Academic Officer (CAO) shall plan, organize, direct, and manage the functions and activities of the Educational Services area within the Office. The CAO provides executive leadership and strategic direction for:

- Curriculum and Instructional Services (CIS)
- Accountability, Support, and Monitoring (ASM)
- Special Education
- Head Start and Early Learning

In addition, the Educational Services area provides leadership for countywide educator development initiatives including Beginning Teacher Induction and other programs that support the preparation, mentoring, and ongoing professional growth of educators across Los Angeles County school districts.

This position requires comprehensive, directly related, and progressively responsible administrative experience and demonstrated expertise in instructional systems, accountability frameworks, special education services, and early childhood education systems. The CAO applies this expertise to organizational leadership, policy development, systems alignment, and the establishment of measurable goals and priorities across divisions.

Under the direction of the Deputy Superintendent, the CAO administers and manages, through subordinate administrators, a large and complex service area composed of multiple divisions and programs serving students from early childhood through secondary education. The CAO meets regularly with the Superintendent, Board of Education, district leaders, federal and state partners, and internal leadership to ensure alignment of services, effective implementation of regulatory

requirements, and continuous improvement in student and program outcomes.

Responsibilities include direct and indirect supervision of professional, technical, and clerical personnel within Educational Services and oversight of significant fiscal and programmatic resources.

Four major divisions comprise Educational Services:

- Curriculum and Instructional Services (CIS),
- Accountability, Support, and Monitoring (ASM),
- Special Education, and
- Head Start and Early Learning.

Each division delivers numerous and varied educational services to the 80 school districts of Los Angeles County and works in collaboration with the California Department of Education, the United States Department of Education, the Office of Head Start, and Los Angeles County agencies.

The CAO ensures these divisions operate as a coordinated and integrated system of support across the full continuum of education—from early learning through secondary instruction. This includes:

- Aligning early learning frameworks with K–12 instructional systems
- Integrating curriculum implementation, assessment systems, accountability structures, and inclusive practices
- Overseeing differentiated assistance, compliance monitoring, and implementation of LCAP and federal Head Start performance standards
- Establishing consistent performance measures to monitor program effectiveness and child/student outcomes
- Ensuring services are data-informed, developmentally appropriate, and responsive to district and community needs

Through strategic alignment across divisions, the CAO strengthens coherence, continuity, and quality of services delivered across age spans and programs.

In addition to responsibilities within the service area, Educational Services partners with LACOE's Educational Programs to provide professional development and technical assistance that builds the capacity of administrators and teachers to increase student achievement in Juvenile Court and Community Schools, the Division of Alternative Education, the Division of Special Education, and Head Start and Early Learning programs.

The CAO ensures that early childhood programs operate in alignment with federal and state regulations, including Head Start Performance Standards, and reflect high-quality instructional and developmental practices. The CAO promotes alignment between early learning systems and K–12 instructional frameworks to support school readiness, early literacy, and long-term student success.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Provide executive leadership and strategic oversight for Curriculum and Instructional Services (CIS), Accountability, Support, and Monitoring (ASM), Special Education, and Head Start and

Early Learning.

- Ensure alignment of early childhood education systems with K–12 instructional frameworks to support a coherent P–12 continuum.
- Oversee compliance with federal Head Start Performance Standards and applicable state early learning regulations.
- Establish performance measures to monitor child outcomes, instructional quality, program compliance, and fiscal integrity within early learning programs.
- Align early literacy, developmental assessment, and family engagement strategies with broader instructional improvement initiatives.
- Ensure coordination of special education services within early childhood settings, including inclusive and early intervention practices.
- Oversee fiscal management of federal and state early learning funds and ensure compliance with grant requirements.
- Promote continuous quality improvement across early learning and K–12 systems through data analysis and program evaluation.
- Provide oversight and strategic direction for Beginning Teacher Induction and related educator development programs, including mentoring systems, professional learning supports, and partnerships that strengthen the preparation and retention of effective educators across Los Angeles County school districts.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and systems of curriculum design, instructional leadership, and assessment.
- State and federal accountability frameworks, including LCAP and differentiated assistance processes.
- Special education law, inclusive practices, SELPA governance structures, and compliance requirements.
- California Education Code, Administrative Code, and applicable federal regulations.
- Organizational leadership, strategic planning, and large-scale systems implementation.
- Budget development, fiscal oversight, and resource allocation within complex public agencies.
- Data analysis systems and performance measurement methodologies to inform decision-making.
- Personnel management principles including recruitment, supervision, evaluation, and leadership development.
- Technology systems that support instruction, communication, accountability, and program monitoring.

Ability to:

- Provide executive-level leadership for a large, complex educational service organization.
- Develop and implement cross-divisional systems that align instructional, accountability, and specialized services.
- Establish clear priorities and measurable performance expectations.
- Analyze and synthesize multiple sources of qualitative and quantitative data to inform strategy and continuous improvement.
- Lead and develop high-performing leadership teams.
- Communicate effectively with policymakers, district leaders, administrators, community stakeholders, and staff.
- Interpret and apply laws, regulations, and policies in operational and programmatic decision-making.
- Manage sensitive and complex issues with sound judgment and professionalism.
- Oversee significant fiscal resources and ensure effective stewardship of public funds.
- Foster collaborative partnerships that strengthen district and internal program capacity.
- Lead an integrated educational services system spanning early childhood through secondary education.
- Align early learning, instructional, accountability, and special education systems into a coherent framework.
- Ensure compliance with federal and state early learning and education regulations.
- Monitor and improve performance outcomes across multiple educational levels.
- Manage large-scale federal and state funding streams with accuracy and transparency.
- Foster collaboration across divisions to strengthen continuity from early childhood through graduation.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

Seven or more years of progressively responsible leadership experience in curriculum and instruction, accountability systems, special education, or related educational services.

Successful experience as a school principal in multiple settings and experience as a district-level administrator responsible for instructional leadership across multiple schools.

Experience leading large teams, managing complex budgets, and implementing systemwide initiatives is highly desirable.

LOCATION:

Los Angeles County Office of Education, 9300 Imperial Hwy, Downey, California 90242.

EDUCATION:

Equivalent to a Master's degree in Education or a closely related field from an accredited institution.

Doctoral degree preferred.

LICENSE OR CERTIFICATE:

Possess and maintain a valid California Supervisory or Administrative credential. **(Please provide a copy of each credential document as it appears on the California Commission on Teaching Credentialing website with the document number on it.)**

ANNUAL SALARY:

2025-2026 Salary Schedule

Range (725) (a) \$234,180 (b) \$247,056 (c) \$260,652 (d) \$274,980 (e) \$290,112

WORK YEAR:

Twelve months. Duty year is July 1 to June 30. Position accrues 24 paid vacation days annually earned at the rate of 2 days per month of active service.

APPLICATION INSTRUCTIONS:

Interested, qualified persons are invited to submit an online employment application to Human Resource Services. Applicants are responsible for submitting a completed electronic employment application, letter of introduction, resume, copy of credentials, and three (3) letters of recommendation that are dated and signed within the past 12 months including one from a current supervisor. All required documents must be submitted electronically with your application. **(Please provide a copy of each credential document as it appears on the California Commission on Teaching Credentialing website with the document number on it.)**

LACOE does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing this event, please contact the LACOE Title II Coordinator at (562) 803-8297.

Revised March 2026