



CHIEF ACADEMIC OFFICER

JOB DESCRIPTION

The Chief Academic Officer (CAO) sets and maintains strategic vision and direction for TEACH Public School's instructional framework and approach to teaching and learning. The CAO is the leader, spokesperson, and resident expert on curriculum, instruction, pedagogy, and learning. This role will develop the short and long-term instructional vision for the schools and school leaders; and will work to establish a culture of high expectation and shared responsibility for equitable access to high quality, rigorous curriculum and instruction. The CAO will identify student, school and organizational needs and priorities, and work to ensure closer alignment of the foundation's resources with these identified needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES, LISTED BUT NOT LIMITED, BELOW:

- Develop and support school leaders in achieving and sustaining high academic achievement for all students.
- Ensure students at each of the sites are meeting academic achievement goals.
- Participate with the school directors and finance team to develop strategic plans to guide the growth, stability, and sustainability of the charter schools academic program.
- Oversee the planning, implementation, delivery and evaluation of the schools' Academic programs and services.
- Collaborate in the yearly planning and development of the Master Schedule.
- Demonstrate knowledge and support of the Mission, Vision, standards, policies and procedures, operating instructions, confidentiality standards and the code of ethical behavior of the organization.
- Supervise the school's educational program.
- Promote a college and career going culture.
- Oversee, implement, and manage a process for analyzing data to increase student achievement and data driven school-level decision making and classroom-level instruction.
 - Create and ensure vertical alignment and coordination of curriculum, instructional strategies and assessments across grades K-12.
 - All other duties as assigned.

REPORTS TO: Executive Director

QUALIFICATIONS & COMPENSATION

Education and Experience:

- Demonstrated success in school turnaround and/or making significant academic achievement of students
- Previous experience as a school leader, charter school preferred
- Experience implementing school-wide initiatives and supporting teachers to develop professional capacity
- Master's Degree, Doctorate preferred
- 10 years in education experience
- 5 years of management experience
- Demonstrated ability to work well in a team
- Bilingual Preferred
- Clear TB and background check.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Occasionally required to kneel, climb and reach with hands and arms above shoulder level, lift up to 30 pounds. To bend, sit, stand, squat, stoop, walk, push, pull, and reach with hands and arms at shoulder level or below. Always required to wear the appropriate safety equipment for the task, which may include gloves, goggles, aprons, belts, etc.

Skills, Beliefs, and Mindset:

- Ability to set priorities and manage multiple projects simultaneously while meeting customer expectations.
- Strong customer service orientation, responding to customer needs in a timely manner
- Ability to learn quickly
- Flexibility to adapt to constantly changing environments.
- Passion for improving urban public education and a willingness to make a long-term commitment to K-12 education

Compensation:

- We offer a competitive salary and a comprehensive benefits plan including (but not limited to) medical, dental, vision, life insurance and STRS participation, as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of all students.