**Job Description**

**TITLE:** Chief Academic Officer

**DEPARTMENT/ENTITY:** Academic and Leadership Teams

**REPORTS TO:** Chief Executive Officer

**JOB LOCATION:** Public Preparatory Network

**FLSA:** Exempt

**DATE PREPARED/REVISED:** 03/2014

**Primary Function & Position Overview:**

As a key member of the Core Leadership Team, the Chief Academic Officer will report to the Chief Executive Officer and assume a strategic role in the overall management of Public Preparatory Network Schools. The CAO will oversee academic functional areas of curriculum, instruction, professional development, data inquiry, assessment, and technology to enable our organization's growth. Working collaboratively to achieve a set of ambitious objectives, the CAO's primary deliverables include: special projects as determined by the CEO, ensuring academic execution, attaining academic performance results, establishing processes, systems, and reporting mechanisms, and driving effective and efficient implementation – all of which will enable innovation and growth in a non-profit organization.

**Qualifications**

* At least 5 years of management experience overseeing academic programs and driving significant results in a high-performance, growing non-profit organization.
* Deep understanding of project planning, curriculum, instruction, assessment, professional development, data inquiry, and instructional technologies.
* Proven track record of achieving short- and long-term organizational objectives and academic results through the development and implementation of academic systems.
* Excellent problem solving skills in order to analyze, assess, and manage the execution of academic systems.
* Excellence in academic management with the ability to coach senior-level staff to manage and develop high-performance teams to develop and implement program strategies.
* Experienced strategist and innovator who will contribute in the leadership, management, and growth of the organization.
* Highly accountable and results-driven with the ability to set and use goals to guide action and objectively measure performance.

**Required Core Competencies include:**

* Outstanding organizational skills and high attention to detail; outstanding written and oral communication skills.
* Strong work-ethic, detail-driven, and a commitment to doing whatever it takes to get the job done.
* Ability to prioritize, multi-task, delegate, and lead by example.
* A demonstrated commitment to the mission of Public Prep is essential.

**Educational Background:**

* A minimum of a BA; A Masters or Juris Doctorate is preferred.

**Duties & Responsibilities**

**Leadership**

* Participate as a thought partner to the CEO and work closely with other members of senior leadership team to craft overall organizational strategy and goals, with specific ownership of academic objectives.
* Provide effective and inspiring leadership through active involvement in all programs and services, developing broad and deep knowledge of the education sector and of Public Preparatory Network Schools.
* Routinely represent the organization to key stakeholders and partners, including external parties, investors, foundations, auditors, public officials and board members, instilling confidence among these constituents.
* Responsible for setting and implementing strategic short- and long-term goals, including annual academic performance goals and long-term academic growth goals.

**Academic Management and Growth**

* Provide effective and inspiring management of a high-functioning, well-integrated staff.
* Lead, plan, manage, and drive results for the academic functions of a non-profit organization with a budget of over $20 million expected to grow within five years.
* Identify and implement innovative, disciplined, and continuously improving processes and systems for academic teams. Hold teams accountable to operating and measuring results under established processes, systems, and metrics.
* Develop academic excellence by leading a team to:
  + set and monitor academic goals;
  + monitor and evaluate the effectiveness of instructional programs;
  + establish an academic program model with explicit academic achievement, character development, and college knowledge components;
  + establish a common vision of instructional excellence in network schools;
  + develop and implement a knowledge-based, interdisciplinary curriculum unique to the Public Preparatory network;
  + develop and monitor an integrated, data-driven student level assessment system;
  + develop professional development to support curriculum implementation and increase teachers’ knowledge and skills in relation to network-wide priorities;
  + establish systems for maintaining and monitoring academic program data;
  + develop and monitor systems for data inquiry.
* Lead Public Preparatory Network Schools in determining, identifying, and developing specific plans to scale its capabilities and capacity as a highly-performing, data-driven organization.

**Strategy and Planning**

* Collaborate on all academic and strategic issues as they arise; provide strategic recommendations based on academic and organizational priorities.
* Participate in the ongoing strategic planning process as an integral member of the Senior Leadership Team.
* Oversee long-term academic planning in alignment with Public Preparatory Network Schools’ strategic plan.
* Engage the Senior Leadership Team around issues, trends, and changes in the academic program model.

**THIS JOB DESCRIPTION IS A CONCISE STATEMENT OF THE DUTIES, RESPONSIBILITIES, AUTHORITIES AND RELATIONSHIPS BUILT INTO THE JOB. THE DESCRIPTION OUTLINES THE REQUIREMENTS FOR PERFORMING THE WORK, ITS FREQUENCY AND SCOPE. IT IS BASED ON THE NATURE OF THE WORK AND NOT ON THE INDIVIDUAL CURRENTLY PERFORMING IT. THIS JOB DESCRIPTION CAN AND WILL BE REVISED AT THE DISCRETION OF THE CHIEF EXECUTIVE OFFICER and the Director of Human Resources.**

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**Employee Name (Print) Employee Signature Date**