

Position Title: Deputy Chief Academic Officer for Curriculum and Instruction

Department: Academic & Programs

Reports to: Chief Executive Officer, Deputy Chief Executive Officer and Chief Academic Officer

Reporting to this position: Academic Program Coordinator, Director of Special Education and Supportive Services, Director of Arts and Culture, Executive Director/Principal and all other Academic & Programmatic Staff

Job Summary

The Deputy Chief Academic Officer for Curriculum and Instruction (DCAOCI) will work collaboratively with all members of the Executive Leadership Team to ensure coordinated planning and consistent implementation of CEC strategic plan, making certain that programs and priorities are focused on eliminating the achievement gap and improving student achievement. The DCAOCI will provide leadership to communicate system priorities and ensure collaborative work processes to effectively and efficiently utilize resources. The CAO will oversee and monitor the implementation of systemic cross-functional strategic projects and initiatives, will provide support to instructional directors and coordinators, and will monitor these projects and initiatives to ensure they lead to high student achievement. The DCAOCI will foster a work environment that is student-focused and results-oriented and that places priority on student learning and performance. As a member of the Executive Leadership Team, the DCAOCI will articulate to various local and state officials the CEC's strategic initiatives and alignment of programs in conjunction with Chief Academic Officer. [The DCAOCI will plan, direct, develop, coordinate and review system wide projects in curriculum development and related instructional and extracurricular services and is responsible for system wide services for all academic programs.] The DCAOCI will work closely with the other members of the Executive Leadership Team.

Nature and Scope of Position

- Provides leadership in the area of curriculum and instruction and directs the development of Pre-K – 12 academic programs and new course design;
- Identifies and implements effective curriculum and instructional policies and practices that maximize educational options that lead to improved achievement for all students;
- Reviews, approves and maintains the Program of Studies and interprets state and local policies related to credit, graduation requirements and the total instructional program; and helps to identify training needs and participates in developing staff training programs;
- Conducts evaluations of key program initiatives as a means of informing the Chief Academic Officer as to the effectiveness of CEC programming and recommendations for improvement;
- Identifies program and project managers and ensures that all project timelines are met;

- Sets priorities and measurable goals with the Executive Director/Principal;
- Provides the required supports to foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and close the achievement gap;
- Develops and maintains clear and inclusive decision-making processes to ensure integration of academic supports and services;
- Serves on cross-functional teams to provide educational and managerial leadership that builds and supports a high performance educational team, inspiring and aligning the academic work of NEP;
- Displays knowledge of both the practical instructional issues of school reform and educational research and analyses;
- Monitors education research, trends, and developments to support school improvement efforts and program development; and fosters the sharing of high yield strategies and opportunities for collaboration within and among all levels;
- Reviews and monitors the academic department's budget and expenditures to ensure that they are aligned with the strategic initiatives of the CEC and that resources are directed appropriately in conjunction with the Chief Academic, Chief/Deputy Chief Financial Officer(s);
- Presents information to the CEO, DCEO, CAO, CFO and Board of Directors

Qualifications:

- Master's degree from an accredited college or university in educational administration, supervision or curriculum development (Doctorate preferred);
- School-based and central office administrative leadership experience;
- Experience with educational accountability measures including the No Child Left Behind (NCLB) Act requirements, state and local assessments, curriculum development, and managing a variety of programs and initiatives;
- Experience in project management, including the ability to deploy resources and manage multiple projects;
 - Experience in leading large-scale educational program development and reform;
- Considerable experience in providing leadership in the planning and development of CECwide curriculum and instructional programs that meet the needs of a diverse population;
- Experience in providing a comprehensive staff development program for all categories of employees;
- Experience in planning for the implementation of educational accountability goals;
 - Experience in conducting employee performance appraisals;
- Or other combination of applicable education, training and experience which provides the knowledge, abilities, and skills necessary to perform effectively in the position