Position: Chief Academic Officer
Department: Chief Academic Office
Location: 75 Calhoun St, Charleston SC 29401
Reports to: Deputy Superintendent of Schools
Position Category: Certified Administrator
Position Type/Grade: Negotiated Contract
Position # of Days: 240
Travel Required: YES
FLSA Status: Exempt

Job Purpose:
The Chief Academic Officer (CAO) is responsible for advising the implementation of innovative district-wide initiatives and programs that directly focus on accelerating the pace of closing the achievement gap, elevating achievement of all students and increasing the graduation rate in the Charleston County School District. The CAO will supervise the offices of Exceptional Children, Federal Programs and School Choice, Student Success, Student Support, Assessment and Evaluation, and the Office of Translation and Interpretive Services.

Required Qualifications/Experience & Training:

- Master’s Degree
- Minimum of 8 years in education with progressive administrative experience as a principal or central-based staff administrator
- Advanced degree in education with an emphasis on curriculum instruction, and/or school leadership
- Experience working collaboratively across key departments of a school district
- Demonstrated success leading strategic educational initiatives
- Proven track record as change agent

Licensing/Certification:

- Current South Carolina Administration Certification (Elementary Principal/Supervisor, Secondary Principal/Supervisor, and/or Superintendent), or eligible for reciprocity
- Valid South Carolina Driver’s License

Other Skills & Requirements:

- Demonstrated leadership skills
- Ability to problem solve, think critically, and manage conflicts
- Ability to manage budget and personnel
- Ability to collect, analyze, and use multiple sources of data
- Strong organizational, communication, strategic planning, and interpersonal skills
- Strong interest in education and driving improvement in student achievement
- Work collaboratively to build consensus while also delivering exceptional results
• Inspire, manage, and collaborate with a wide variety of internal and external stakeholders at all levels
• Be flexible, resilient, and adaptable to changing priorities

Primary Position Responsibilities:

• Supervises the offices of Student Success, Instructional Delivery, Student Support, Assessment and Evaluation, and the Office of Translation and Interpretive Services to elevate achievement for all students in Charleston County Schools;
• Executes the academic initiatives as identified in the district’s strategic plan through the use of measurable goals and strategies;
• Oversees and coordinates the implementation of the core curriculum, Student Testing, and core teams;
• Implements research-based initiatives to improve student achievement as measured by South Carolina’s State Tests, including SC Ready, SCPASS, End-of-Course examinations, ACT, and ACT WIN testing;
• Designs, implements, and monitors strategic plans for academic improvement;
• Ensures the utilization of data to develop and monitor educational goals and initiatives that promote improved academic achievement for all students;
• Develops a comprehensive program of early intervention with the lowest performing students to improve their performance;
• Oversees the development of the annual budget to support school-based programs;
• Realigns federally funded programs and personnel to improve the performance of underachieving schools;
• Counsels and advises the Deputy Superintendent of Schools and Executive Leadership Team on research supported strategies that focus on innovative districtwide initiatives and programs;
• Establishes and maintains relationships and represents the district with colleges, community organizations, and other school districts to support the Charleston County School District Strategic Plan;
• Coordinates funding support for academic district-wide initiatives and programs with the Chief Finance and Administrative Officer;
• Possesses strong content knowledge and experience in core instruction; and
• Collaborates with Executive Leadership to ensure support for execution of academic initiatives.

Secondary Position Responsibilities:

• Attends Board and District meetings
• Serves as Liaison for Constituent District Board
• Works with various community groups and ad hoc committees
• Serves as a team member on the Learning Services Leadership team working collaboratively with peers
• Participates in professional networks
• Keeps abreast of best practices and national research
• Performs additional duties as assigned by the Superintendent

Apply here by October 28, 2022.