

PLEASE POST

PLEASE POST

## **PERSONNEL VACANCY NOTICE**

### **GARY COMMUNITY SCHOOL CORPORATION**

1988 Polk Street  
Gary, IN 46407

M. Jones-Henderson, Executive Director  
Human Resources Department  
Manager

Dr. Peter Morikis, Emergency

Job Title: Chief Academic Officer (CAO)  
Department: Chief Academic Office  
Reports To: Emergency Manager  
FLSA Status: Exempt  
Job Status: Full-time, Classified  
Funding Source: General Fund

### **PURPOSE STATEMENT**

The Chief Academic Officer (CAO) will have a unique opportunity to lead the excellence of the Gary Community School Corporation educational program across all grade levels. He or she will drive the school's core education strategies and work closely with the Emergency Manger (EM) to develop a district vision based on measurable learner outcomes. The CAO will provide guidance and support to all principals helping them reach high levels of achievement for all students. The CAO in working with principals shall develop a curriculum driven by state standards and content that offers high quality education that assures all students an opportunity for college and/or career placement.

Second, the Chief Academic Officer shall be knowledgeable of all Indiana Department of Education policies and procedures in all academic areas, school operations, mandated reports, teacher and principal evaluations and accountability of student performance. The CAO has direct supervision over the Director of Special Education., The CAO shall prepare an annual budget pooling general fund, and federal resources that best serve the academic mission of GCSC. The CAO shall be knowledgeable of state and federal statutes that impact academic programs and services to all GCSC students. It is preferred that the CAO has a general knowledge and use of Pivot or the operation of similar data bases. The CAO must have knowledge of grant management.

### **ESSENTIAL FUNCTIONS**

The list of duties and responsibilities below is not necessarily an inclusive list. The CAO works directly for the Emergency Manager and is responsible for other duties as assigned by the EM.

#### **Ensure the excellence of the educational program across all grade levels:**

- **School Performance:** Ensures that schools are meeting student achievement goals by assessing performance of every student and school across grades and campuses.
- **Educational Model and Programs:** Leads strategic decisions regarding the school's educational model and programs, including the adoption and implementation of the Response to Intervention model

- **Curriculum Development and Alignment:** Guides development and continuous improvement of rigorous, college- and career-ready curricula that is aligned vertically and anchored to Indiana state standards and content and industrial-based standards.
- **Data-Driven Decision-making:** Leads design of Data Analysis Planning (DAP), coaches principals in implementation of Data-Driven Decision-making; ensures rigorous use of data to drive the student outcomes in instructional systems, such as grade level team meetings, Academic and Student Support Team meetings, supervisor/teacher observation & feedback cycles, etc.
- **Instructional Quality and Consistency:** Assesses and supports instructional quality and consistency across grade levels and campuses.
- **Differentiation:** Leads the school's approaches to differentiating instruction.
- **School Culture:** Assesses and supports a school culture that is joyful and rigorous.
- **Family Engagement:** Develops expectations, opportunities, and metrics for engagement of family members in students' success with teachers.
- **Talent Recruitment and Development:** Oversees the school's talent cycle, including: teacher observation/feedback, professional growth planning, staff surveys, evaluations, and ensuring school leaders and operations staff are planning toward a strong talent pipeline.
- **Technology:** Oversees the integration of technology into the educational program that supports teaching and learning, teaching tools that enhance instruction such as smart boards and educational software.
- **Optional Programs:** Supports the development of optional Programs that:
  - Provide students with academic support.
  - Expand students' experiences.
  - Foster social development.
  - Provide a safe place outside of regular school hours.

**Drive leadership development and effective, collaborative oversight of the Superintendent's Executive Cabinet:**

- Supports each leader's efforts to improve planning and instruction across all grades, uses data to identify areas for improvement, manages projects, and coordinates resources.
- Reviews and approves contracts and/or consultants related to the CAO's area of oversight.
- Supports each leader in developing and implementing an effective professional growth plan.
- Evaluates each building leader.

**Collaborate effectively with the elementary, middle school, and high school principals to prioritize, operationalize, and evaluate all aspects of the education program. Serve as a member of the Executive Cabinet to lead both day-to-day management and decision making and long-term strategic growth:**

- Collaborates with the principals, Chief Financial Officer, and Emergency Manager to ensure that the organization runs smoothly including systems of attendance, enrollment, progress reporting, etc.

- Develops the budget with the EM, principals, and Chief Financial Officer.
- Oversees the implementation of Supplemental Educational Services, as needed.
- Maintains regular attendance and punctuality.

### **SUPERVISORY RESPONSIBILITIES**

Building and program administrators.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Instruction, curriculum, standards, and assessments.

Skill in:

- Management, with the ability to motivate, collaborate with and develop a diverse group of leaders, teachers, staff members, and community members.
- Using a computer and related software applications
- Using relational data bases such as PIVOT

Ability to:

- Build and manage relationships with diverse stakeholders, including teachers, school leaders, Board members, parents and students.

### **EDUCATION AND EXPERIENCE**

Ed.S or Doctorate preferred. The CAO must demonstrate the belief that all children can reach high levels of student achievement. The CAO must have a proven record of success in leading school(s) specifically with economically disadvantaged children to high levels of performance with at least five years of experience in key leadership roles, and must have previous office experience. The CAO must be able to demonstrate analytical and problem solving skills and have experience with root cause analysis and data driven decisions. Finally, the CAO must-have the ability to effectively manage personnel in his/her department and manage the department budget.

### **CERTIFICATION**

A valid Superintendent's license

### **REQUIRED TESTING**

- Drug Test

### **Clearances**

- Background Clearance

### **METHOD OF APPLICATION:**

Chief Academic Officer (CAO) – Page 3

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:**

Gary Community School Corporation  
Click on "Employment"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
1988 Polk Street  
Gary, IN 46407

Human Resources Department  
Classified: March 26, 2019

**EQUAL OPPORTUNITY EMPLOYER**