

**PROVIDENCE SCHOOL DEPARTMENT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>WORK YEAR:</b>
Chief Academic Officer	12 Months
<b>NUMBER OF VACANCIES:</b>	<b>EXTRA DAYS:</b>
1	
<b>INTERNAL TEACHERS ONLY:</b>	<b>INTERNAL AND EXTERNAL TEACHERS:</b>
(Type internal teachers only here)	(Type internal/external teachers here)
<b>REPORTS TO:</b>	<b>DIRECTLY SUPERVISES:</b>
Senior Advisor to the Superintendent	Teaching and Learning Team
<b>JOB LOCATION:</b>	<b>INTERVIEW LOCATION:</b>
Central Office	(Type interview location here)
<b>REASON FOR OPENING: REPLACEMENT</b>	<b>POSITION TYPE:</b>
<b>Replacement for the Deputy Superintendent of</b>	<b>Non Union</b>
Salary Range: \$148,324 - \$168,550	

**(Summary) JOB DESCRIPTION:**

PPSD serves more than 21,000 students in Providence. As part of a comprehensive reform effort to Turnaround the District and improve outcomes for children, the work of Central Office staff will support and drive instructional excellence and significant achievement gains for PPSD students.

**Position Overview**

The mission of the Office of Teaching and Learning is to support schools and the district as a whole in the selection, implementation and monitoring of content specific curricula and instructional best practices.

The Chief Academic Officer (CAO) is responsible for leading each school to academic excellence and eliminating the achievement gap within the Providence Public School District. The CAO provides leadership, vision, and strategic direction for curriculum, instruction, assessment, and school improvement initiatives. This work ensures that curriculum is implement and supports are provided to accelerate growth and academic achievement.

The Chief Academic Officer will have a deep understanding of and extensive experience with how curriculum accelerates academic growth. The CAO will use this experience and knowledge to provide leadership and

vision around curriculum, resource selection and implementation and tiered programming to address the instructional needs of students who are significantly behind their grade-level peers.

**EDUCATION TRAINING AND EXPERIENCE:**

- Bachelor’s degree from an accredited educational institution and;
- Master’s degree in education or related field from an educational institution; doctorate preferred and;
- A minimum of five (5) years’ experience as principal, district office staff administrator, state department of education administrator, or comparable leadership in private/public organization.
- Experience as a principal of a high-performing urban K-12 school preferred.
- Experience leading high-performing teams and managing staff, while providing constructive feedback and coaching to team members.
- Deep experience in the design, integration, implementation and management of a school including knowledge of curriculum, instructional practices, school operations and management, and leadership development.
- Demonstrated success leading school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.
- Demonstrated success leading strategic educational initiatives that result in measurable improved student achievement.
- Experience effectively managing limited resources to support strategic organizational goal attainment.
- Or, any combination of education and experience that shall be substantially equivalent to the above education and format

**CERTIFICATE / LICENSE REQUIRED:**

**RI certification:**

- ❖ District Level Administrator – Curriculum, Instruction and Assessment **AND**
- ❖ Building Level Administrator
- ❖ Superintendent Certification Preferred
- ❖ ESL Preferred

**DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

1. Lead the district-wide implementation of Rhode Island and Common Core State Standards in grades K-12 and the Providence Public School District Curriculum for all academic areas.
2. Supervise, monitor, and regularly evaluate the quality and delivery of the instructional programs in all district schools including but not limited to the following:
  - a. Review, prepare, and expand menu of materials and resources that support instructional programs in an environment of increasing school autonomy.
  - b. Research and enable use of best practices and other pertinent information that supports instructional programs.
  - c. Ensure delivery of rigorous and inclusive advanced academic, English Language Learner, and special education programs.
3. Align academic services to the district's strategic direction of providing greater school-based autonomy and empowerment.
4. Work in collaboration with principal leaders and division chiefs to support with managing ongoing assessment and reporting of student outcomes, academic and the data department non-academic, and ensure the reporting of this information in a timely manner to all relevant stakeholders.
5. Develop and manage the implementation of professional development that supports instructional programs, and builds the knowledge, skills and practices needed for autonomy that leads to increased student achievement.
6. Ensure the availability and relevance of job-embedded professional development for teachers and other school-based support personnel to ensure alignment to instructional programs and the district's academic philosophy, and build the supports and structures needed for greater school-based management of such programming going forward.
7. Lead, manage, and annually evaluate all personnel managed by this position.
8. Oversee the review and approval or denial of requests to conduct research in any district school.
9. Perform all other duties as assigned by the Senior Advisor to the Superintendent.

**MINIMUM QUALIFICATIONS STANDARDS:**

- Bachelor's Degree in math related studies AND five (5) or more years of successful classroom experience OR Master's Degree in math related studies or school leadership.

- Successful recent leadership experiences in assessing program needs, curriculum development, program implementation and staff training; or other combinations of applicable education, training and experience which provides the knowledge, abilities and skills necessary to perform effectively in the position may be considered.
- Experience in test development, curriculum development, and grant writing desirable.
- Experience with computers and instructional technology application.
- Experience using instructional technology to support teaching and learning, curriculum development, staff training, and program and student accountability.
- Significant K-12 urban leadership experience in assessing program needs, curriculum development, program implementation and staff training; or other combinations of applicable education, training and experience which provides the knowledge, abilities and skills necessary to perform effectively in the position may be considered.
- Knowledge of research-based curriculum, instruction and assessment practices.
- Outstanding organizational skills and high attention to detail; outstanding written and oral communication skills.
- Ability to manage multiple priorities, adapt to change quickly and meet deadlines.
- Proactive problem solver who demonstrates initiative.
- Strong work ethic coupled with an enthusiastic and passionate approach to one's work.
- Commitment to the belief that all students can learn, to educational equity, and to the PPSD vision

**APPLICATION REQUIREMENTS:**

- Applicant Tracking System profile application
- 2 Letters of recommendation
- Resume
- Letter of interest and intent

		<b>JOB CODE:</b>
<b>DATE(s) CREATED:</b>	<b>DATE(s) REVIEWED:</b>	<b>DATE(s) REVISED:</b>
00/00/0000	00/00/0000	00/00/0000
<b>FILE NAME:</b>		
(Type job code here)		