

Chief Academic Officer (CAO):

Assists the CEO in overall administration and supervision. Coordinates and assists teachers in the integration of subject matter across the curriculum and within Project Based Learning.

- Works with the Academic Committee of the Board to implement the Charter program
- Keeps teachers up to date on NYS curriculum requirements
- Assists in the development of curriculum
- Consults with Institutional partners
- Implements and follows policies and procedures
- Works with coaches and teachers to ensure differentiated instruction and Project-Based Learning are integrated throughout the curriculum
- Provides support to teachers in carrying out school model and philosophy
- Plans and assist implementation of Project-Based Learning with teaching teams
- Encourages parental involvement
- Assists teachers in implementing constructivist classroom model
- Assists teachers in evaluating students' learning styles and identifying "best practices", as needed
- Oversees administration of all NYS assessments
- Consults with academic teams to ensure students are being challenged appropriately at their individual levels
- Reviews data to identify needs
- Ensures appropriate materials are used for instruction
- Reviews lesson plans
- Works with teachers to schedule enrichment/AIS groups
- Observes classroom instruction
- Evaluates teachers
- Works with CEO to prepare grant applications and reports
- Creates schedules for instructional staff
- Encourages the use of technology in the classrooms
- Assists with special projects as needed

Qualifications

- Valid New York State Teacher Certification, Masters in Education; valid New York State Administration Certification
- Demonstrated successful leadership experience of at least two years in a public or private school
- Demonstrated successful teaching experience of at least five years; preference will be given to candidates having experience in differentiating instruction, leading teacher teams, and meeting "at risk" students' learning needs
- Exhibited leadership in working with professional staff, students, parents and the community
- Agreement with the academic goals and philosophy of Enterprise Charter School
- Experience working with ethnically and economically diverse environments
- Commitment to accountability through authentic assessments, NYS testing, and evaluation assessment by staff, parents and students where applicable
- Demonstrated success in individualizing instruction

The CAO is directly responsible to the CEO.