



JOB DESCRIPTION: CHIEF ACADEMIC OFFICER

DEPARTMENT:	Executive	REPORTS TO:	President/CEO
JOB CLASS:	Chief Officer	PAY GRADE:	25
EXEMPT STATUS:	Exempt	DATE:	06/25/2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Chief Academic Officer (CAO) oversees and guides the daily operations of instruction, including Elementary and Secondary Flex and Full Time, quality assurance, virtual learning labs, blended learning communities, Global School, and all other instructional lines of business. The CAO also oversees Staff Development for all areas of the organization as well as Analysis, Assessment and Accountability, Exceptional Student Education, Federal Programs, and all matters relating to student support and parental services, such as guidance, enrollment, academic integrity, literacy, IDEA, and 504 Compliance, ESOL, tutoring, student activities and clubs, and other student/parent services. The CAO sets standards of quality and assists the staff in translating those standards into high quality instruction. As a member of the President/CEO's Executive Team, the Chief Academic Officer participates in the school's overall strategy, planning, and delivery.

ESSENTIAL POSITION FUNCTIONS:

- Plan, develop and implement programs, activities and functions designed to achieve school goals as directed by the President/CEO
- Develop, manage and evaluate all programs, activities and functions under his/her supervision to ensure their efficient operation and full alignment with school goals and district priorities as directed by the President/CEO
- Serve as a member of the President/CEO's Executive Team and participates in the school's planning, development and evaluation
- Develop, oversee, and adhere to department budgets
- Keep the President/CEO informed about current critical issues and about the operational status of areas under his/her control
- Maintain visibility and recognition as an educational leader responsible for effective teaching, student achievement and a safe and healthy school environment
- In the absence of the President/CEO, assume responsibility for the total operation of the school and the welfare of teachers, administrators, staff and students
- Oversee the effectiveness and performance of Academic, Instruction, Guidance, Elementary and Secondary Flex and Full Time Programs, Global School, Virtual Learning Labs, Blended Learning Communities, Exceptional Student Education, Federal Programs, Staff Development, and Analysis, Assessment, and Accountability.
- Seek new opportunities for instate marketing and public relations efforts and to promote enrollments in all FLVS School Options
- Provide for support and school organization that results in the ability to serve the projected number of student enrollments, meeting school-wide student completion goals, and an instructor retention rate as established by the President/CEO

- Maintain effective and timely staffing of all programs and services to ensure student success
- Promote the distribution of curriculum and instruction
- Ensure that the Board of Trustees approved FLVS Student Progression Plan is successfully implemented
- Facilitate group processes in consensus-building, conflict-resolution, planning and decision- making
- Lead and manage assigned direct reports; evaluate the assigned department structures for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional growth within the organization
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, increasing efficiencies and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Master's Degree in Education, Curriculum or related field
- Doctorate, Ed.D or Ph.D, preferred
- Certification in Educational Leadership required

Experience:

- Ten years' experience in the education industry
- Eight years' progressive leadership and management experience
- Experience working with state policymakers, preferred

Knowledge, abilities and skills:

- Knowledge of educational organization and management theory and practices
- Knowledge of public school funding, budget preparation and forecasting
- Knowledge of distance learning initiatives and related technologies
- Knowledge of the education marketplace specific to online learning
- Ability to provide strategic leadership and address key challenges and opportunities
- Ability to communicate effectively, including building rapport and consensus among diverse workgroups, internal and external stakeholders, vendors, etc.
- Ability to interpret applicable federal/state laws and regulations and apply to internal policies
- Ability to deploy resources and manage multiple projects within budgetary constraints
- Ability to influence; working with and through people to establish goals, objectives, and action plans
- Ability to apply independent judgment in decision-making and creative problem-solving techniques in a fast-paced, technological and customer-oriented environment

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems</i></p>	<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations</i></p>
<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>	<p>FUNCTIONAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i></p>

CO/VP COMPETENCIES FOR SUCCESS:

<p>MANAGING VISION & PURPOSE</p> <p><i>Communicates a compelling and inspired vision or sense of core purpose; Is consistently optimistic; Creates mileposts and symbols to rally support behind the vision; Can inspire and motivate entire departments; makes the vision shareable by everyone; Talks beyond today; speaks of possibilities</i></p>	<p>INNOVATION MANAGEMENT</p> <p><i>Is good at bringing the creative ideas of others to market; Has good judgment about which creative ideas and suggestions will work; Has a sense about managing the creative process of others; Can facilitate effective brainstorming; Can project how potential ideas may play out in the marketplace</i></p>
<p>NEGOTIATING</p> <p><i>Negotiates skillfully in tough situations with both internal and external groups; Can be both direct and forceful as well as diplomatic; Gains trust of other parties to the negotiations quickly; Has a good sense of timing; Persuades others to adopt or build on ideas or recommendations; Facilitates “win-win” situations; Advocates position effectively; engages in healthy, constructive debate and dialogue</i></p>	<p>PERSPECTIVE</p> <p><i>Looks toward the broadest possible view of an issue/challenge; has broad-ranging personal and business interests and pursuits; Can easily pose future scenarios; Thinks globally; Can discuss multiple aspects and impacts of issues and project them into the future</i></p>
<p>STRATEGIC AGILITY</p> <p><i>Formulates objectives, priorities and plans consistent with long-term vision; perceives the impact and implications of strategic decisions; Capitalizes on strategic opportunities and manages risks; Considers the impact of political, economic, social, technological, environmental, and legal trends to help inform strategic decisions; Anticipates potential political or competitor threats to the organization; seeks out political or competitor opportunities for the organization; Can create competitive and breakthrough strategies and plans; Is future oriented and can see ahead clearly; Can articulately paint credible pictures and visions of possibilities and likelihoods; Aligns organizational structure to support strategic direction</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote or Orlando VLC
- Frequency of travel: Frequent travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)