



JOB DESCRIPTION FOR CHIEF ACADEMIC OFFICER 2022-23

CLASSIFICATION: Exempt
REPORTS TO: Head of School
DATE: December 14, 2021

Purpose

The purpose of this position is fourfold: (1) working with the Head of School, study, examine and implement the best K-12 classical Christian educational practices with the goal of better enabling Geneva to grow into an exemplar institution with the classical Christian movement; (2) working with the Heads of Grammar, Logic and Rhetoric Schools and Department Chairs, contribute to the oversight, selection and development of K-12 curriculum; (3) working with the Heads of Grammar, Logic, and Rhetoric Schools and Department Chairs, assess K-12 learning environments, implementing instructional changes that promote optimal student learning engagement and outcomes; and (4) assist the Head of School, COO, HR department and Grammar, Logic and Rhetoric School Headmasters in acquiring, placing, developing and encouraging the growth and renewal of K-12 faculty and academic staff.

Summary

The Chief Academic Officer (CAO) position is an administrative position on the Executive Team that serves to ensure that optimal conditions are met to serve the needs of all Geneva students through participation in the administration, management and academic operations. The CAO provides support and assistance to the Heads of Grammar, Logic and Rhetoric Schools as they establish and seek to maintain a positive, structured, Christ-centered culture for each school that is consistent with Geneva School's stated mission and the student population.

Supervision Received and Exercised

The CAO reports to the Head of School. The CAO must exercise judgment that is in keeping with the School's philosophy of education, beliefs and values. The Head of School may offer instruction, advice, direction and mentoring. The work is reviewed regularly and consistently. The CAO exercises functional supervision over students, faculty, and curriculum development and selection.

Work Schedule

This is a full-time, year-round position. In general, the workday is 7:30 a.m. to 4:00 p.m., five days a week for nine months. During the summer months, the workday may be reduced to administration hours of 9:00 a.m. to 2:20 p.m. three days per week, as the workload allows. However, as an exempt employee, the employee is expected to work beyond the workday to perform duties outlined in the job description and as assigned.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p>Spiritual Leadership</p> <ul style="list-style-type: none"> • Study the Bible, God's only written Word • Skillfully articulate the personal/ethical implications of a lifelong faith commitment • Measure knowledge against the standard of God's revealed truth in Scripture • Actively participate in the explicitly religious components of the student and community programs • Demonstrate an overt commitment to the life of a church and its core traditions • Respect the School's Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the classroom • Be a positive role model for students by supporting the School's Statement of Faith and exemplifying the Portrait of a Geneva Teacher • Perform duties as a minister and steward of the Christian faith 	<p>These job functions are performed concurrently with those listed below.</p>
<p>General Administrative</p> <ul style="list-style-type: none"> • Serve and participate in all Administrative Leadership events and discussions • Work with Rhetoric, Logic and Grammar Headmasters to establish and maintain a positive, structured, achievement-oriented, Christ-centered and cohesive culture • Initiate and support communication between faculty, parents, students and the community • Maintain congruency between the School's mission statement and culture and all academic activities • When necessary, attend and participate in Board of Trustees meetings • When necessary, serve on Board of Trustees ad hoc committees • Develop and oversee the fall and spring in-service program for ongoing faculty education • Lead accreditation effort as it relates to all things academic • Review and make recommendations on all academic facility needs • Chart enrollment trends with an eye to identifying infrastructure issues, the hiring of new faculty members and the School's ability to deliver a high-quality educational product • Identify areas in educational programming that would allow for increased efficiency and the highest stewardship of the School's economic resources 	<p>20%</p>

<p>Curriculum Development</p> <ul style="list-style-type: none"> • Assist Grammar, Logic and Rhetoric School Headmasters in reviewing, assessing and implementing the highest quality curriculum in keeping with the School’s mission to best equip students for a lifetime of learning, service and leadership to the glory of Jesus Christ • Ensure cohesion, continuity and proper staging of the curriculum between grades and across the major disciplines studied at the School • Work with discipline/Department Chairs in structure, flow and development of course outcomes within individual courses • Chart level of time and difficulty of coursework and make recommendations to Department Chairs and individual faculty members regarding in-class and outside-of-class assignments • Explore and share best curriculum practices of peer classical Christian schools 	<p>10%</p>
<p>Student Development, Assessment and Growth</p> <ul style="list-style-type: none"> • Observe the student learning environment across the school’s K-12 spectrum to gauge intellectual, spiritual and social development of the School’s student body • Track and analyze K-12 student testing outcomes and make recommendations to the Grammar, Logic and Rhetoric School headmasters employing data • Lead accreditation efforts in gathering, organizing and presenting institutional effectiveness in meeting learning outcomes • Advise the Grammar, Logic and Rhetoric headmasters on optimal scheduling and pacing of courses and extracurricular activities 	<p>10%</p>
<p>Faculty Acquisition, Evaluation, Growth and Renewal</p> <ul style="list-style-type: none"> • Develop relationships with undergraduate and graduate programs to identify faculty talent and establish a talent acquisition pipeline • Oversee the orientation and continuing first-year education and onboarding of new faculty • Observe all faculty in the classroom for a minimum of three thirty-minute sessions/academic year • Evaluate all faculty and academic staff employing the School’s four domain, sixteen sub-domain evaluation process • Recommend any adjustments to the academic evaluation process • Lead growth and renewal process for all academic Department Chairs • Identify year-to-year faculty needs for all academic departments • Coordinate among the Grammar, Logic and Rhetoric School Headmasters and Department Chairs all movement, change and advancement in the hiring of internal candidates to fill new and/or open positions • Provide input for all community, donor and faculty education and engagement 	<p>30%</p>
<p>Teaching</p> <ul style="list-style-type: none"> • Aligned with school and department needs, teach the equivalent of six contact hours/week during the academic year 	<p>30%</p>

<p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude and attention to duties • Present a consistent and reliable demeanor to students • Collaborate with staff, co-workers and administration in a cooperative, professional atmosphere • Accept constructive feedback to affect personal and professional growth • Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations • Attend and participate in faculty meetings and staff development activities, as required • Comply with the policies in the Geneva School Employee Handbook • Perform other duties as assigned 	<p>These job functions are performed concurrently with those listed above.</p>
---	--

Essential Requirements

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word. Such obedience is evidenced through convictions, lifestyle and worldview.
- A full and unreserved supporter of the School’s Statement of Faith
- An experienced teacher from an educational or ministerial setting for a period of time sufficient to develop and hone the basic skills of teaching and in order to learn if the profession meets his or her interest, ability and calling
- A mentor of students, comfortable in working with teenagers in a discipleship-oriented setting
- A holder of a Master’s degree or its equivalent

Preferred Qualifications

- A Ph.D. degree in a discipline offered in the School’s classical Christian curriculum
- Experience serving as a Headmaster or Head of School of a classical Christian school
- Experience supervising an academic budget, including monitoring and reporting expenses, maintenance of appropriate records and assisting the Head of School in the budget process
- Experience presenting and engaging at a Board level strategic initiatives and outcomes

Required Abilities

- Exhibit consistent Christian maturity
- Exercise wisdom, diplomacy and integrity while maintaining a high level of professionalism
- Communicate clearly and effectively, both orally and in writing
- Apply behavioral and academic standards justly with patience and consistency
- Demonstrate commitment to the well-being of others
- Maintain highest level of confidentiality in all matters relating to students, families and fellow employees
- Take independent action where required and handle unique problems
- Multi-task with the ability to adapt quickly to changing situations
- Understand, interpret and apply Geneva School policies, procedures and regulations affecting school operations and programs
- Make decisions in emergency situations with or without the input of the RS Headmaster

Required Technical Abilities

- Proficient in MS Word and Outlook
- Type at a speed necessary for successful job performance

Preferred Experience and Abilities

- Knowledge of and experience with the philosophy of classical Christian education
- Five-15 years teaching experience in an educational setting
- Experience with RenWeb (used for lesson plans, grade book, communications, etc.) and ParentSquare (used for general communications with students and families)

Work Environment

- Classroom on open school campus

Physical and Mental Requirements

- Regular walking with ability to observe all students movements in the classroom, on the fields, and other campus locations
- Close visual acuity for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Speaking: expressing ideas by means of the spoken word to convey instructions to students, parents and other employees
- Occasional lifting of 5 to 20 pounds
- Ability to access other school classrooms and offices on campus
- Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling and twisting as needed for monitoring students and maintaining classroom
- Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.