



TEXAS A&M UNIVERSITY-SAN ANTONIO
Institute for School and Community Partnerships

Institute Chief Academic Officer

A&M San Antonio's Institute for School and Community Partnerships is a **model institute** partnering with the Texas A&M University at San Antonio and area partners. The Institute's mission is to **transform students through innovative practices, research, and policy**. The Institute's model includes school system transformation, improving services to children for early intervention, and PK-12 district partnerships that prepare students for college and high-demand careers. The Institute is a hub of excellence for understanding and impacting child and youth development through innovative **student-centered** approaches, **career-ready models**, **student-led research**, and high-demand **workforce opportunities for all students**.

Role/Mission: Reporting to the Chief Executive Officer, the Chief Academic Officer (CAO) is responsible for both sustaining and improving the culture of high academic excellence with the Institute for School and Community Partnerships' Partner Schools. The partner school leaders and faculty in residents will report directly to the CAO who will have primary authority and accountability for the academic performance of all partner schools. The CAO provides leadership, vision, and strategic direction for the schools' curriculum, instruction, assessment, and school improvement initiatives including overseeing professional development for all School Leaders and supervising academic management of the schools.

Key Responsibilities

Academic Vision Setting, Strategic Planning, Scaling Implementation

- Assist the CEO in the development of an academic vision and strategic plan scaling existing instructional models ensuring excellence and high standards as the ISCP expands to serve more students and additional school systems.
- Determine and implement ISCP's academic priorities, inclusive of school improvement and innovation.
- Provide scalable instructional program leadership to all School Leaders with specific responsibility for planning, development, implementation, assessment, and improvement across all current and future schools.
- Develop and maintain departmental annual and multi-year budget.

School Leader Management, Development and Support

- Develop and lead School Leaders and school teams in their roles as instructional leaders.
- Monitor, provide feedback to and evaluate School Leaders providing clarity of roles, functions, goals and accountability. Develop plans to help capitalize on individual leader strengths as well as plans to help them improve and address areas of potential growth with real time feedback.



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- Assist School Leaders in monitoring and evaluating effectiveness of programs as well as identifying and acquiring appropriate program resources to ensure that curricula are student-focused and aligned with school's missions, core values, academic standards, and strategic goals.
- Facilitate collaboration among School Leaders, with a student-centered culture.
- Collaborate with School Leaders on hiring and on-boarding of staff when appropriate.

Leadership Pipeline Development and Implementation

- Build and maintain a robust and resilient pipeline of high performing sustainable leaders at every level prepared to assume the next role up, enabling effective handling of expected and unexpected changes in leadership.
- Recruit and train highly qualified incoming School Leaders.

Strength of Teaching and Learning

- Support leadership at schools to ensure high quality implementation of the schools' educational design, including school culture, standards, assessments, and instructional guidelines.
- Ensure that curricula are aligned to state and college readiness standards, are vertically aligned, and are made accessible to teachers allowing for efficient and effective pacing, sequencing, and lesson planning.
- Oversee student learning data acquisition and analysis, ensuring schools have access and training to effectively utilize the data to increase and enrich student learning.
- Review assessment tools on a regular and on-going basis and analyze performance for effectiveness in improving student achievement.
- Oversee teacher recruitment and development, including working collaboratively with schools and support team to provide leadership surrounding the instructional staff evaluation process.

Professional Growth

- Participate in conferences, community outreach and the legislative community to help establish the ISCP as a community partner and stay current with relevant developments.
- Seeks and maintains professional affiliations and enhances professional growth and development to keep current in the latest trends.

Desired Skills & Qualifications

- Master's degree from an accredited four-year institution with a focus in education, education leadership, or related degree, PhD degree in Education/School Leadership preferred.
- Experience as a principal of a high-performing urban public school.
- Experience leading high-performing teams and managing staff, while providing constructive feedback and coaching to team members.





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- Strong leadership abilities including an encouraging, motivating presence to help with conflict management, team building, mentoring, and coaching, goal setting, prioritization, and strategic planning.
- 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 strategic educational initiatives that result in measurable improved student achievement and school turnaround models.
- Proven ability to collaborate and build relationships with internal and external stakeholders.
- Ability to be flexible, resilient, and adaptable to changing priorities.
- Proven written and verbal communication skills.
- Strong strategic planning and organization skills.

To Apply

Email resume and cover letter, including the contact information for three professional references, to hmunoz@tamusa.edu.

Compensation

Excellent medical, dental and vision plans offered.
Salary range is posted at \$115,000 - \$130,000.

Joining our Institute for School and Community Partnerships as the CAO presents a unique opportunity to make a significant impact on the lives of students and communities while contributing to the advancement of education. If you have the required experience and skills, we invite you to apply and be part of our dedicated team. This position will remain open until filled.

The Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an equitable and inclusive environment for all Institute employees, district partners and the students served by both.

