



Chief Academic Officer Position Description

WHO WE ARE

Our mission is to transform the lives of students - especially those who will be the first in their family to attend college - by preparing them for success in college, career, and life.

At Envision Education, we believe the current achievement gap reflects a systemic failure to understand how kids learn, what motivates them to learn, and what they need in order to learn well. We know that vibrant learning communities apply compassion and high expectations to inspire and empower students. With a population that is 75% first-generation college bound, our approach is specifically designed to increase student engagement, deepen integration and understanding, promote active learning, and ensure college success.

Envision Education is a national model for using Project Based Learning and Performance Assessment to prepare students for success in college and in life. Envision Education currently operates three small high schools and two middle schools across the San Francisco Bay Area. Graduates go on to succeed in college at significantly higher rates than their peers: 99% attend college and 85% persist once they get there.

OUR APPROACH

We believe that deeper learning experiences challenge students to think critically, solve problems resourcefully, and collaborate productively. Students have an opportunity to use these skills and show what they know through portfolio defenses. In 8th, 10th and 12th grade, Envision students present a defense of learning, demonstrating their growth and learning. Similar to a master's thesis defense, these presentations are required to graduate in 12th grade and are invaluable in preparing for life after high school. They practice for these defenses through regular exhibitions and in-class presentations. Our students say portfolio defense is the hardest thing they have ever done, and nothing has prepared them more for college. Read about our approach [here](#).

Our charge is to collectively take an **anti-racist stance** to provide our students with rigorous learning experiences. All Envision leaders are expected to publicly discuss race, racism and racial equity and will continue to develop their knowledge and skills in those areas. As an organization, we are focused on evaluating, adapting, and redesigning systems to improve race equity.

Envision also operates **Envision Learning Partners**, a consultancy division that takes Envision's innovative practices of performance assessment to schools and leaders throughout the country.

JOB ANNOUNCEMENT:

Envision is seeking a dynamic, experienced educator and leader to build on the successes of our three high schools and two middle schools and establish **Envision Schools as exemplar schools of equity and excellence for our students and for Envision Learning Partners**. The Chief Academic Officer (CAO) will do this by providing vision, management experience, educational expertise, and operational oversight. The CAO will partner with Envision's Senior Leadership Team to achieve our goals by 2025:

- 95% of graduates will be accepted into a 4-year college
- All student subgroups will meet or exceed statewide performance on SBAC
- 90+% of those who go to 4-year college will persist due to their growth on 1-2 key SEL

measures (to be established based on upcoming research) through Envision's Portfolio Defense system, thus tapping into their own power regardless of their marginalized status in society at large.

The Chief Academic Officer is responsible for ensuring academic success across the entire network of schools. The CAO leads the academic program and the implementation of our [Portfolio Defense](#) system, oversees our schools, and manages, coaches and develops our principals, the Director of Special Education, Director of Instruction, and Director of Math. The CAO leads the organization in the planning, development, implementation, delivery, and evaluation of instructional programs for all students; provides decisive, dynamic leadership and supervision of curriculum and instruction; provides direction and inspiration for our continual improvement in academic content standards and assessment, teaching and learning, and professional development; ensures compliance with policies, practices and procedures.

Reporting: This position reports directly to the CEO and serves on the organization's Senior Leadership Team.

KEY RESPONSIBILITIES

DESIGN AND DEVELOPMENT OF THE ACADEMIC PROGRAM:

- Creates a bold strategic vision for the network academic model, guided by Envision's graduate profile, incorporates evidence-based best practices, aligns curriculum, instruction, and assessments, meets state, federal, and college/career requirements, and meets the needs of all students
- With input from key stakeholders, develops network strategy for implementation of the academic model and resource allocation to achieve desired student outcomes
- Ensures that academic model includes high expectations and an effective tiered system of supports to meet the needs of all students, including special populations (e.g., Special Education, English learners, and other groups)
- Ensures (and is ultimately responsible for) continuous improvement of student outcomes
- Promotes educational equity (equitable outcomes and processes) as a guiding principle across the entire school network, and ensures it is reflected in curriculum, instruction, and assessment systems
- Ensures close partnership, mutual learning and synergy with Envision Learning Partners

PRINCIPAL MANAGEMENT AND COACHING:

- Directs and coaches school leaders on school management, including planning, staffing, program, culture, curriculum, instruction, and assessments
- Leads the schools in continuous improvement of programs and systems, including the development of school plans and key performance indicators, and setting high expectations and standards for quality teaching and learning that align with mission and organizational culture
- Acts as sounding board and advisor to principals to support and coach them in moments of challenge, continuously providing thought partnership, moral support, and drives toward student achievement
- Defines and monitors key metrics to determine success of school network and foster data-driven continuous improvement
- Fosters a collaborative and results driven culture across the network of schools

PROFESSIONAL LEARNING AND DEVELOPMENT OF INSTRUCTIONAL STAFF:

- Continually aligns and refines academic model, professional development, and coaching systems to drive improvement and achieve desired student outcomes across school network
- Creates data-driven culture throughout academics team and network of schools
- Ensures academic team efforts are effectively building the capacity of teachers and leaders across the system to meet the needs of all students and create conditions for students to

thrive, especially students who have historically been marginalized

SENIOR LEADERSHIP TEAM MEMBER:

- Collaborates with the CEO and the senior leadership team to establish and accomplish organizational goals, objectives and strategic plans, exploring growth opportunities and identifying key risks and success factors
- Develops external partnerships with educational organizations, district and non-profit partners, and universities
- Creates and reviews educational presentations in charters, grant applications, and for the Board
- Works with key stakeholders in the development and revision of educational policies for recommendation to the Board

Other projects and duties as assigned.

MINIMUM QUALIFICATION

- A minimum of 5 years as a successful administrator, with 3 of those years as a school leader and 2 years supervising school leaders
- A Master's in education or a related field, or comparable management-level experience
- Administrative Services Credential - preferred

THE STRONGEST CANDIDATES WILL DEMONSTRATE:

- A healthy blend of strategic, team, operational and equity leadership
- A drive to succeed and achieve great results on behalf of students, especially those furthest from opportunity
- Expert knowledge, understanding and experience in developing equity-centered curriculum, instruction, and assessment systems, especially performance assessment systems
- Supervisory and leadership development experience with school leaders, instructional staff, and teacher leaders
- A successful record leading effective teams and individuals, managing organizational change and initiating key innovations
- Experience and comfort in holding structured cross-race dialogues in teams about how dynamics of race, power, privilege and microaggressions are playing out within teams
- An ability to connect with a diverse group of people and build strong relationships grounded in listening and high levels of challenge and support
- Experience and comfort with giving and receiving both positive and constructive feedback and track record of taking action and adapting style and processes based on the feedback
- Excellent written and verbal communication skills, including ability to convey complex information to a variety of audiences (e.g., large groups, staff meetings, senior leadership team meetings, public board meetings, memos)
- A strong analytic, performance management, accountability, and systems-thinking orientation necessary to inform strategy development and execution

SALARY & BENEFITS

Salary: Commensurate with qualifications and experience. Benefits: Competitive benefits including medical, paid sick, vacation, 403(b) retirement plan option, FSA plan (health and dependent care), and long/short-term and life insurance.

APPLY HERE: [Envision Careers](#)

As an equal opportunity employer, we believe deeply in diversity and are committed to creating an inclusive environment for all people. Envision recruits, employs, compensates, and promotes regardless of race, religion, color, national origin, gender, disability, age, veteran status, and the many other characteristics that make us diverse.

