



Chief Academic Officer - Job Description

The Chief Academic Officer (CAO) works under direction of the Chief Executive Officer (CEO) and oversees all aspects of academics of Young Audiences Charter Association's (YACA) charter schools. School Leaders and team leaders will report to the CAO in all academic matters including curriculum selection, instructional practice, and assessment. The CAO will report to the CEO.

Responsibilities include:

- Build a strong, cohesive team culture that reflects YACA's mission and values
- Oversees the strategy for all programming to develop a vision and comprehensive long-term plan for the design of the schools and curriculum
- Collaborate with the CEO and Chief Operating Officer to hire school principals and assistant principals, and plan and implement professional development for school principals
- Supervise principals in the creation and implementation of effective professional development opportunities for their staff, complete quarterly performance evaluations of principals and academic team leaders, and work with principals to create and implement a comprehensive and fiscally sustainable annual operating budget
- Supervise principals and academic team leaders in continually aligning school programs with YACA's mission, beliefs, priorities, and initiatives
- Support principals and academic team leaders to develop and implement long-term plans for curriculum, assessment, and school improvement, and to share current educational trends, practices, and proposed legislation impacting the schools
- Ensure principals have a clear plan for improvement of instruction and school culture, engage principals in quarterly academic program analysis, and manage long-term and annual school planning

Desired Qualifications and Qualities

- Demonstrated passion for YACA's mission and vision with a commitment to an education plan that meaningfully integrates the arts
- Minimum of three years of experience as a principal in a high performing school
- Proven track record of success managing senior leaders to achieve ambitious goals
- Outstanding leadership and management skills, particularly as it relates to building teams, promoting collaboration, managing conflict, goal setting, and holding people accountable
- Outstanding written, speaking, and organizational skills
- Bachelor's degree required, Master's degree preferred

EDUCATION

Tulane University (LA), PhD:

Interdisciplinary Studies in Sociocultural Adolescent Development, 2013.

Based in Anthropology Department, but also included coursework in Psychology and Social Work, as well as coursework in **Curriculum and Instruction** from the University of New Orleans.

University of New Orleans (LA), MFA:

Creative Writing, 2005

Hollins University (VA), MA:

English and Creative Writing, 2003

Washington & Lee University (VA), BA:

Public Policy, 1997; Concentration in English

RELEVANT WORK HISTORY

2014-2017: Assistant Head of School for Academics, Fort Worth Country Day School

2017-Present: Curriculum and Communications Specialist*

Duties include or have included:

- Oversight of K-12 curriculum, including involvement in curricular reviews within departments and leadership of curriculum mapping process.
- Oversight and leadership of professional development, including budgetary management.
- Oversight and leadership of faculty observation and feedback through the Folio online system.
- Management of department chairs, including coaching chairs on the leadership of the faculty in their department.
- Work with division heads to address instructional needs in their divisions.
- Lead Duke TIP Academic Adventure and Scholar Weekend programming for the North Texas region, which takes place on the FWCD campus.
- Developed two week-long in-service programs for summer 2015, including a certificate program in Independent School Leadership from TCU Neeley School of Business and pedagogy-based program for early career teachers.
- As Assistant Head of School, sat on senior administrative team that oversees school operations; continue to sit in on these meetings *ex officio* in role as Curriculum and Communications Specialist.
- Teach or have taught upper school English and AP Psychology

**In 2017, budgetary constraints contributed to the decision to eliminate both Assistant Head of School positions at FWCD. The Head of School created a role for me with increased teaching responsibilities, as well as work in communications and continued oversight of professional development. I also continue to oversee our departmental curricular audits.*

2012-2014: Upper Division Director, Casady School

Duties included:

- Primary responsibility for daily operations of grades nine through twelve, including oversight of approximately forty teachers and three hundred students.
- Worked as part of senior administrative team leading the school.
- Participated in the planning process for the construction of a \$10 million science and arts facility, including transition planning for temporary facilities.
- Oversaw and developed academic program for grades nine through twelve. Included strengthening of academic requirements in History and Science with an eye towards a systematic consistency in academic rigor.

Bradley S. Philipson

- New initiatives included an expanded advisory program, the development of freshman-specific programming to ease the adaptation to high school, and a day of arts-focused enrichment programming.
- Supported co-curricular and extra-curricular programming.
- Taught one section of 11th Grade English.

2003-2012: English Teacher, Metairie Park Country Day School, Metairie, LA

2009-2012: Upper School Assistant Principal

2007-2009: Dean of Students for 11th and 12th Grades

2006-2012: K-12 Service Learning Director

Duties included:

- Serving on the Upper/Middle School Head Search Committee, Honor Committee, Retention Committee, Community Service Committee (Committee Head), Admissions Committee, Faculty Evaluation Task Force, and the Head's Advisory Committee. In 2009-2010, served on a four-person committee with Dean of Academics, Math Department Head, and Admissions Director with the purpose of reviewing K-12 curriculum, entailing classroom visits across the divisions.
- Primarily taught 11th Grade English, but also taught Creative Writing, Humanities, 10th Grade English, and, for the Katrina evacuation semester, 9th Grade English.

Specific administrative accomplishments included:

- Design and implementation of guidelines, accountability measures, and tracking system for Service Learning requirement.
- Development of new Handbook for Advisors.
- Creation and initial management of Senior Externship program, during which seniors work in business and non-profit organizations across the city in the week leading up to graduation.
- Oversight of PSAT administration, ACT PLAN test administration, and AP test administration.
- Facilitation of course data conversion from SASI to Blackbaud's Education Edge.

2006-2010 (Summer): Trip Leader, Open Roads summer program, Washington State and Oregon

- Aided in leading of wilderness ventures and daily operations of summer program for inner city youth. Took over management of daily operations of trip in 2007, including staff oversight, staff recruitment, and management of trip finances. In 2008, also became responsible for trip planning and admissions.

2001-2002: English Teacher, Fort Meade Middle-Senior High School, Fort Meade, FL

- Taught 9th Grade English, Creative Writing, and Test Preparation in rural community.

2000-2001: Financial Advisor, American Express Financial Advisors, Austin, TX

- Sold, designed and implemented personal financial plans. Earned Mercury Award for "best in class initial performance."
- Beginning December 2000, aided in the training and oversight of newest advisors.

1992-1996, 1998, 2002-2004, 2011 (Summer): Various Positions, Camp Thunderbird, Bemidji, MN

- Led cabin groups on various wilderness experiences (1992-1996), updated and implemented canoe instruction curriculum (1998), and served as Unit Director overseeing twenty staff and sixty campers (rising seventh graders) (2002).
- Ran any all-camp programs, updated and implemented staff training curriculum, ran pre-camp set-up labor, and aided in the management of camp as a whole, including parent communications (2003-2004).
- Returned in 2011 to perform doctoral research.

CONSULTANCY

2016: JK-12 Review of ELA Curriculum, St. Andrew's School (FL)

2010: Contracted by Young Audiences of Louisiana to design a proposal for an arts-based charter elementary school.

ADDITIONAL ACCOMPLISHMENTS

2017-2018: Planning Committee, Independent Schools Data Exchange (INDEX) Annual Academic Meeting

- Participate in the planning and coordination of this annual gathering of approximately 100 academic officers from the top independent schools in the country. Arranged to bring in my research collaborator, Suniya Luthar, as the 2018 keynote speaker.

**2016: Certificate in "Finance for Non-Financial Professionals" from TCU Neeley School of Business
Google Certified Educator**

Microsoft Innovative Educator Certificate

Presenter, INDEX Academic Conference Presenter, Independent Curriculum Group Webinar Series, and Presenter, Summit for Transformative Learning

- Workshop presentation: "The Beginner's Guide to Making Better People: How a value-based learning culture can reinforce values, good decision-making, and personal success in an increasingly fragmented and distracted world."

2015-present: Educational Research

- In conjunction with Suniya Luthar of Arizona State University, working to expand Dr. Luthar's work examining risk and resilience in children of privilege. An initial study of a school examining both student risk factors and the mediating impact of school engagement is complete. We have a co-authored article on this work currently under review at the *Journal of Clinical Child and Adolescent Psychology*.

2013: Presenter, Biannual Meeting of Society for Psychological Anthropology Joint Meeting with the Children and Youth Interest Group.

- Paper presentation: "On Katy Perry and Adolescent Liminality: An Ethnographic Study of Prosocial Development in a Boys' Summer Camp Counselor-in-Training Program."

COMMUNITY INVOLVEMENT

2015-2017

- Served as a member of the **Harris Health Exchange**, an advisory and outreach group affiliated with Texas Health Hospital System.
- Membership in various advocacy groups and participant in events for The Modern Art Museum of Fort Worth, The Fort Worth Symphony Orchestra, and Casa Manana Theater.

2013-2014

- **Oklahoma County CASA:** Work as a court-appointed child advocate.
- **Oklahoma County Post-Adjudication Review Board:** Member of committee reviewing outcomes and follow-through for juvenile delinquency adjudications.