

## Organization, Position & Person Profile



**Opportunities For Learning  
Public Charter Schools**

**EMS**



**P A T H W A Y S**  
I N E D U C A T I O N

Chief Academic Officer/Superintendent

July 2016

# The Organization

## Overview:

Opportunities For Learning (“OFL”) and Options For Youth (“OFY”) are California tuition free Independent Public Charter Schools serving grades 7-12. OFL and OFY offer year round courses at 64 learning centers in the Los Angeles, San Bernardino, Orange, Fresno and Sacramento Counties. OFL and OFY’s ultimate goal is to work with underserved students in the traditional school system, to help each student reach high school graduation, and prepare them for college or other post-secondary education. As a blended independent study program, OFL and OFY are permitted to locate satellite learning centers anywhere within the county in which it is authorized and may also locate learning centers in the contiguous county. The Charter Schools have close relationships to local high schools, which regularly refer students to OFL and OFY schools. OFL and OFY are both Western Association of Schools & Colleges (“WASC”) accredited.

The Pathways in Education “PIE” schools are a distance learning school program, which consist of academic recovery, experiential learning, and life and job skills development. PIE is focused on national growth outside of California. Currently, PIE has 6 public school locations in Illinois, Louisiana, and Tennessee. Over the next three school years, PIE has projected continued growth in Illinois, Louisiana, Tennessee and plans to expand into new states including Florida and Colorado.

For more information please visit [www.emsofl.com](http://www.emsofl.com), [www.ofy.org](http://www.ofy.org), [www.pathwaysedu.org](http://www.pathwaysedu.org).

# The Position

Position Title:	Chief Academic Officer/Superintendent
Location:	Pasadena, California
Reports To:	Chief Executive Officer
Direct Reports:	<ul style="list-style-type: none"><li>• Assistant Superintendent of OFL</li><li>• Assistant Superintendent of OFY</li><li>• Assistant Superintendent of Educational Programs</li></ul>
Resources:	<p>Annual operating budget approximately \$200 million</p> <p>1000+ employees (teachers/administrative, in-state and out-of-state.)</p>
Main Focus:	<p>The Chief Academic Officer (CAO)/Superintendent is the key individual responsible for providing leadership, vision, and strategic direction for the academic department. The CAO/Superintendent will develop and oversee the implementation of academic programs. This position will coordinate, define, and communicate integrated plans (both short-term and long-term) for the growth and development in all instruction areas. The CAO/Superintendent is part of the Executive Team. He/she provides an experienced academic voice to the CEO, members of the Executive Leadership Team, and the Advisory Board on all academic issues and ensures that all institutions (for-profit and nonprofit) maintain the highest quality standards for the development and delivery of academic programs and services.</p> <p>The primary goal of this position is to support and carry out the instructional leadership team goals of 100% retention. The ideal candidate will be committed to serving our underserved student population and carry on the owners long term mission of serving students.</p> <p>The CAO is responsible for the evaluation and coordination of education programs, performing related administrative duties and maintains good relationships with authorizing district, school offices, charters, and/or contracts. He/she advises leadership and charter personnel on the latest educational information and represents company at official functions. This executive will expand guided independent study model to new districts and states. The CAO is responsible for the organization's 80 school sites in CA and the 53,162 students that it</p>

serves annually. This professional provides direct instructional support 25% of the time.

## Specific Responsibilities:

- Advises the President, Vice President, and executive leadership team about best educational programs.
- Effectively facilitate and provide liaison to a wide array of state and county educational officials.
- Manages staff in interpretation of Board policies, administrative procedure, and Education Code issues.
- Models behavior for all company personnel. Sets standards for teaching ensuring all students are getting what they need to graduate.
- Establishes and maintains positive relationships with authorizing district personnel, community based organizations, and governmental agencies, and interpreting programs (goals, philosophy, objectives, and policies) as requested.
- Serves as a resource for teachers, educators, executives, and district personnel to provide problem resolution or guidance as needed. Visits centers and meets with students, teachers, and guests of OFY, OFL and Pathways.
- Represents company at district board meetings, public hearings, and funding determinations.
- Assist in the efforts of obtaining new centers, charters, and contracts for our educational programs.
- Represents company at superintendent events and other educational association meetings.
- Researches, reviews, and advises on innovative educational programs.
- Keeps abreast of educational regulations and logistics. Informs charters and executives of significant developments in these areas.
- Evaluate collateral material to best introduce OFY, OFL, and Pathways to the public.
- Advises on public relations and marketing direction as well as new charter expansion. Supervises community outreach.
- Performs other administrative functions and duties as assigned.

# The Person

## Qualifications & Experience

- Previous experience as Superintendent of a large district or equivalent administrative experience.
- A passionate leader who has had experience or a deep personal interest in public education and working with underserved youth is preferred. Teaching experience and State Teaching Credential.
- Excellent knowledge of educational programs. A widely-respected thought leader and spokesperson among K-12 leaders and the broader education community with expertise in leading an organization known for successfully improving educational outcomes is highly desirable.
- Knowledge in State, and Federal regulations.
- Must be able to travel up to 20% of the time.

## Leadership & Management Behavioral Competencies

- The successful candidate is a dynamic, energetic, visionary education reform leader and entrepreneur who possesses the skills, ambition, and energy to help create continued growth for an organization with great aspirations. Must be capable of exerting influence upon the Chief Executive Officer and the Executive Leadership team on decisions that impact academic operations.
- Ability to independently take initiative and work efficiently, exercising reasonable judgment, in a fast-paced, multi-task environment with little or no supervision.
- This person is a proven strategic thinker and implementer with an ongoing customer focus. He/she has demonstrated the ability to strategically build and expand a successful organization or program. Skilled at mediation among competing constituents and agendas to negotiate a common executable solution.
- The successful candidate is a strong administrator and manager, multi-tasks in a fast-paced environment, and is results-oriented. Ability to develop a cohesive leadership team representative of the Corporate Academic functions as well as from each of the sites. Ability to engage across the organization to align on execution of academic strategies.
- Ability to work effectively under pressure and demonstrate problem-solving skills, while maintaining diplomacy and professionalism.
- He/she has the financial acumen to craft and effectively implement a budget that clearly supports strategic goals and holds him/her accountable for achieving those goals.

## Personal Characteristics

- He/she will be able to demonstrate competence in presenting to and communicating with a variety of audiences such as the Executive Team and Advisory Board, national and regional accreditation agencies, academic leadership of other traditional, non-traditional, and proprietary institutions, media, politicians, community leaders, and other constituents. The Chief Academic Officer/Superintendent will be a credible leader with the clarity of vision and operational savvy to anticipate and capture the opportunities ahead and provide workable solutions for challenges.
- Ability to cooperatively collaborate with districts, agencies and government in a timely, responsive manner to meet business needs.
- Strong organizational skills and attention to detail.
- Enthusiasm to help the organization achieve its mission.
- Fierce commitment to improving rigorous student academic experience.
- Commitment to accountability and transparency.
- Finely-honed political acumen; resilience and superb emotional intelligence. Diplomat extraordinaire.
- A charismatic presence, with excellent oral and written communication skills. Ability to respond effectively to the most sensitive inquiries or complaints.
- The successful candidate must be self-motivated, innovative, and results-driven. He/she possesses a professional presence and strong public appeal with unquestionable integrity, judgment, and ethical standards.

## Education:

Minimum Doctorate of Education or equivalent.



### *Professional Profile*

Able to perform various management and administrative duties using a unique combination of leadership experience coupled with years of experience in the classroom as well as seminar public speaking for individuals of all ages along with the following:

- A Juris Doctorate in Law and Bachelors of Arts Degree in Sociology/ Law And Society.
- Experience as a faculty member in Paralegal Studies, General Education, and Criminal Justice
- Experience as an Academic Dean at a proprietary institution of higher education in a variety of programs including Medical Assisting, Medical Administrative, Dental, Licensed Vocational Nursing, Surgical Technology, Physical Therapist Assistant, Electrician, Criminal Justice, Paralegal, Business, Massage Therapy, Graphic Design, Respiratory Therapy and Diagnostic Medical Sonography.
- Active License to Practice Law in California

### *Education, Honors, and Qualifications*

Juris Doctor- Law

Southwestern University School of Law, Los Angeles, CA- June2005

Legal symposium participant

University of Guanajuato, Mexico June 2002

Studies include but are not limited to:

NAFTA, Mexican Legal Institutions

Bachelor of Arts, Sociology/Law and Society

University of California, Riverside, Riverside CA June 2001

Deans Honor List Winter 2001

### *Key Professional Qualifications*

Perform basic administrative duties using wide variety of business and training strategies.

Incorporate management skills in professional life. Develop and encourage goodwill among staff and employees.

Implement supervisory approaches and techniques to various professions.

Research educational resources on the Internet in areas of publishing and design.

Training in Cengage/Delmar Learning Modules: Faculty Boot Camp and Customer Service in

the Classroom for Optimum Retention, FERPA compliance training, CampusVue extensive experience.

Experience managing a 30+ member staff and 400+ student body as an Academic Dean overseeing up to nine programs at the same time.

Experience managing a 40+ member staff and 600+ student body as an Associate Director of Education.

Strong ability to problem solve and to think outside the box to achieve strong customer service.

#### Professional Affiliations

Member: California State Bar: Licensed to Practice Law Since 2009

Member: VICA Education Committee

Team Leader: Accrediting Commission of Career Schools and Colleges

Member: North Hollywood/Universal City Chamber of Commerce

#### Computer Skills

- Software: Microsoft Windows®, Microsoft Word, and others such MS PowerPoint, Excel, Photoshop, Acrobat Reader, and Acrobat Approval, Working knowledge of the Internet, such as WestLaw, and Lexis-Nexis, CampusVue Campus Software, CANVAS.
- Basic System installations; terminal/prINTER operations

#### Employment

##### *Professional Development in Education*

2016-2017 CONCORDE CAREER COLLEGE: NORTH HOLLYWOOD, CA

#### *Academic Dean*

Daily Activities include but are not limited to:

Manage Faculty and academic staff and conduct faculty development to ensure quality of program delivery and academic management.

- Recruit, select, orient, train, counsel, evaluate and manage faculty members to drive faculty/staff retention.
- In conjunction with Campus President, ensure compliance with regulatory, corporate, and Department of Education regulations.
- Conduct or arrange regular faculty meetings for all instructors and facilitate faculty training programs.
- Schedule classes, campus room usage and instructor assignments.



- Arrange a minimum of four (4) one day in-service workshops annually.

Ensure curriculum is current with internal, accreditation and regulatory requirements and consistently followed.

- Assess curricular performance: Review course syllabi, outlines, lesson plans, exams, and school catalog to ensure compliance with corporate guidelines. Conduct annual program reviews. Promote delivery of instruction utilizing interactive technologies. Ensure that student end of term evaluations are completed for each course.
- Maintain a Learning Resource Center that complies with regulatory standards and that meets student needs.
- Create academic goals and objectives for the college's Institutional Effectiveness Plan.
- Assist Campus President with Venture Analysis and program approvals for new programs.
- Analyze and review community needs in conjunction with the Graduate Employment Department.

Coordinate/Collaborate cross department (Academics, Admissions, Student Services, etc.) efforts to meet student needs and promote student development, retention and placement.

- Work with all departments to ensure highest student satisfaction.
- Make available necessary support, information and training to assist the Admissions Department.
- Participate in new student orientation.
- Develop and assess student advising activities.
- Ensure appropriate educational objectives are achieved in extern programs.
- Submit reports on student pass rates on board, certification, registration, and/or licensing exams to VP Academic Affairs, Home Office.
- Coordinate/assist and support program directors and faculty and work with Student Services on student retention efforts.
- Ensure that extern to hire metric is achieved.
- Ensure that Program Directors coordinate information pertaining to extern placement of students, job openings, candidates and any placement updates.
- In coordination with Graduate Employment Director, establish, maintain, oversee, and properly use advisory boards.

Accurate and thorough completion of required documentation and reports.

- In conjunction with Campus President complete accrediting and licensing reports required by regulatory bodies in conformance with Concorde guidelines and time frames before due date.
- Complete monthly and annual corporate required reports as they relate to academics.
- Oversee the registrar and student records management.
- Develop an annual calendar of class schedules, days off, etc. in conjunction with the corporate calendar.

Represent the organization in its relationship with the community through targeted events, conferences, and meetings to promote growth and reputation.

- Ensure faculty is involved in community relationships and are ambassadors for the college.

- Participate in community outreach projects, i.e., high school admission presentations business to business opportunities.

Manage the expenses of the Academic Affairs Department to meet financial targets.

- Identify new sources of revenue.
- Identify and develop teaching efficiencies and effectiveness.
- Administer the academic budget within the framework of the overall campus budget

2012-2015 EVEREST COLLEGE ONTARIO, CA

### *Department Chair/Lead Paralegal Department Instructor*

Daily Activities include but are not limited to:

- Providing quality instruction to the students in the following disciplines with approximately 2500 classroom hours:
- Civil Litigation
- Law Office Management
- Real Estate Law
- Criminal Procedure
- Wills and Trusts
- Family Law
- Criminal Evidence
- Concepts of Criminal Law
- Research and Writing I and II
- Contemporary Issues in the Law
- Managing the Paralegal Club
- Assisting in the retention and the placement of students, including mock interviews and resume review.
- Daily tutoring and mentoring of students to ensure their success.
- Train both the admissions team and career services team on paralegal opportunities and fully describe what a paralegal's role is in the law office to relay that to potential students.
- Faculty training on use of "Smart-Board" technologies and how to effectively implement them into daily classroom usage.

2011-2012 EVEREST COLLEGE SAN BERNARDINO, CA

### *Associate Director of Education*

Daily Activities include but not limited to:

- Meet or exceed monthly and annual retention goals of the college
- Maintain compliance with ACICS regulations in areas of Faculty professional develop-

ment and qualifications.

- Conduct and develop content for monthly faculty in-service trainings
- Recruit, interview, and train quality faculty / staff / TA's
- Conduct quarterly formal classroom observations of instructors
- Provide appropriate orientation and training programs for new hires
- Verify instructors' maintenance of administrative duties (e.g., grades, attendance, record keeping)
- Conduct student satisfaction surveys on all instructors at the end of each grading period. Summarize and share results with instructors in effort to reinforce and/or improve instructional quality.
- Accurately track attrition trends and develop action plans to ensure maximum retention.
- With instructors, develop individual annual faculty professional development plans and monitor progress quarterly.
- Complete annual performance evaluations on faculty/staff members in a timely manner.
- Resolution of student and staff issues and complaints
- Preparation of Annual reports for Medical Assisting and Dental Programs to maintain programmatic accreditation.
- Ensure daily compliance with all internal company policies
- Development of On Campus GED program for students without a high school diploma
- Continuing Education both in classroom experience as well as management skills.

2009-2011 PLATT COLLEGE ONTARIO, CA

### *Academic Dean*

Daily Activities include but not limited to:

- Meet or exceed monthly and annual retention goals of the college
- Meet or exceed daily student attendance rate goal of 90%
- Develop and maintain the master schedule for all programs and courses
- Verify all classes have appropriate coverage (Instructors, TA's, etc.) and that instructors complete contractual agreements through module end dates
- Recruit, interview, and train quality faculty / staff / TA's
- Conduct quarterly formal classroom observations of instructors
- Provide appropriate orientation and training programs for new hires
- Verify instructors' maintenance of administrative duties (e.g., grades, attendance, record keeping)
- Conduct student satisfaction surveys on all instructors at the end of each grading period. Summarize and share results with instructors in effort to reinforce and/or improve instructional quality.
- Schedule and provide faculty development, in-service and professional growth activities to meet accreditation criteria.
- With instructors, develop individual annual faculty professional development plans and monitor progress quarterly.
- Complete annual performance evaluations on faculty/staff members in a timely manner.
- Supervise the Registrar, Student Services and Library/Resource Center personnel and all

- related reports, functions and operations
- Take regular visual inventory of facility's needs and make recommendations to appropriate parties
- Maintain a quality resource center/library per accrediting and regulatory standards
- Ensure the Education department is in compliance with all ACCSC regulations.
- Monitor, facilitate, and implement timely curriculum revisions as necessary.
- Review curriculum, textbook, and equipment changes with advisory boards and industry professionals, as necessary.
- Ensure that instructors are following the prescribed curriculum and that course objectives are being met
- Work with the Executive Director to create and manage the Education department budget
- Provide workshops to reinforce certification test preparation for students, as needed.

2009 EVEREST COLLEGE ONTARIO METRO ONTARIO, CA

*Instructor for the Associate of Science Degree in Paralegal Studies*

Approximate Classroom Hours: 96

Daily Activities Include, but not limited to:

- Classroom Instruction in the following courses:
- Legal Research and Writing I and II

2008-2009 PLATT COLLEGE ONTARIO, CA

*Instructor for the A.A. and B.A. in Paralegal Studies*

Approximate Classroom Hours: 1900

Daily Activities include but not limited to:

- Classroom Instruction: Including the Following Courses:
- Civil Litigation I
- Civil Litigation II
- Criminal Law I
- Criminal Law II
- Ethics (Philosophy)
- Intellectual Property
- Computerized Law Office Procedures
- English 101
- Research and Writing I
- Research and Writing II
- Family Law

- Labor Law/Workers Compensation and Immigration
- Wills and Trusts

*Assistant to the Dean of Education in the Development of the ABA Application*

Daily Activities include but not limited to:

- Preparation of ABA Curriculum Reports and Legal Specialty Course Information Sheets
- Organization of ABA Advisory Board
- Preparation of Library Resources for ABA Approval
- Familiar with all Aspects of ABA compliance and expectations

2007-2008 PLATT COLLEGE ALHAMBRA, CA

*Instructor for the A.A. and B.A. in Paralegal Studies*

Approximate Classroom Hours: 200

Daily Activities include but not limited to:

- Classroom Instruction: Including the Following Courses:
- Legal Research and Writing
- Legal Writing

2005-2006 PACIFIC MEDIATION

Managing member

Daily activities include but not limited to:

- Technical Support and Data Entry
- Creation and Development of Guidebook

1995-2007 BACK BAY CONSTRUCTION

*Project Manager*

Daily activities include but not limited to:

- General Construction duties
- Earthquake retrofitting
- Commercial remodeling
- Supervising work crews
- Waste disposal
- Commercial product buyer
- Contract Negotiation
- Materials coordinator

*Additional Professional Qualifications*

LANGUAGES Conversational Spanish- Skill level: Intermediate

TYPING/ COMPUTER PROCESSING SPEED 80+ words per minute

#### INSPIRATIONAL LEADERSHIP

1998- Volunteer at Camp Kilpatrick—inspirational program work with convicted youth felons and other at risk youth ages 15-17 to pass high school Equivalency test.

#### REFERENCES:

*Mr. Nicholas Ewell, J.D.*  
*Campus President*  
*Concorde Career College Garden Grove*  
[REDACTED]

*Ms. Carina Aguirre, J.D.*  
*Business Owner*  
*Faculty: Angeles College, Santa Monica College, Platt College*  
[REDACTED]

*Ms. Carmen Bowen, M.B.A.*  
*Campus President*  
*Concorde Career College North Hollywood*  
[REDACTED]