

Job Description
Chief Academic Officer
Plato Academy Schools Corporation
(This document is a guideline, subject to change, and is not legally binding)

Reporting to the CEO, the Chief Academic Officer (CAO) is in charge of and responsible for all of Plato Academy's academic matters. As this is an executive-level position, the CAO is expected to possess a wide variety of skills and knowledge so as to serve effectively as the CEO's Executive Team. The CAO is responsible for oversight in developing, achieving, and maintaining the best educational programs for all students, ensuring the the Mission of Plato Academy Schools is honored and upheld. The CAO works closely on a day-to-day basis, supporting and supervising principals.

Duties include but are not limited to the following, which may be assigned separately or concurrently:

- Being the final authority of Plato's academic department to recommend to the CEO any matter involving academic personnel, including hiring, promoting, disciplining, terminating, etc., and all matters of curriculum, learning platforms, academic scheduling, and extracurricular activities.
- Directly supervising Plato's Academic Team, comprised of all principals, academic coordinators, student support services leadership, and teachers in the capacity of faculty mentors.
- Indirectly supervising all other academic personnel, including but not limited to assistant principals, teachers, and other ESE and MTSS personnel.
- Responsible for maintaining SACS accreditation and, as applicable, seeking additional academic accreditation or affiliation that would be in Plato's best interests.
- Sitting in appeal of any school-related or otherwise academic-related parent grievance that remained unresolved after intervention by the school principal and school representative.
- Works to accomplish the goals outlined in the strategic plan.
- Ensures staffing plans and curriculum support student success and are within budgetary limits.
- Judges efficacy of and makes alterations to programs, curriculum, evaluation systems.
- Keep current on and ensure all laws, regulations, and statutes are complied with.
- As assigned by the CEO and as needed and applicable, to represent the CEO and/or operate in the CEO's stead.

Minimum Qualifications:

- Master's degree (preferably in education or related field)
- 3 Years of academic administrative experience
- 3 Years of classroom experience (preferably K-8)
- Excellent organizational, verbal, written, and interpersonal skills

Preferred Qualifications and Skills:

- Doctorate (preferably in education or related field)
- 5 Years of academic administrative experience
- 5 Years of classroom experience (preferably K-8)
- Formal significant experience and/or training in an area other than academics that is useful to Plato's overall operation, such as marketing, fundraising.
- Works collaboratively with all stakeholders.
- Manages multiple projects.
- Plans, organizes, coordinates and prioritizes effectively.
- Is a true professional who recognizes hard work and inspires continuous improvement.