



Position: Chief Academic Officer
Location: Remote
Employment type: Full-time, Exempt
Reports to: Executive Director
Direct Reports: Director of Mathematics, Director of Science, Director of English Language Arts

Mission

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials. Since launching in 2014, EdReports has published almost 400 grade/content reviews in K-12 mathematics and English Language Arts, that have been accessed by more than 500,000 users, and included in adoption processes by 47 of the largest 200 districts (and counting), helping to shape instruction with more than 3.5 million students.

Purpose of Position

The Chief Academic Officer (CAO) is responsible for the design, creation, and execution of high quality, reviews of instructional materials. The CAO will oversee the organization's efforts to create educator-led, evidence-rich reviews in K-12 mathematics and English Language Arts, and its expansion into reviews of other areas including science, interim assessments, and personalized learning. Working closely with directors in the content areas, the CAO will incorporate research and learning from the field to refine and improve materials reports. The CAO will represent the work to key audiences and work to ensure reviews are supportive of school, district, and state adoption processes, helping to ensure all teachers and students have access to materials that prepare them for college and careers. This individual will ensure all content teams are executing at high capacity and will support staff development through a robust performance management system.

Key Responsibilities

Academics – Oversight of Review Criteria, Process, and Reports (70%)

- Continually assess, improve, and oversee all aspects of EdReports review portfolio of work with content teams, including:
 - The recruitment, screening and selection of reviewers;
 - The design of review tools, review processes, and reviewer training;
 - The implementation of a consistent, effective, and efficient educator-led review process within and across subject areas; and
 - The development, writing, and posting of reports in all review areas.
- Ensure consistency and, as appropriate, parallel approaches across all content review areas.
- Facilitate communication within and across content team areas.
- Ensure internal systems are in place to track and monitor review progress, and work with content directors as their teams produce high quality reports efficiently and effectively.
- Oversee publisher relationships and outreach with the support of the Executive Director and directors, ranging from materials acquisition to the presentation and consideration of counter-evidence from publishers in response to draft reviews.

- Spearhead research into emerging areas of reviews, including but not limited to elementary and high school science, personalized learning, and inclusion of criteria to assess whether materials adequately support students with learning differences and language acquisition needs.
- Ensure review criteria is research-based and supports the needs of schools and districts.
- Track and incorporate emerging research and best practice into EdReports' review criteria and processes across all content review areas.
- Manage and coach content directors who oversee materials reviews in Mathematics, English Language Arts, and Science. Help support all content staff's continued growth.
- Set and monitor budget for conducting reviews, including reviewer recruitment, training, compensation, and producing reports.

Outreach (20%)

- Establish, support and maintain relationships with key organizations, including state departments of education, districts, national nonprofits, content and technical assistance organizations. Provide consultation and thought-leadership support to key partners around the state of the materials market and EdReports review criteria and findings.
- Represent EdReports nationally at events and meetings and support all EdReports representatives to ensure they understand critical content issues related to reviews.
- Oversee a feedback loop between the lessons learned in the field, the design of our reports, and the organization's strategic direction. Recommend new or evolved strategic directions to enhance EdReports' impact and report presentation.

Organizational Support (10%)

- Support the development and execution of the organization's strategic plan, ensuring activities reflect EdReports' priorities in partnership with the Leadership Team and Board of Directors.
- Advise and consult on organizational development priorities such as pace of growth, staffing, fundraising, etc.
- Support the execution of EdReports' multi-faceted fundraising plan, including new, lapsed, and potential national and regional funders.
- Partner with the Leadership Team and the Board of Directors to attain resources to develop and oversee expansion into new review areas and revise to current review tools and processes.

Qualifications

- Demonstrable passion for the EdReports' mission and vision;
- Minimum of 10 years of professional experience in education and/or related fields required;
- Demonstrable experience with non-profit organizations, state, and district administration supporting issues of curriculum and instruction;
- Extensive knowledge of the Common Core State Standards and Next Generation Science Standards;
- Experience overseeing multiple content areas at a school, district, state, or non-profit required;
- Significant experience in curriculum and instruction issues required. Leading instructional materials reviews for district or state adoptions strongly preferred;
- 10+ years of people and project management experience;
- Experience leading complex work streams and engaging multiple internal and external stakeholders;
- Deep and comprehensive understanding of K-12 education and its political and policy landscape;
- Fluent in MS Office suite required; Adobe Creative Suite, Google Suite/Analytics, Salesforce, and Pardot, preferred; and
- Bachelors and Master's degree, required.

Core Competencies

ACCOUNTABILITY	
Framing/planning the work	Systematically monitors/course-corrects plans; Communicates changes proactively; Develops plans for team or cross-team projects; and Adjusts to ensure successful implementation.
Timeliness	Always meets deadlines or delivers early; Communicates roadblocks, lessons learned for the learning of the organization; Adjusts plan to manage roadblocks and remain on schedule; and Supports others to have high quality and deliver on schedule.
Quality of work products	Has a consistent track record of being prepared and delivering work that meets or exceeds expectations.
ADAPTABILITY	
Ability to adjust	Models thoughtful flexibility for peers and direct reports; and Understands changing circumstances and identifies impacts across the work, and suggests and leads improvements to systems and processes to meet the demands of these changes.
Openness	Proactively creates space to solicit and discuss different perspectives; and Demonstrates the ability to change a strong perspective based on new ideas and different perspectives.
COLLABORATION	
Team-orientation	Reflects upon team and organizational goals and process and own contributions to continuously improve team performance; and Appropriately assumes and completes additional tasks needed to achieve shared objectives.
Collaboration	Appropriately applies areas of expertise and steps back and encourages others to apply their areas of expertise; Is sought out by others as a collaborator on projects; and Promotes collaborative decision-making processes and demonstrates ability to lead a team to reach consensus.
COMMUNICATION	
Written communication	Contributes to organizational messaging, succinctly and effectively expressing ideas; and Writes internal and external communications in a concise, clear, and professional manner that is always appropriate to the audience.
Verbal communication	Engages in public speaking or participates actively and effectively in group meetings; and Is viewed by peers and others as an effective spokesperson for his or her field.
Written and verbal communication	Effectively influences decisions through logical, strategic communication and personal advocacy.

CULTURAL SENSITIVITY	
Valuing diversity	Prioritizes diversity and inclusion considerations when making strategic decisions; Identifies ways to increase diversity and inclusion; and Demonstrates track record of supporting org to achieve these goals.
Advancing diversity and inclusion	Helps others to challenge own biases and create more inclusive processes and cultures; Proactively seeks out diverse perspectives and relationships to advance the mission; and Models diversity and inclusion orientation in relationships with staff, families, and stakeholders.
GROWTH MINDSET	
Learning orientation	Approaches self and others, including peers, direct reports and supervisors, with a growth mindset; Consistently seeks to perform duties more effectively; and Ties personal growth and learning to organizational needs and goals.
Seeking, providing and using feedback	Is attentive to growth of others at all levels and identifies ways to help them develop; Shares information with others that can broaden learning and influence their work; and Commits to regular, two-way feedback with peers and supervisors.

Leadership Competencies

DECISION-MAKING	
Gathering and interpreting data	Advises team members on deriving insights from data; ; and Creates and implements systems to facilitate regular data review, reflection, insight generation, and continuous improvement.
Executing decision	Is trusted throughout the organization to advise and support others in their decision-making process; Considers both the long-term strategic direction and short-term outcomes of decisions; Shares the impact of past decisions with team to collectively guide future decision-making; and Holds team accountable for decisions and progress against them.
DEVELOPS AND MOTIVATES OTHERS	
Motivating/Inspiring	Motivates and inspires colleagues to achieve full potential through sharing success stories and learning from struggles.
Individual coaching	Seen as a role model of "people development" within the organization; Proven record of building capacity in others through coaching, modeling and feedback; and Supports the development of other managers across the organization.
Conflict resolution	Effectively defuses conflict and helps others to select appropriate venues and actions to address conflict; and Promotes collaborative decision-making processes and demonstrates ability to reach team consensus.
EXTERNAL RELATIONSHIP BUILDER	
Building individual network	Cultivates new relationships with board members, funders, and/or other stakeholders; Works to maintain and grow outside partnerships and networks; and

	Expertly brokers and negotiates new partnerships and/or needed changes to existing partnerships.
Building agency influence	Assesses changing context/ environment and the implications for necessary relationships/partnerships for organization; Teaches others skills related to building relationships on behalf of the organization; and Sought out by other organizations for read of the bigger picture and the stakeholder landscape.
INITIATIVE AND RESULTS-DRIVEN	
Planning for results	Creates new ideas and processes to address complex problems; Helps others see opportunity where others might see challenges; Prioritizes work that maximizes impact of the organization and its ability to meet its mission.
Executing to achieve results	Modifies and adjusts as changes are implemented to ensure results are achieved; Sets an example of being dependable and results-driven; and Marshals resources and motivates others to achieve excellent results.
ORGANIZATION AND SYSTEMS KNOWLEDGE	
Understanding the context	Has expert understanding of the organization's history, and the needs and trends within the community served; and Seen by constituents, staff, and external stakeholders as an expert in the history, needs, and trends affecting the community.
Applying knowledge	Proactively shares organization and system knowledge across the organization to inspire others to increase impact on community served; and Identifies improvements to organizational systems that improve effectiveness.
STRATEGIC THINKING	
Formulating strategy	Weighs limitations like resources and staff when considering visionary ideas; Can create big ideas but also understands implementation and when to pause new ideas or implementation; and Inspires others with forward-looking ideas to enhance impact.
Assessing impact and implementation	Identifies opportunities for the organization to improve impact beyond own program area, and shares ideas with others

Physical Requirements

Including, but not limited to standing and sitting for long periods of time; speaking loudly and clearly; seeing and hearing things both near and far away; and reaching, stooping, kneeling, and fine-finger and hand manipulation in use of a computer, chalkboard, dry erase board, or projector. Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading. Employee may be required to walk for long distances at company sponsored events, industry conferences, and other relevant sites. Employee will be doing a significant amount of traveling and must be able to handle the physical demands of such.