



Providing an academically rigorous and vibrantly Catholic education
that prepares students to become all that God created them to be

JOB DESCRIPTION: CHIEF ACADEMIC OFFICER **Jubilee Catholic Schools Network (Memphis, TN)**

About the Jubilee Catholic Schools Network

Known nationally as the “Miracle in Memphis,” the Jubilee Catholic Schools Network is an unprecedented example of previously closed Catholic schools re-opening to serve predominantly low-income students through significant philanthropic support. The Jubilee Network serves approximately 1,400 students of many faiths across eight elementary schools and a middle/high school. The Jubilee Catholic Schools are committed to providing students a truly excellent education that is rooted in faith and academic rigor. The New York Times has noted that “the most successful [urban Catholic school] model of all may well be in Memphis.”

The Jubilee Catholic Schools Network has been newly reconfigured and is launching enhanced programming to help students achieve higher and higher levels of excellence. The Jubilee Network is eager to hire exceptionally talented individuals who are committed to helping our students become all that they were created to be.

Position Overview

Reporting to the President of the Jubilee Catholic Schools Network, the Chief Academic Officer is responsible for providing leadership for all aspects of the network’s instructional program. The school leaders at each school will report directly to the CAO who will be responsible and accountable for the academic performance of all schools. This position offers an exciting opportunity for a talented and committed educational leader to accelerate the Jubilee Network’s efforts to positively impact the lives of young people across the city of Memphis.

Primary Responsibilities

- Provide leadership for all aspects of the network’s instructional program, including academic standards, instructional quality, school culture, use of data, professional development, and talent management.
- Hold school leaders accountable to high standards of excellence while providing high quality support to help schools meet these standards.
- Carefully monitor school performance via frequent classroom observations and in-depth data analysis in order to identify areas of strength as well as opportunities for improvement.
- Provide on-going coaching and feedback to principals to help them develop in their roles as instructional leaders.

- Ensure that educators have efficient access to high quality student achievement data and meaningfully use this data to improve instruction; direct and manage the work of the Coordinator of Data and Assessment.
- Support school leaders' efforts to maintain and enhance school cultures that are highly structured, nurturing, joyful, and focused on student success.
- Ensure that instructional lessons are consistently standards-based, objective-driven, and effectively delivered with an urgent focus on individual student mastery.
- Design and implement enhanced professional development for principals and teachers based on individual and network-wide need.
- Lead recruitment efforts to ensure that classrooms and schools are led by the most talented and dedicated educators possible; direct and manage the work of the Coordinator of Talent Recruitment and Retention.
- Collaborate with school leaders on hiring of staff when appropriate.
- Facilitate collaboration among school leaders and teachers across school sites.
- Work with school leaders to communicate effectively with parents and guardians.
- Develop and maintain departmental budget.

Qualifications

- Affinity with, and passion for, the compelling mission of the Jubilee Catholic Schools Network
- Demonstrated success leading significant efforts to successfully close achievement gaps; successful experience as a school leader in an urban environment preferred
- Strong ability to plan strategically and then execute these plans with attention to detail
- Exceptional written and verbal communication skills, including the capacity to engage, inspire and motivate
- Excellent interpersonal skills, with ability to build productive relationships with teammates and with external partners
- Desire to work hard in a fast-paced environment
- Bachelor's degree or higher from an accredited four-year institution
- Commitment to Gospel values
- Utmost personal and professional integrity

What We Offer

- Competitive compensation package including medical, dental, and retirement benefits
- Mission-driven, joyful, respectful working environments
- Opportunity to positively impact the lives of thousands of young people

How to Apply

Please send a resume, cover letter, and contact information for three professional references to jubileerecruiting@gmail.com.