



# Frameworks

Job Title:	Chief Academic Officer (CAO)
Department:	Product Development and Research
Supervisor:	Chief Executive Officer (CEO)
FLSA Status (Exempt or Non-exempt):	Exempt

## Position Summary:

The Chief Academic Officer (CAO), a member of the Frameworks' leadership team, provides supervision, resource development and support, capacity-building, and quality assurance and fidelity of programming for Frameworks' Education Team, assuring high quality fidelity of all approved program deliverables. The CAO drives the organization's development of data processes specific to initiatives and oversees the collection, analysis, and interpretation of all data, and supports the use of consistent, accurate language about SEL across the organization. The Chief Academic Officer ensures that Frameworks operates in ways that are in keeping with the latest SEL research and serves as an in-house expert on matters related to best practices in SEL.

## Essential Functions:

- Responsible for the implementation of successful and high-quality programming that reflects the organization's mission and continues the organization on a path of innovation and quality that meets and exceeds the community's needs and expectations as aligned with board approved strategic plan.
- Ensures all phases of program support are successfully implemented according to executed Memorandums of Understanding (MOUs) with programs and contract with Hillsborough County Public Schools (HCPS). Works with all programs to build sustainability policies.
- Responsible for comprehensive supervision of SEL Education Team. Responsibilities include supervision of job performance, progress and goals monitoring, team development, capacity development, mid and annual reviews/evaluations, recurring supervisory check-ins, time and attendance approval, and processing of expenses.
- Ensures that Education Team members are trained in any new core professional development content prior to initial facilitation, trained in all explicit SEL curricula identified prior to supporting partner schools on those curricula, and fully knowledgeable and trained in current coaching best practices.
- Manage annual internship program and provide supervision of interns.
- Communicate effectively with current program and community partners to ensure positive culture and meaningful connections with leadership. Conduct site visits, two per year, of each program partner site, observing Frameworks' staff interactions, observations, and coaching sessions.
- Develop annual program calendar that combines innovation and quality and shows educational, operational, and budgetary considerations.

- Continuously assess and refine SEL programs to ensure the delivery of high-quality programs that respond to the needs of the target markets and school communities. Ensure review of all program reflections and follow up questionnaires.
- In collaboration with Program Development Officer, develop deliverables for expanded programming that best meets the needs of the new program site as identified by the readiness assessment and key program leadership. Through planning with Program Development Officer, ensure capacity and content for efficient and sustainable programming. Deliverables will include the development of quantitative and qualitative program assessment tools and reports. With Program Development Officer, meet with new program team to review final deliverables and negotiate final product.
- Maintain comprehensive database of information key to programming and deliverables accountability. Provide mid-year review report and year-end program summary to CEO.
- Plan and conduct renewal meetings with existing program partners for new fiscal year deliverables consideration by May of current year. Based upon final decisions of key program leadership, develop Memorandum of Understanding (MOU), deliverables document and program budget for new fiscal year. Deliverables should include annual training calendar dates. Responsible for fully executed MOU within 15 workdays of finalization.
- Assist in the development of the annual fiscal program expansion budget with CEO and Business Director as member of the Frameworks Leadership Team.
- Analyzes and interprets all current program partner data (pre, mid, and post data) in collaboration with Education Team. Works with SEL Administrator to ensure processes are in place to obtain data in a timely manner and share data reports and interpretations with school/district leadership. Shares key takeaways with Frameworks board and staff.
- Responsible as staff liaison to the Product Development and Research pillar committee as defined by committee charter. Responsibilities include scheduling annual meeting calendar, gathering and producing effective and efficient agenda items, documentation of action items/minutes, follow up of outlined tasks and collaborative support of Committee Chair as designated by Board Chair.
- Develops annual product development and research goals that combine innovation, quality, and alignment with the strategic plan and takes into consideration educational, operational, and budgetary considerations.
- Oversees the creation and facilitation of biweekly podcast to establish Frameworks as the local expert in SEL, highlighting SEL-related news, trends, best practices, and FAQs.
- Supports the Grants Manager in ensuring accuracy of language about SEL best practices, national research, and Frameworks-specific data and in identifying rigorous but achievable measurement strategies for proposed projects and partnerships.
- Continues to advance working knowledge of SEL research, best practices, and current trends. Maintains a working knowledge of the evolving field of SEL, staying up to date on key research and publications, engaging in ongoing professional development, and sharing key points with Frameworks board and staff.
- Other duties as assigned.

**Additional Responsibilities:**

- Consistently model and promote the behaviors and values associated with the mission of the organization in all written, verbal, and non-verbal communication.
- Understand, articulate, and promote the mission of the organization.
- Support the attainment of the organization's strategic goals and priorities.
- Actively participate in Annual Fund Drive, promoting awareness of SEL and Frameworks.

**Knowledge, Skills, and Abilities:**

- Strong supervision and management skills.
- Work well under time constraints, and in stressful conditions.
- Strong organization, oral and written communication skills, and the ability to work effectively and collaboratively as a leadership team member.
- Efficient time management and prioritization.
- Engaging, high-energy, enthusiastic, caring, innovative self-starter with high level emotional intelligence.

**Education/Training:**

- Minimum Bachelor's degree in education, public or mental health administration/mgmt., or other related experience. Related Master's degree preferred.
- Experience with adult learning theory a plus.
- Up to date on the changing landscape of SEL research and best practices.
- Knowledge of research methodologies and program evaluation.
- Knowledgeable and experienced in Microsoft Office to include Word, Excel, and PowerPoint.
- Bilingual (Spanish) ability a plus.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. Some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop, as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

**Other Requirements:**

- Local Travel - will require travel up to 10%.
- Valid Florida State Driver's License.
- Must pass background and fingerprinting check as well as drug test.

**Supervision/Contacts:**

- Receives direct supervision from the CEO.
- Member of Frameworks' Leadership Team.
- Daily contact with Frameworks' employees and management.
- Staff liaison to Product Development and Research pillar committee.
- Regular contact with board members, volunteers, donors, and community partners.

**Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile.

*Frameworks of Tampa Bay, Inc. is an equal opportunity employer.*

Job duties are subject to change with or without notice based on business needs.

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*I certify that I have reviewed and understand all the requirements of performing this job and that I can meet each requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, without prior notice.*

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Employee Name (Printed)

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Date

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Employee Signature

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Date

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Supervisor Signature

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Date