



# Hartford Public Schools

330 Wethersfield Avenue, Hartford, CT 06114 | [www.hartfordschools.org](http://www.hartfordschools.org)

*An invitation to apply  
for the position of:*

## CHIEF ACADEMIC OFFICER

### ANNOUNCEMENT OF VACANCY

The Hartford Board of Education seeks an outstanding leader for the position of Chief Academic Officer and invites qualified and interested candidates to apply. Cooperative Educational Services Executive Searches will facilitate the search on behalf of the Board of Education. The Hartford Board of Education expects the new Chief Academic Officer to assume full responsibilities of the position on July 1, 2023, or as soon thereafter as possible.

### CONTRACT PROVISIONS

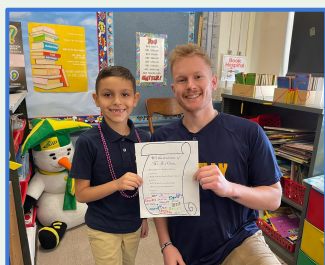
The Hartford Public Schools Chief Academic Officer position is a significant leadership opportunity with a 12-month work year. This is a non-bargaining grid position with an annual evaluation by the Superintendent of Schools and/or Deputy Superintendent of Schools and compensation will be based on an individual employment contract.

### HARTFORD PUBLIC SCHOOLS

The school district serves nearly 16,800 students in 39 public schools and programs. The mission of the district is to partner with families and communities to inspire and prepare all students to meet success in and beyond school with a vision that students will graduate ready to transform the world.

### ABOUT THE AREA

Hartford is the Capital city and home to some of the largest corporations in Connecticut that provide over 65,000 jobs right here in Hartford. As the seat of state government and as an employment center, Hartford is a great place to live, work, and play if you want to be close to work and close to home. Hartford is the center of the Capitol Regions arts and entertainment.



# CANDIDATE PROFILE

## PRIMARY FUNCTION:

The Chief Academic Officer will plan, coordinate, and supervise the Pre-K-12 instructional program with an emphasis on content standards as educators throughout the district go about improving student academic achievement. The Chief Academic Officer will have primary responsibility for ensuring that the Office of Academics and Office of Student Support implement systems for continuous improvement in the design, delivery, and evaluation of curriculum, instructional practices, multi-tiered systems of support, and learning pathways that support the success of all students. This work includes the development of effective teaching, learning, and assessment practices within the construct of the district instructional vision, manages state and federal requirements, and monitors programmatic and policy effectiveness.

The Chief Academic Officer will have a relentless focus on data to manage performance and outcomes, and a laser focus on accelerating equity and organizational excellence by achievement of the overarching priorities of the Hartford Public Schools:

**High Quality Teaching and Learning:** High quality instruction and support to ensure students graduate ready for life, college, career, and success.

**Welcoming Culture and Nurturing Climate:** Cultivate inclusive, innovative, collaborative, and engaging learning environments in safe buildings.

**Engaging Family and Community Partnerships:** Extend student learning opportunities through engaged family and community partnerships.

**Skillful Staff and Effective Operations:** Maintain a high level of operational effectiveness with skilled staff, modern facilities, financial integrity, and accountability systems.

## SKILLS AND ABILITIES:

The following characteristics and physical skills are important for the successful performance of assigned duties:

- **Empathy and commitment to the mission**
- **Communication, interpersonal and team skills**
- **Problem solving and systems thinking**
- **Leadership skills**

### MINIMUM QUALIFICATIONS:

- Reform-minded, innovative thinker and leader focused on students first
- Experience as a senior executive district leader (chief academic officer or assistant superintendent preferred)
- Minimum of eight (8) years' experience in educational leadership
- CT 092 Certification
- Ability to effectively manage budgets
- Experience and knowledge in the development and implementation of Pre-K through grade 12 curriculum, instruction, assessment, and professional development
- Ability to effectively manage people and change



# CANDIDATE PROFILE CONTINUED

## CORE RESPONSIBILITIES:

*Responsibilities will include but not be limited to the following:*

- ★ Supervise and evaluate Directors of curriculum; Directors and/or Executive Directors of College and Career Readiness, Multilingual Learners and World Languages, and School Climate and Culture; and, Assistant Superintendent of Student Supports;
- ★ Implement a multi-tiered system of support that covers the entire continuum of services and delivery including: special education, social work, psychology, speech and language pathology services
- ★ Drive efforts and implement policies to develop robust, valid, and reliable assessments aligned to state standards and the district Portrait of a Graduate
- ★ Maintain partnerships with critical stakeholders including, parents, teachers, principals, union leadership, higher education, business leaders, and associations
- ★ Partner with the Office of Talent Management to ensure design and delivery of effective professional learning for all employees in alignment with the District Model for Excellence and the Strategic Operating Plan
- ★ Creates a culture of high engagement and expectations with principals and other administrators during professional learning activities
- ★ Implement and supports the curriculum, instructional and support services, and assessments to meet the needs of students in regular, special, multilingual, and gifted and talented education
- ★ Oversee the implementation of effective teaching, learning, and assessment within the construct of the district instructional vision and best practices in pedagogy
- ★ Partner with the Chief of Schools and Office of Performance Accountability to ensure schools engage in regular continuous improvement cycles using data to analyze and revise practice
- ★ Play an active role with the Cabinet to support the implementation of the district's strategic plan and operating plans, ensuring that ensuring that all curriculum and instructional leaders across the organization function as an integrated team
- ★ Provide professional learning to senior leaders to create the conditions for leaders to lead for learning district-wide
- ★ Ensure alignment of instructional, human, and financial resources with system's priorities and strategic plan
- ★ Collaborate with the Office of Finance regarding budget priorities, budget formation, budget adjustments, and management of the impact to schools
- ★ Embed family and community engagement in all departmental initiatives
- ★ Provide input and progress monitoring for school improvement plans into long range improvement plans and ensure alignment with district strategic operating plan
- ★ Assist Principals in the development of appropriate professional learning for faculty and staff
- ★ Serve as the Superintendent's designee in school improvement planning, policy implementation, and community relations
- ★ Other responsibilities as assigned by the Superintendent

## COMPLETED APPLICATION PACKETS ARE COMPRISED OF THE FOLLOWING:



- Cover letter outlining qualifications for position and interest in this specific position.
- Copy of updated, complete resume which includes a chronology of work history and educational background and a preferred email address and phone contact.
- Copy of Connecticut Intermediate Administrative Certification (092)
- Copy of an advanced degree in education or related area (Doctorate in Educational Leadership or related field and 093 *preferred*)
- Copies of transcripts for all degrees held from all granting colleges/universities.  
*(Finalist candidates will be required to supply official transcripts.)*
- Three signed letters of reference from current or former employers and professional contacts.  
*(Please limit reference letters to three letters written within the past year.)*

Application packets are due via email to Cooperative Educational Services by 2 p.m. on Wednesday, June 7, 2023. Applications MUST be submitted as ONE PDF file and emailed to [executivesearches@cestrumbull.org](mailto:executivesearches@cestrumbull.org). Applications will be reviewed upon receipt and interviews may be conducted on a rolling basis. Applications will be accepted until a candidate is selected, but no later than the deadline above. All inquiries related to the open position should be directed to: Dr. Charles Dumais (203-365-8801 or [dumaisc@cestrumbull.org](mailto:dumaisc@cestrumbull.org)).