DETROIT COUNTRY DAY SCHOOL

CHIEF ACADEMIC OFFICER AND UPPER SCHOOL DIRECTOR

A. CHIEF ACADEMIC OFFICER (CAO) (GRADES PRE-K – 12): In consultation with the Headmaster, and as an integral member of the Executive Leadership Team, the Chief Academic Officer is responsible for the development, implementation and coordination of the academic program of the school. The Chief Academic Officer, will be expected to plan, build, implement and manage “a uniform and unified ‘One Country Day’ experience in the best tradition of school excellence.” The position will report directly to the Headmaster.

**Essential Duties/Responsibilities**

**Supervision of Curriculum**

1. Collaborates with School Directors, Deans, Department Heads and members of the Curriculum Leadership Council (CLC) to coordinate, evaluate and implement the highest quality educational model, with consistency across curriculum, policy, and management. The CAO ensures the curriculum embodies the objectives of the DCDS Strategic Plan and Mission Statement of the School.

2. Ensures the School’s curriculum reflects the scope and sequence appropriate to a college preparatory course of study.

3. Coordinates, evaluates and interprets standardized assessment instruments and works with School Directors to utilize results to shape individual and school-wide programs.

4. Oversees and directs all learning and enrichment programs.

5. Coordinates efforts with the CLC and School Directors to ensure a coherent and cohesive school curriculum which allows students a smooth transition between grade levels and schools.

6. Researches promising practices, networking with other entities in and outside of education, to develop, plan and implement, in collaboration with the CLC, processes and systems to ensure appropriate progress in the PK-12 academic program.

7. Prioritizes and implements character education throughout the curriculum.

8. Build stakeholder ownership by improving participation on teams responsible for ultimate strategic tactics and metrics.

9. Cultivates a deep sense of community and connectedness through attendance at school events including, but not limited to:
   a. Academic events
   b. Athletic events
   c. Arts events
d. Open Houses
e. After school programs
f. Theatre performances
g. Concerts
h. Parent Forums
i. College Nights
j. Curriculum Nights

10. Inspires administrative leaders and faculty to engage in 21st century educational best practices, with knowledge of and experience with, the use of current technology.

Supervision of Academic Program

1. Co-chairs the Curriculum Leadership Council and oversees its activities
2. Coordinates with School Directors to ensure proper and timely publication of curriculum guides, course objectives, course topics, course assignments, current syllabi and assessments.
3. Coordinates with School Directors to ensure all courses are taught in a manner consistent with the School’s goals and objectives.
4. Meets with School Directors individually and collectively on a regular basis to review and ensure the School’s goals and objectives are met.

Professional Development

1. Works with School Directors in overseeing the professional growth, evaluation and development of faculty which includes, yet not limited to:
   a. Identifying opportunities for professional growth for individual teachers and for faculty groups.
   b. Developing, implementing and assessing the effectiveness of annual and multi-year plans for professional growth and supporting budgets.
   c. Hiring and retention of faculty.
   d. Mentoring.
   e. New Teacher Orientation.
   f. Faculty Professional Evaluation.
   g. Opening of School Meetings.
   h. Outside Speakers.
   i. Faculty Classroom Visitation.
2. Oversee and manage the individual school budgets with each School Director.
3. Perform such other curricular, academic and professional development oversight duties or responsibilities as may be assigned by the Headmaster
B. DIRECTOR OF UPPER SCHOOL AND DIRECTOR OF UPPER SCHOOL ADMISSIONS (GRADES 9-12): The Director of the Upper School will have overall responsibility for the Upper School administration and admissions and will report directly to the Headmaster.

Essential Duties/Responsibilities

General Duties

1. Develop, manage and direct the duties and responsibilities of the Upper School faculty and administrative personnel (all areas).
2. Develop and maintain program proposals and initiatives that are innovative, effective and consistent with the DCDS Strategic Plan.
3. Manage, direct and maintain the curriculum, activities and interaction among students (all areas).
4. Overall management responsibility of the Upper School faculty, administrative personnel and students, as it concerns the Upper School, including but not limited to, responsibility for all discipline.
5. Establish an administrative supervision schedule for the Upper School Director and Deans to ensure administrative presence, visibility and supervision of all Upper School events and performances including concerts, musicals, dramas, college nights, orientations, dances, athletic contests, student social events and parent sponsored events.
6. Publish an administrative supervision schedule for the Upper School Director and Deans to ensure administrative presence, visibility and supervision in the halls and at the entrances before and after school.
7. Publish and appropriately enforce all rules and regulations of the Upper School for faculty, administrative personnel and students

Admissions

1. Overall management and supervision of Upper School Admissions, including but not limited to, the following duties:
   a. Collaborate with the Director of External Affairs to plan admission events and develop and implement enrollment and marketing strategies (including but not limited to print materials, website development, internal and external communication, school catalogs, and reference materials).
   b. Oversee parent school visitations, tours and other admission activities.
   c. Meet with parents individually and/or in groups to provide information, answer questions and secure admission of qualified students.
   d. Coordinate the plan for admission testing and implement such plan after approval by the Headmaster.
e. Cultivate and maintain effective relations within the school’s community as well as the community at large; target feeder schools, community organizations, religious institutions, and other community organizations.

f. Coordinate the staffing of employees, students and volunteers to meet admissions activities.

g. Possess in-depth knowledge of all aspects of the DCDS experience for students and be able to effectively market the school to individuals or groups of individuals, including but not limited to, understanding and communicating available financial assistance options to parents.

Faculty and Student Programs, Policies and Meetings.

1. Plan, manage, direct, oversee and implement the scheduling of all faculty and student academic courses, activities and other programs in a manner consistent with the mission of DCDS and its Strategic Plan, including but not limited to:

   a. Goal and Operational Meetings. Manage, conduct and schedule all Upper School Goal and operational meetings.

   b. Advisor-Advisee Program. Establish, manage and maintain an effective Advisor-Advisee Program which effectively and professionally meets the needs of students.

   c. Class Advisors. Manage and supervise class advisors, including but not limited to, selecting and assigning Class Advisors to each Upper School class, to ensure each class has student-elected officers, including a class treasurer who maintains financial books and a recording secretary who maintains minutes of meetings. Oversee class social activities and community service projects.

   d. Activity Program. Overall management and supervision of the Upper School Activity Program. The Activity Program must be carefully conceived, planned, coordinated, supervised and scheduled to achieve their intended purpose of developing student leadership skills and promoting a community service consciousness among students.

   e. Upper School Student Council: Overall management and supervision of the Upper School Student Council. Among other things, manage and oversee the faculty advisor who will plan and supervise meetings and activities of the Upper School Student Council so its participation will be one of appreciated leadership among the students and will foster other forms of student leadership.

   f. Upper School Honor Council. Develop, manage and supervise the Upper School Honor Council. Among other things, oversee the faculty advisor(s) who will plan and supervise meetings of the Upper School Honor Council so it properly adjudicates allegations of Honor Code violations.

   g. Upper School Disciplinary Review Board. Develop, manage and oversee an effective and appropriate Disciplinary Review Board. Among other things, oversee the faculty advisor who will plan and supervise meetings of the Upper School Disciplinary Review Board so it properly adjudicates appeals of administrative and/or faculty assessed matters related to discipline.
h. **Character Education Program.** Maintain, manage and oversee the Character Education Program. Among other things, oversee the faculty advisor(s) who will plan and supervise meetings, programs and events of the Character Education Committee as they promote character development.

i. **Faculty Handbook.** Develop, manage, maintain an effective Faculty Handbook. Review, update and publish, after approval by the Headmaster.

j. **Student Handbook.** Review, update and publish after approval by the Headmaster, the Student Handbook.

k. **Study Hall Programs.** Plan, manage and maintain the quality of Upper School study halls. This responsibility intends to give recognition to the importance of study halls, including faculty supervision, student conduct and the development of effective student study skills as a direct outgrowth of the academic program.

l. **Tutorial Assistance Program (TAP).** Maintain an effective TAP program, including but not limited to, managing and overseeing the faculty learning specialist who will supervise faculty as tutors of students during study halls.

m. **Academic Enrichment Program (AE).** Manage and successfully implement the Academic Enrichment program (AE). Among other things, manage the faculty learning specialist who will supervise faculty as tutors of students during the after school academic enrichment program, with overall responsibility to successfully implement the Academic Enrichment Program.

n. **Student Assemblies.** Plan, supervise and implement student assemblies as integral to the extended educational experience of the curriculum and teaching-learning processes of the school.

2. **Manage, schedule and implement a robust faculty evaluation procedure.** In conjunction with the respective Department Chairperson, ensure timely, accurate and meaningful evaluations are conducted annually for each member of the Upper School faculty.

3. **Manage, schedule and supervise parent conferences.** Oversee the planning, scheduling and coordination of parent conferences for academic, social and disciplinary purposes with the faculty, other administrators, parents and professionals outside the school staff. Proper records of such conferences are to be maintained in each student’s cu-folder and/or electronic portfolio.

4. **Manage, oversee and implement the Upper School curriculum.** In collaboration with the Curriculum Leadership Council, develop and implement an effective curriculum consistent with the School’s mission and strategic plan. Evaluate the curriculum, its daily operation and the performance of the teachers. Encourage and inspire all members of the faculty, staff and administration to be interested in improving the curriculum through visitation to other schools, reading and research, publication of articles, presentations at conferences, curricular mapping, coordination with our other schools, and on-line publication by faculty of assignments through the school website.

5. **Manage and Chair Faculty Meetings.** Prepare materials, agendas and chair all Upper School faculty meetings.
6. **Recruitment, hiring, selection and retention of Upper School Faculty.** Recruit, procure, screen and interview faculty candidates for the Upper School faculty, subject to final approval by the Headmaster.

7. **Parents’ Association.** Maintain the Upper School Parents’ Association (USPA) by promoting the interest of the USPA and encourage parent leadership by initiating program ideas, supervising meetings and activities and acting as the school liaison with the Headmaster.

8. **Student Scheduling.** Manage the class matrix and student schedules by overseeing the faculty member assigned to develop the class matrix and individual student schedules. Meet with new students for scheduling and administering appropriate placement testing.

9. **Regular Meetings with the Headmaster.** Meet bi-weekly with the Headmaster in order to inform the Headmaster of all faculty, student, parent issues and developments in the Upper School and discuss opinions, plans and proposals regarding the Upper School and the overall state of affairs in all levels of the school.

10. Perform additional duties and responsibilities as may be assigned from time-to-time by the Headmaster or the Board of Trustees.

**Education and Experience**

**Education:**
Doctorate preferred or Master’s degree

**Experience:**
Educational leadership and management experience in a school