



## Chief Education Officer

Job Description			
<b>Position:</b>	Chief Education Officer	<b>Date Revised:</b>	1/20/2025
<b>Department:</b>	Administration	<b>Job Type:</b>	Full-Time
<b>Reports To:</b>	BHCA, Inc. Board of Directors	<b>FLSA Category:</b>	Exempt
<b>Placement Schedule:</b>	TBD by BHCA, Inc. Board of Directors		

### POSITION SUMMARY:

The Chief Education Officer (CEO) inspires, leads, guides, and directs every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled may reach his or her highest potential as a learner. The CEO ensures integrity and behavior of the highest moral character and demands same of all staff.

### KEY RESPONSIBILITIES:

- Supports and enables Bay Haven Inc's vision of High Expectations and High Achievement.
- Supervises and evaluates all personnel listed above. Ensures accountability of all subordinate staff.
- Oversees planning and evaluation of curriculum and instruction.
- Maintains current knowledge on latest developments in curriculum and instruction.
- Provides leadership working with the Professional Learning team in the development of Professional Learning opportunities and direction on elements such as school and state assessments.
- Prepares long- and short-term goals for the Corporation, including student achievement, and plans for facilities and sites.
- Manages overall operations ensuring adherence to budget and policies and procedures of the Board.
- Communicates vision/mission to all applicable audiences.
- Participates in local, state, and national professional activities to enhance knowledge and skills.
- When practical, serves on committees, panels, and professional organizations to further the efficacy of the schools and stakeholders.
- Implements policies of the Board and procedures including, but not limited to, policies for personnel, safe school facilities, the welfare and safety of students, the use of school property, student programs, behavior, discipline of students, and operations.
- Reports to the Board about the status of programs.
- Recommends actions and alternatives to the Board.
- Acts as liaison between the Board and school personnel.
- Informs the Board about rules and regulations of the Florida Department of Education, state and federal laws, and works with the Certification and Compliance Specialist to monitor compliance.
- Informs the Board about current trends and developments in education and potential impacts to the Corporation.
- Develops a recruitment plan for instructional staff and organizes recruitment of personnel in conjunction with the HR consultant.
- Implements a personnel evaluation system approved by the Board that differentiates the performance of employees in the system.
- Ensures the maintenance of school property.
- Monitors any construction, renovation, or demolition of school facilities.
- Ensures that expenditures are within limits of the budget and approved by the Board.
- Ensures procedures for procurement of equipment and supplies are followed.
- Seeks and develops grants and assigns grant tasks.
- Articulates educational programs and needs to the community.

- Maintains contact with news media.
- Participates in community affairs.
- Monitors student support services, student data collection, and state reporting.
- Acts as liaison between schools and community social agencies.
- Monitors the student transportation system.
- Selects curriculum and ancillary materials that support high level learning in concert with the Professional Learning team and Coordinator of Curriculum and Instruction.
- Guides faculty and staff in understanding the curriculum and its components as they relate to the State and National standards.
- Supports systems that enhance the synergy of instruction and teamwork.
- Facilitates strategies for quality instruction based upon effective research.
- Performs other duties as may be assigned by the Board pursuant to the policies of the Board, rules and regulations of the Florida Department of Education.

**QUALIFICATIONS:**

- Master's Degree in Educational Leadership from an accredited college or university or equivalent discipline acceptable by the BHCA, Inc. Board of Directors. (required)
- Florida Educator's Certificate in Educational Leadership or similar. (preferred)
- Minimum of five (5) years of experience in the educational field with proven experience in the overall operations of a corporation and implementation of short- and long-term vision or equivalent experience accepted by the BHCA, Inc. Board of Directors.
- Proven ability to develop and deliver programming that drives improved academic performance for all student populations; knows effective practice for differentiating instruction.
- Deep understanding of curricular frameworks, pedagogy, and quality classroom materials; experience developing and implementing curriculum for a wide variety of grade levels and subjects.
- Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites.
- Thorough knowledge of effective instruction and knowledge of current theories of curriculum instruction and assessment.
- Passionate belief that all students can achieve at high levels.
- Ability to demonstrate cultural competence and thorough understanding of all cultures.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

**PHYSICAL DEMANDS:**

- Varied activities including sitting, standing, walking, running, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.



## Chief Education Officer

**WORK ENVIRONMENT:**

- Work is performed in a fast-paced, high volume, office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

**TRAVEL REQUIREMENTS:**

- Occasional travel to various school, district, state, and/or community events may be required.

**SIGNATURE:**

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_