



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION:	Chief Academic Officer (CAO)
SUPERVISED BY:	Executive Director
SALARY:	DOE, Full Time w/ Benefit Package
LOCATION:	Winton, CA
DATE POSTED:	December 10, 2020
STATUS:	Open Until Filled

POSITION SUMMARY:

Working under the general supervision of the Executive Director, the Chief Academic Officer (CAO) reviews occupational data to identify current skills required by employers, reviews current curriculums, standardizes curriculum formats, recommends course curriculum improvements and works with instructors and supervisors to improve content and instruction of vocational courses. Position serves as a liaison to community partnerships, educational partnerships, and employers. Position must be aware of State standards and requirements for private postsecondary vocational education. Position will ensure courses and schools meet State of CA standards for certification and will assist in the preparation of schools and courses for accreditation. Position assists in recruiting, hiring, training, supervision and evaluation of instructional staff in Madera, Merced and Stanislaus Counties.

Required Skills and Knowledge:

Position requires a working knowledge of the basic principles of educational curriculums, teaching techniques and occupation skill sets. Position requires ability to rapidly acquire a working knowledge of the specific objectives of vocational courses. Ability to gather and analyze data used to enhance services for adult students. Ability to reason logically, draws valid conclusions and makes appropriate recommendations for the courses, schools and students. Position requires ability to present clear and concise information orally and in written reports. Position requires ability to establish and maintain cooperative working relationships with staff, students, and other private and public agencies. Position requires ability to work effectively and interdependently in a diverse school environment. Position requires ability to interpret and apply federal, state, and agency policies and regulations pertaining to academic achievement. Position requires ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.

REQUIREMENTS:

MINIMUM QUALIFICATIONS: Education and experience: Equivalent to a bachelor's degree from an accredited college or university AND two years of professional work experience in designing, managing, and implementing educational programs. Master's Degree is preferred. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required experience on a year-for-year basis. Special Condition (s) of Employment: Excellent written and oral communication. Demonstrated ability to address the essential functions associated with this position including the knowledge and abilities identified above. Position requires operating knowledge of basic computer systems, software, and Internet skills and must continue to meet the established driving standards as a condition of employment.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet. *It is helpful to include your email address on your resume.*

EOE/At Will Employer.