

The Mission of Friendship Public Charter School:

The Mission of Friendship Public Charter School is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning, and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

About Friendship Public Charter School:

Friendship Public Charter School, located in Washington D.C., is seeking to hire its next Chief Academic Officer (CAO). Friendship Public Charter School operates 12 public charter school campuses housed on nine sites in the District of Columbia. Friendship campuses serve 4300 students from pre-school (three years old) to 12th grade. Friendship operates around a simple principle: all students must be prepared for higher education and the career of their choice by ensuring mastery of the skills, knowledge, and tools needed to succeed in the 21st century global economy.

Our Core Values

We expect every member of the Friendship family - students, teachers, parents, staff members, school leaders, and board members - to exemplify the following values in everything that they do:

- Integrity: Be honest and fair to others.
- Responsibility: Choose right over wrong. Accept consequences for your actions.
- Confidence: Know that you can achieve.
- Caring: Help others.
- Commitment: Find your purpose and stay true to it.
- Patience: Face problems with understanding.
- Persistence: Do not allow anyone, not even yourself, to steer you off the road to success. Be determined to achieve.
- Respect: Hold others in high regard and understand that you can learn from them. See each person's value.

About the Chief Academic Position:

Friendship is seeking a dynamic organizational leader with significant people management experience and proven results in leading and developing high performing schools. The Chief Academic Officer (CAO) is responsible for both sustaining and improving high academic excellence at Friendship Public Charter School. The CAO has primary authority and accountability for the academic performance of all school campuses. The curriculum and instructional staff, as well as support services and assessment team, will report directly to the CAO. The CAO provides leadership, and executes the vision and strategic direction for Friendship Public Charter Schools' curriculum, instruction, assessment and school improvement initiatives. In addition, the CAO will collaborate with the members of the Executive Team and other academic leaders in the evaluation, modification, and development of instructional best practice that leads to higher student achievement and character development.

Key Responsibilities and Highly Desired Traits of our Chief Academic Officer:

A. High-Leverage Leadership

- Lead intentionally to make Friendship the highest performing organization in Washington D.C.;
- Coach various adults, including school leaders, to a higher degree of performance;
- Coach and lead multiple teams, both at the Community Office and school;



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- Develop and lead professional learning opportunities for Community Office, School Leaders, Staff, Parents and Students;
- Communicate compelling feedback that impacts instruction, motivates management and accelerates achievement;
- Model a deep commitment to effective education and administrative techniques;
- Keeps current with educational developments and literature reviews in the field of education and participate in professional societies devoted to the advancement of education.

B. Strategic Thinker

- Think through processes that allow successful instructional strategies to be replicated through all Friendship campuses;
- Facilitate and influence creative changes in educational programming, processes, and procedures through a collaborative process;
- Analyze and strategize how proposed legislation may impact Friendship PCS;

C. Educational Expert

- Plan, implement, and monitor educational initiatives, including metrics, both descriptive and predictive, to track and evaluate progress toward achieving the mission of Friendship PCS;
- Work collectively with members of the academic team to periodically review Friendship's program of study;
- Provide oversight in the evaluation of instructional methods and recommend changes and improvements as needed to ensure Friendship remains a leader in sound methods of delivery;
- Effectively convey knowledge of current research involving effective academic/learning interventions, evidence based approaches, and promising practices;
- Model the ability to disseminate and interpret academic results to the Board, Community Office, and School Leaders, teachers, and parents.

The Most Successful Candidate will have:

- Knowledge of charter schools and/or understanding of urban education and instructional reform; demonstrated success as an expert instructional leader;
- Leadership and managerial experience that positively impacted student achievement and organizational results;
- A proven record of effectively planning, organizing and using resources and systems to provide high-quality professional learning and leadership development;
- Success with developing instructional leaders, leading effective teams, managing organizational change, and initiating key innovations;
- An ability to articulate a deep understanding of how to champion strategies for resolving issues of access and equity;
- A strong analytic, performance management, accountability, and systems-thinking orientation necessary to inform strategy development and execution.

Minimal Qualifications to be our next Chief Academic Officer:

- A master's degree, preferably in curriculum and instruction, administration and supervision, or related field;
- At least 6 years of successful classroom experience in an education setting (i.e. public, private, charter);

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- At least 5 years of exemplary principal experience in an education setting (i.e. public, private, charter);
- A least 3 years district or home office experience provide academic/instructional leadership across multiple school sites fora high performing multi-campus charter school, charter management organization or mid-sized public school district.