



POSITION OPENING
8/22/2017

POSITION TITLE: Chief Academic Officer (CAO)

REPORTS TO: Chief Executive Officer

LOCATION: Western Pennsylvania School for the Deaf, Pittsburgh, PA

JOB DESCRIPTION: Responsibilities include carrying out the vision of the CEO by monitoring collaboration among departments, Directors, and all team members. In addition, the CAO will support the mission of the school as defined by the CEO, serves as a member of the CEO's leadership team as well as a member of the Academic team for the Programs of WPSD, implementing the CEO's vision and strategic plans for the program-wide academic programs including program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, program and curriculum development, the encouragement and improvement of teaching and learning and monitoring collaboration among department and directors. This individual will analyze data to help advise in matters related to curriculum and instruction, faculty selection, assignment, development and retention. The CAO is actively involved in the recruitment, enrollment, and retention of the students. The CAO is responsible to assist the CEO with the residential program to provide educational opportunities for residential students, training for staff and safety of the programs. The CAO will travel and represent the school by attending workshops and trainings and travel to Scranton and other locations as designated by the CEO.

MINIMUM QUALIFICATIONS: Master's Degree or higher in Deaf Education, Education, Educational Leadership, Education Administration or related field. 5 years administrative experience.

The Sign Language Proficiency Interview (SLPI) for this position is "Advanced." The minimum level accepted at hire is "Advanced."

Valid PA Driver's License required.

PA State Police Criminal Clearance, PA Child Abuse History Clearance, FBI Clearance, Certification of PA Mandated Reporting Training, Act 82.

APPLICATION PROCEDURE: Send letter of application and resume to:
Dori Bachar
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
dbachar@wpsd.org

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