



Chester County Intermediate Unit

Job Title: Assistant Executive Director and Chief Academic Officer

Reports to: Executive Director

Location: Chester County, Pennsylvania

About the Organization:

The Chester County Intermediate Unit (CCIU), located in beautiful Chester County, Pennsylvania, is a dynamic educational service agency dedicated to providing high-quality, innovative, and cost-effective programs and services. We are one of 29 regional educational agencies established in Pennsylvania in 1971, working in partnership with the Pennsylvania State Department of Education and local school districts to enhance the lives of learners of all ages, educators, and community members.

The CCIU provides services to 12 school districts and charter schools in Chester County, reaching nearly 86,000 public and non-public school students and over 6,000 educators. Our major services include:

- **Special education:** We provide a continuum of special education supports and services to meet the unique needs of learners.
- **Career and technical education:** We offer diverse career, technical, and customized education programs that equip students with the skills and knowledge needed for success in the workforce.
- **Professional development for educators:** We provide ongoing training and staff development to help teachers and administrators stay at the forefront of educational best practices.
- **Technology integration:** We promote the effective use of technology to enhance teaching and learning through various technology initiatives.
- **Virtual education:** We offer comprehensive virtual education programs to provide flexible learning options for students.
- **Curriculum services:** We offer curriculum development and support services to enhance teaching and learning.

Driven by a commitment to educational excellence and equity, the CCIU collaborates with local school districts, charter schools, non-public schools, and other key partners to deliver a wide range of programs and services. At the CCIU, we believe that every learner deserves the opportunity to reach their full potential. We are committed to fostering a culture of collaboration, innovation, and continuous improvement to ensure that all students have access to a high-quality education.

Position Summary:

The Assistant Executive Director is a key leadership position within our organization, providing comprehensive administrative oversight for all educational programming and serves as chief academic officer for the organization. This includes general education, special education, career, technical and customized education, virtual education, and other innovative educational initiatives. The Assistant Executive Director will play a crucial role in shaping the future of education in Chester County and beyond.

Key Responsibilities:

- Leads and ensures increased learner outcomes across all programs.
- Provide leadership and direction for the development, implementation, and evaluation of a wide range of educational programs and services.
- Supervise and mentor Directors of key divisions including Student Services, Brandywine Virtual Academy, Innovative Educational Services, and Career, Technical and Customized Education.
- Oversee the daily operations of educational programs, ensuring efficiency and effectiveness.
- Collaborate with the Executive Director to achieve the organization's strategic goals and initiatives.
- Identify and pursue new opportunities for program development, expansion, and revenue generation.
- Foster strong partnerships with community organizations, universities, and state agencies.
- Analyze program effectiveness and make data-driven recommendations for service delivery and pricing.
- Leads the implementation of the CCIU Strategic Plan.
- Leads organization-wide administrator and supervisor professional development.
- Stay abreast of current trends and best practices in education.
- Represent the organization at various meetings and events.
- Leads CCIU Policy board committee.
- Assume the responsibilities of the Executive Director in their absence, as permitted by law.
- All other duties as assigned by the Executive Director.

Qualifications:

- Pennsylvania Superintendent's Letter of Eligibility required.
- Doctoral degree in Education, Educational Leadership, or a related field required.
- Minimum of 10 years of experience in an administrative leadership role in an educational setting required.
- Minimum of 3 years of experience as a successful superintendent of schools or executive director of an educational service agency preferred.
- Proven record of improving student outcomes for diverse learners.
- Deep understanding of K-12 education, including special education, Career and Technical Education, virtual learning, and professional development.
- Proven ability to develop and implement successful educational programs.
- Strong leadership, communication, and interpersonal skills.
- Experience leading and directing the budget management and financial analysis processes.
- Demonstrated ability to build partnerships and collaborate effectively with diverse stakeholders.

- Entrepreneurial mindset and a passion for innovation in education.
- Comprehensive and in-depth knowledge of state and federal educational laws and program development.

Salary Range Based on Years of Experience:

\$216,793 - \$270,992

To Apply:

Please email cover letter, resume/curriculum vitae, and three (3) letters of recommendation to:
Dr. George F. Fiore, Executive Director
(484) 237-5101 | AssistantExecDirector@cciu.org

Deadline:

January 13, 2025

Equal Opportunity Employer

Chester County Intermediate Unit is an Equal Opportunity Employer. Chester County Intermediate Unit ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Chester County Intermediate Unit has a policy of active recruitment of qualified teachers and non-certified employees. Any individual needing assistance in applying for any opening should contact the Department of Human Resources at 484-237-5085.