



Job Position & Description Profile

Position Title: Chief Education Officer (CedO)

Reports To: Chief Executive Officer

Classification: Exempt

Position Summary:

The Chief Education Officer (CEdO) will play a critical leadership role in the development, implementation, and evaluation of educational programs and initiatives. This position will oversee all in-school and after-school educational activities, ensuring alignment with the SAFE's mission and strategic goals. The CEdO will work closely with the Chief Executive Officer and other senior leaders to drive educational excellence and innovation.

Key Responsibilities:

1. Strategic Leadership:

- Develop and execute a comprehensive educational strategy aligned with the SAFE's mission and goals.
- Lead the design, implementation, and evaluation of in-school and after-school programs.
- Collaborate with the CEO and senior leadership team to integrate educational initiatives into the broader organizational strategy.

2. Program Development and Management:

- Oversee the development of curriculum and educational content for various programs.
- Ensure programs are evidence-based and incorporate best practices in education.
- Monitor and evaluate program effectiveness, making adjustments as necessary to achieve desired outcomes.

3. Partnership and Collaboration:

- Build and maintain relationships with schools, community organizations, and other stakeholders.
- Represent SAFE at educational forums, conferences, and meetings.
- Collaborate with external partners to enhance program offerings and resources.



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4. Team Leadership and Development:

- Recruit, train, and manage a team of educators and program staff.
- Foster a culture of continuous improvement and professional development within the education team.
- Provide mentorship and support to staff to ensure high performance and professional growth.

5. Grant Management and Reporting:

- Ensure compliance with grant requirements and manage reporting processes.
- Work with the development team to secure funding for educational programs.
- Prepare reports and presentations for funders, stakeholders, and the board of directors.

6. Budget and Resource Management:

- Develop and manage the education department budget.
- Allocate resources effectively to maximize program impact.
- Monitor expenditures and ensure financial accountability.

Qualifications:

- Master's degree in Education, Educational Leadership, or a related field; Doctorate preferred.
 - Minimum of 7-10 years of experience in educational leadership, program management, or a related field.
 - Demonstrated experience in designing and implementing educational programs.
 - Strong knowledge of educational best practices, curriculum development, and instructional strategies.
 - Excellent leadership, management, and interpersonal skills.
 - Ability to build and maintain relationships with diverse stakeholders.
 - Strong analytical and problem-solving skills.
 - Excellent written and verbal communication skills.
 - Experience with grant management and reporting.
 - Commitment to the mission and values of SAFE.
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Essential Functions / Physical Requirements:



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The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date