



Overview of HOME WORKS!

HOME WORKS! The Teacher Home Visit Program trains, supports, and helps pay teachers to visit the homes of high need students to engage parents in their children's education. Learn more about us by visiting our website at www.teacherhomevisit.org.

Position Overview

The Chief Program Officer (CPO) will serve as a critical member of the executive management team. In collaboration with the CEO, the CPO will articulate and implement the strategic vision of the organization; oversee the implementation and operations of programs and related services; evaluate the effectiveness of programs to provide ongoing feedback; provide guidance, supervision, and professional development to program staff; and enhance the structure of the organization by staying abreast of developments in parent and family engagement and education.

Responsibilities

- Supervise and support a team of Program Managers and Trainers; oversee hiring, training and staff retention efforts.
- Ensure the integrity of HOME WORKS! program implementation and operations:
 - Working with Program Managers, track program operations at the district and school levels. Routinely report on operations and adherence to program model requirements.
 - Identify and promptly address deviations from or issues with the program model, timelines, and other operational matters.
 - Build strong relationships and presence in participating districts and schools to enable effective program management.
- Coordinate the selection and recruitment of new schools.
- Oversee pre-implementation and planning efforts of new schools during the on-boarding process.
- Oversee the design, development, and implementation of program training components (manuals, training, etc.). Establish process for revisions and incorporate as necessary. Oversee delivery of training programs:
 - Ensure training sessions are highly engaging and fully prepare teachers to make effective home visits according to the HOME WORKS! models.
 - Conduct training sessions as needed.
 - Continually assess the needs of teachers and principals to improve the training content.
 - Research, stay current on, and apply best practices in adult learning theory, parent engagement strategies and the use of technology in training.
- Collaborate with and support the needs of internal and external teams conducting data analysis and evaluation of the program.
- Use data to inform program decisions.

- Perform other duties as assigned including, but not limited to, serving as a Program Manager for 1-2 schools directly overseeing program implementation at those schools.

Minimum Requirements

- Master’s degree in education or a social science
- Minimum of four years of experience in K-12 education (may substitute Master’s degree with additional experience)
- Strong skills in group and one-on-one professional engagement appropriate for high level district administrators, school administrators, and teachers
- Strong presentation skills
- Understanding of education (social science) research and ability to adapt to its requirements relating to program fidelity and consistency, data completeness, operational transparency, and phasing in of program services
- Minimum of five years supervisory experience
- Strong computer skills; have created effective PowerPoint presentations, Word documents and Excel spreadsheets; know and can teach others to use proprietary software
- Can prioritize tasks and meet deadlines with minimal direct supervision
- Can work both independently and as part of a team
- Have handled sensitive information with a high degree of integrity and confidentiality
- Have a passion for the mission of HOME WORKS!

Preferred Characteristics

- Leadership experience within a school or school district (Superintendent, Assistant Superintendent, Principal or similar leadership role)
- Classroom teaching experience and an understanding of the role of educators in meeting the challenges of educating at-risk children
- Prior experience in the not-for-profit sector

Work Environment

This position requires office hours at the HOME WORKS! office and requires traveling to the various schools in the St. Louis metro area and surrounding communities. This position uses standard office equipment such as computers, phones, and printers. This position is 35 hours per week on average but will vary based on the needs of the program. The CPO needs to have a flexible schedule and be available to accommodate school schedules and program activities which include working some afternoons and evenings in addition to normal business hours.

Position Specifications

Status: Full- time, non-exempt
Hours: approx. 35 hours per week
Salary: commensurate with experience
Reports to: Chief Executive Officer

Application

To apply, please send thoughtful cover letter and resume to lgrieshaber@teacherhomevisit.org