



Secaucus Public School District

685 5th Street
SECAUCUS, NEW JERSEY 07094
PHONE: (201) 974 – 2000

Mark Toback, Ed.D.
Interim Superintendent of Schools

Grace Yeo
Business Administrator / Board Secretary

Chief Academic Officer (CAO)

Permanent or Interim

POSITION OVERVIEW

The Chief Academic Officer (CAO) serves as a key member of the administrative team and provides strategic leadership for all aspects of curriculum, instruction, assessment, and academic performance across the Secaucus Public Schools. The CAO is responsible for ensuring a cohesive, data-driven instructional program that promotes high levels of achievement for all students while aligning with New Jersey Student Learning Standards, NJQSAC indicators, and district goals.

QUALIFICATIONS AND REQUIREMENTS

- New Jersey School Administrator Certificate or Certificate of Eligibility required.
- Master's degree required; Doctorate preferred.
- Minimum of five (5) years of successful experience in educational leadership (e.g., principal, director, or central office administrator).
- Demonstrated expertise in curriculum development, assessment, and instructional leadership.
- Strong background in data analysis and improving student achievement outcomes.
- Experience with NJQSAC and New Jersey accountability systems preferred.

PRIMARY RESPONSIBILITIES

Curriculum & Instruction Leadership

- Lead the development, implementation, and continuous improvement of district-wide curriculum aligned to the New Jersey Student Learning Standards.
- Ensure vertical and horizontal articulation of curriculum across all grade levels and content areas.
- Oversee the integration of best instructional practices, including differentiated instruction, inclusive practices, and technology-enhanced learning.

Assessment & Data-Driven Decision Making

- Design and oversee a comprehensive assessment system, including benchmark and formative assessments.
- Lead district efforts to analyze student performance data (e.g., NJSLA and local benchmarks) to inform instruction and improve outcomes.
- Support building administrators and teachers in using data to drive instructional decisions and close achievement gaps.

Professional Development

- Develop and implement a comprehensive professional development plan aligned to district goals and staff needs.
- Facilitate Professional Learning Communities (PLCs) to improve instructional practices and student achievement.
- Build leadership capacity among principals, supervisors, and teacher leaders.

Program Development & Evaluation

- Oversee the evaluation and continuous improvement of all academic programs, including general education, special education, and early childhood programs.
- Support the expansion of innovative programs, including PreK initiatives and inclusive practices for students with diverse learning needs.
- Ensure program alignment with district strategic goals and community expectations.

Grant Writing & Resource Development

- Lead the identification, development, and submission of competitive grant opportunities at the local, state, and federal levels to support district priorities and strategic initiatives.
- Collaborate with district and school-based administrators to align grant proposals with instructional goals, student achievement needs, and program development.
- Oversee the full grant lifecycle, in partnership with the business administrator, including needs assessment, proposal development, budget coordination, submission, implementation, and required reporting.
- Ensure compliance with all grant requirements, timelines, and accountability measures, including coordination with NJDOE and other funding agencies.
- Monitor and evaluate the effectiveness of grant-funded programs to ensure intended outcomes are achieved and sustained.
- Build internal capacity by supporting staff in grant development and fostering partnerships with external organizations, foundations, and community stakeholders.
- Maintain a comprehensive system for tracking grant opportunities, submissions, awards, and outcomes.

NJDOE Reporting & Regulatory Compliance

- Oversee and coordinate all required reporting to the New Jersey Department of Education (NJDOE), ensuring accuracy, timeliness, and full compliance with state and federal mandates.
- Serve as the district's central point of accountability for NJDOE submissions, including but not limited to NJ SMART, School Performance Reports, QSAC documentation, grant reporting, and other state-required data collections.
- Collaborate with building and district administrators to ensure data integrity across all reporting systems and platforms.
- Develop internal protocols and timelines to ensure consistent, efficient, and compliant submission of all NJDOE reports.
- Monitor changes in NJDOE regulations, guidance, and reporting requirements, and proactively adjust district practices accordingly.
- Provide training and support to administrators and staff responsible for data entry and reporting functions.
- Ensure alignment between NJDOE reporting, district data systems, and instructional decision-making to support transparency and continuous improvement.

Compliance & Accountability

- Ensure compliance with all state and federal regulations, including NJQSAC requirements.
- Support the district's QSAC preparation, monitoring, and documentation processes.
- Maintain alignment with Board of Education policies and New Jersey Department of Education mandates.
- Oversees the instructional leadership practices of the administrative team.

Collaboration & Communication

- Work collaboratively with principals, supervisors, and central office administrators to ensure consistent implementation of academic initiatives.
- Communicate effectively with staff, Board of Education, and the community regarding curriculum, instruction, and student performance.
- Present data and academic updates at Board of Education meetings and community forums.

COMPETENCIES

- Visionary instructional leadership
- Data-driven decision-making
- Strong communication and presentation skills
- Collaborative leadership and team building
- Knowledge of best practices in curriculum, instruction, and assessment

REPORTS TO:

Superintendent of Schools

SALARY AND EMPLOYMENT

Salary Range: \$160,000 – \$175,000

Employment Period: 2026-2027 School Year

HOW TO APPLY

The Secaucus Board of Education only accepts electronic applications.

Please apply online at www.sboe.org.

OPENING DATE: July 17, 2026

CLOSING DATE: July 27, 2026

**THE SECAUCUS BOARD OF EDUCATION IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Board approved