CB School Liaison Officer

Location: Remote; Florida preferred, with regular travel to pilot schools

Reports To: Director of CB Strategic Partnerships

Capacity: Part-Time transitioning to Full-Time

We're looking for a School Liaison Officer to join the Classical Baccalaureate (CB) team as CLT's first point of contact for every school running the CB Diploma. The CB is the first rigorous, classically rooted alternative to AP and IB, and its diploma pilot launches in Fall 2027 with about 20 founding classical schools, mostly in Florida. Working alongside the CB directors, you'll partner with each school's Diploma Coordinator: training them, answering the questions they can't, and making sure every student is on track to earn the diploma. This is a role for someone who knows classical schools from the inside, keeps meticulous track of many moving parts, and loves helping schools do serious work well.

What You'll Do

- Serve as CLT's first point of contact for every diploma school. Questions from teachers and families that a Diploma Coordinator can't answer come to you; answer them or bring in the right person at CLT, and follow up until each is closed.
- Guide schools through CB authorization and onboarding, and help each one name its Diploma Coordinator, Thesis Director, and the staff who administer the Classical Portfolio.
- Train Diploma Coordinators to run the diploma well: student records, the Seminar Text Calendar, journal sampling and uploads, the civics project, the fine arts portfolio, the fitness benchmark, and the Senior Thesis.
- Hold regular check-ins with each Diploma Coordinator, and help schools prepare for CB's spring administrator training, online sessions, and summer institute.
- Track each student's progress against every diploma requirement, from CB exams and Internal Assessments to Seminar, the Senior Thesis, the Classical Portfolio, and the CLT, and flag any student or school falling behind while there is time to act.
- Approve each student's civics project with the school's Diploma Coordinator before it begins, and confirm that the conditions the diploma requires, such as Seminar hours, are in place.
- Receive and route requests for reviews and appeals from schools, families, and students, communicate outcomes, and keep a record of each.
- Visit pilot schools, observe Seminar and CB courses, and bring what you learn back to the CB directors so guidance and training keep improving.

What We're Looking For

- Bachelor's degree or equivalent.
- 5+ years of experience in a classical school as a teacher, dean, or administrator.
- A working understanding of Seminar, great books, and what classical formation asks of a school.
- Experience coordinating a multi-year student program, such as IB, AP, dual enrollment, a senior thesis, or a school's academic records, with exacting care for deadlines and records.
- Clear written and verbal communication, including with school leaders and families.
- Steady, fair judgment in handling concerns, reviews, and appeals.
- Ability to manage many schools and hundreds of students at once.
- Willingness to travel regularly to schools, mostly in Florida.
- Familiarity with student information systems or databases.
- Demonstrates CLT's core values: Passionate, Humane, and Anchored.

Company Values & Culture

Classic Learning Test (CLT) exists to reconnect knowledge and virtue by providing meaningful assessments and connections to seekers of truth, goodness, and beauty. Our work is shaped by three core values: Passionate, Humane, and Anchored.

Passionate - We love classical and liberal arts education and see our work as contributing to its renewal. We value curiosity, eagerness to learn, a sense of urgency, and the willingness to care enough to disagree constructively.

Humane - Every tester, coworker, and administrator is more than a number. We "hug the customer," seek the need behind the need, and design with empathy, clarity, and respect—while maintaining balance by working hard and resting hard.

Anchored - We are committed to truth, goodness, and beauty, and to the tradition that inspires CLT's mission. We value principled, resilient team members who stay loyal to the mission even when challenges arise and who connect their craft to a purpose larger than themselves.

Compensation & Benefits

- Compensation is competitive and commensurate with experience.
- Health, dental, and vision insurance are available to full-time employees, with CLT contributing the majority of employee premiums.
- 401(k) with employer match.
- Paid time off includes all U.S. federal holidays, as well as dedicated Easter, Thanksgiving, and Christmas/New Year breaks.
- Parental leave: 6 weeks of paternity leave and 12 weeks of maternity leave.
- Flexible work environment: Work remotely from anywhere within the U.S.

How To Apply

If you're excited by the idea of helping classical schools offer a diploma worthy of their mission, and you enjoy walking alongside schools from their first conversation with CB to their students' graduation, we'd

love to hear from you. Please submit your resume and a brief note about why this role interests you, including any experience coordinating programs in classical schools, to careers@cltexam.com