43395 SENIOR PROGRAM MANAGER, SUMMER ACADEMY

Apply Here:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=4RA

ACADEMICS
Traditional 235 work days
FTE: 1.0
Salary Range: $71,481 - $89,350

Essential Functions and Objectives:

Responsible for strategic insight and management of programs and initiatives that affects the district in achieving its long term and overreaching goals. Leads the day to day operations of a broader strategic function and shapes the framework of DPS in a forward thinking and dynamic manner. Primary emphasis is achieving results by building engagement and empowering their teams. Manages district wide initiatives and high impact teams, with a greater span of control.

Provides strategic and tactical leadership and direction for the District’s Summer Academy program. The Summer Academy provides instruction of students with a READ plan as well as provides professional learning for new teachers to the Denver Public Schools. Plans and develops methods and procedures for implementing program, establishes schedules, directs and coordinates program activities, and exercises control over personnel, budgets and resources responsible for all functions or phases of assigned program. Directs through personnel, activities related to implementation and carries out objectives of program. Establishes effective reporting infrastructure and regularly measures progress toward program objectives.

- Executes functional or departmental plans and contributes to the development of functional or departmental strategies; provides input and advises others on strategy, outside of their function or department. Recommends innovation, significantly modifies and improves current policies and practices. Devises long term operational goals and makes decisions that affect results delivered.
- Manage and work with respective teams to both influence and implement policies, procedures, programs and initiatives that pertain to their functional unit. Set clear goals, organize work plans, and divide work accordingly. Develops operational plans such as resources, budgets, schedules, and performance.
- Apply managerial thinking and decision making to deliver results and ensure project/team success. Provides leadership to other managers, supervisors and teams.
- Solve for complex problems that impact broad segments of the district, including: defining, tackling and mitigating issues or situations. Map or assess situations,
formulate options and act as a strong tactical decision maker. Use integrated knowledge of several disciplines or areas of expertise to resolve strategic issues.
- Establish targets & performance metrics, analyze performance and follow up to ensure achievement plan is attainable.
- Analyze past trends, identify gaps, and use in depth knowledge to provide recommendations.
- Work on issues that require in-depth knowledge; apply discretion for decisions that could impact business activities & team operations.
- Collaborate with other functions, peers and teams. Gain credibility and cooperation across the organization. Convey progress and goal results with upper management. Conduct trainings, present findings & materials and other deliverables.
- Improves team performance through coaching, feedback and mentoring. Entrust and motivate direct reports by providing direction, and facilitate skill building.
- Create and report on comprehensive performance measures to monitor the program’s effectiveness and major milestones. Integrate program reporting infrastructure with other appropriate DPS databases or systems.
- Partner with Culturally Sustaining Curriculum and Instruction leadership to support goal setting, strategy, policy and other leadership initiatives; hold the Summer Academy team accountable to producing the relevant deliverables to support these goals.
- Support analysts’ use of program evaluation and research best practice; facilitate data-use capacity-building, and support a culture of accountability and continuous improvement to improve the overall effectiveness of Summer Academy and its ability to support academic achievement in schools.
- Assist in developing the program’s budget(s), manage financial reporting and ensure all program-related databases are accurately maintained.
- Manage long and short term work plans and schedules to ensure that program tasks are on track.
- Monitor and ensure all applicable regulatory and procedural compliance.
- Demonstrate cost consciousness and operational efficiency while performing the duties of this position.
- Lead the collaboration of the following work streams: Staffing, Facilities & Transportation, Curriculum & PD, Administrative, Special & Wrap Around Services, Marketing & Communications, Analysis & Evaluation Work, Budget & Finance, Teacher PD & Qualification, and Food Services & Warehousing.
- Lead the Summer Academy alignment work of the community partnerships developed through the Mill Levy.
- Hire, place and coordinate professional development for Summer Academy site administrators and PD coordinators.
- Perform other duties as assigned.

Knowledge, Experience & Other Qualifications:

- Three (3) or more years of experience in program management, estimating/budgeting, resource planning, risk assessment, expectation, scope and issue management.
- Three (3) or more years of school leadership.
- Three (3) or more years of management responsibility.
- Knowledge of applicable laws and regulations.
- Strong organizational and analytic skills and strong attention to detail.
- Superior leadership, coaching and mentoring skills.
- Ability to develop and interpret data and manage resources.
- Ability to motivate and influence others.
- Ability to effectively lead a team.
- Demonstrated proficiency with Microsoft Office products and the Google Suite.
- Ability to multi-task and juggle management of several high-priority projects in parallel.
- High degree of integrity in handling confidential information.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Supervisory experience, preferably in the field of education.
- Principal's License required.
- PMP preferred.

**Education Requirements:**

- Bachelor's Degree in Education.
- Master's Degree in Education or related field preferred.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*