

## **Special Assistant**

Assists the Chief Officer in monitoring and managing the day-to-day operation and coordination of activities and services. Ensures effective liaison, appropriate confidentiality, and coordination with all academic and non-academic departments on matters relating to administration, management, operations, and strategic planning. Represents the Officer and provides leadership and direction to the business and administrative team and for special projects that may have an operational or organizational impact. Provides direction and insight in the development of policy, organizational and financial analyses.

**Minimum Salary**\$96089.00

**Maximum Salary**\$163905.00

### **Essential Functions**

- Provides leadership and management of administrative team and special projects on behalf of the Chief
- Evaluates needs and services, human capital requirements, feasibility and cost effectiveness, performance and accountability, and other aspects of division management.
- Prepares executive summaries, documents, and
- Develops departmental budget drafts and manages compliance using pertinent budgetary planning and implementation data.
- Responds to inquiries about problems, issues, program status, or activities and provides reports to the Chief Officer.
- Coordinates and provides technical and logistical support for staffing and staffing
- Responds to information requests from City Schools' central office departments, schools, and the public on matters related to the Chief Officer's area of responsibility.
- Reviews management policies and procedures and prepares reports and memoranda documents applicable to academic and non-academic services and programs.
- Assists in planning, organizing, and directing policy and organizational analyses on issues and concerns which impact City Schools' operations.
- Represents the Chief Officer in various meeting and conferences. Meets with and may address a variety of groups, including employees, school administrators, public and private agencies, and community agencies on behalf of the Chief Officer.
- Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.
- Maintains confidential and sensitive
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies, administrative regulations, and professional standards.
- Other duties as assigned.

## **Desired Qualifications**

- Bachelor's degree or equivalent, relevant professional experience and acquisition of a bachelor's degree within two years of taking the role required. Degree must be from an accredited college or institution.
- Three years project management experience with successful, timely deliverables and positive outcomes,
- Three years administrative experience in public education or related field,
- Experience in hiring/staffing and position
- Exceptional verbal and written communication skills including the ability to make effective presentations to diverse audiences and convey complicated information with tact and
- Ability to exercise independent judgment, work quickly to analyze problems and recommend workable solutions including the planning and implementation of those solutions.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations with all levels of management to facilitate change, implement strategy, and accomplish objectives.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.
- Interpersonal skills that ensure effective team building and commitment to collaborative
- Proficient skill in the use of technical computer applications, including electronic databases, and Microsoft Office, including Excel and Power Point.

## **Full time**

## **Additional Details**

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:

<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements related to the essential functions of the position.

**This position is not affiliated with a bargaining union.**

**This position is affiliated with the City Retirement Plan.**

**In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$96,089 - \$134,160).**