43250 DIRECTOR, PORTFOLIO OPERATIONAL SUPPORTS

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

PORTFOLIO MANAGEMENT

Traditional 235 work days
FTE: 1.0
Salary Range: Commensurate with experience

Essential Functions and Objectives:

Broad responsibility for leading a team of managers to execute against the overall business plan, based on guidance from leadership. Directs, plans and oversees team initiatives, to ensure implementation and administration of programs align with district goals.

Responsible for leading the operational school support function for autonomous schools (iZone and charter, 70+ schools). Manages a team who advises, facilitates, and provides direct support to schools regarding all operational aspects and expand the integration of autonomous schools into district systems. Drives the delivery of high quality, streamlined school services and strategizes to address significant issues. Collaborates with Associate Chief of Portfolio on overall strategic planning.

- Deeply focuses on ensuring alignment to district initiatives by organizing and prioritizing initiatives, formulating a successful agenda, and delivering instructions to managers.
- Directs operational units by acting as a business advisor to managers, including: make final decisions, examine and evaluate current process, identify and solve barriers. Develop methods, techniques, and evaluation criteria for projects and programs. Ensures budget and schedules meet all business requirements.
- Develops policies and programs, authorizes and influences implementation of these programs, use innovative concepts, and promote new ideas. Influence projects by participating in initial planning, assigning teams, directing work, evaluating progress, making decisions and advising on issues.
- Coordinate and build collaborative relationships with cross functional departments internally and positively represents DPS in the broader community which includes school boards, parents, students, teachers and community members.
- Ensure compliance with state and federal laws, Board of Education policies and regulations, maintain and direct activities related to the District's safety and security efforts.
- Coach, direct and set team managers up for success by delegating work, solving complex issues, empowering improvement, and monitoring performance. Hire, train, evaluate, assign and direct work for senior managers within certain departments.
- Develop and execute strategic plan for operational supports including strategies, objectives, roles & responsibilities, and change management. Determine, plan, assign, and advise initiatives to improve supports and/or further integrate autonomous schools into DPS systems.
- Serve as senior leadership within the Portfolio Management Team, including being responsible for vision setting, team development and accountability, and autonomous schools advocacy and support. Collaborate with the Associate Chief on overall strategic planning for the charter and iZone sectors.
- Own and advise team on issue intake process and, when necessary, escalation. Serve as facilitator of autonomous school voice when collaborating with teams to solve issues. Identify persistent gaps and facilitate collaborative groups to proactively develop and implement innovative solutions.
- Regularly liaise and strategize with DPS leaders, including Ops Sups, to improve support services and reduce burden on schools, including advising team to do the same. Serve as a subject matter expert on a variety of operational topics to advise school staff on the proper course of action.
- Foster a culture of partnership, deep collaboration, and communication with school leadership and operational teams to better meet the needs of students and schools. Lead a dynamic, high functioning team focused on customer service. Expand the capacity of school staff to address operational needs.
- Model the DPS Shared Core values when partnering with school leaders and operations staff; manage through influence across teams to improve services and achieve desired supports for schools. Implement change management strategies and proactively communicate with stakeholders.
- Develop and execute systems and structures to reinforce equity of opportunity and outcomes for all students and staff. Collaborate to identify and share best practices for supporting all students. Foster a culture of inclusion that recognizes and addresses a diverse set of viewpoints.

**Knowledge, Experience & Other Qualifications:**

- Five (5) or more years of leadership role in education.
- Three (3) or more years of management responsibility.
- Knowledge of applicable laws and regulations.
- Experience in analyzing data, and using this data to for process and program improvements and to inform strategy.
- Outstanding facilitation and communication skills, including ability to inspire others.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Superior leadership, coaching and mentoring skills.
- Strong inter-personal skills and ability to work with individuals at all different levels in the organization.
- Self-starter/leader who can anticipate department needs in a proactive (versus, reactive) manner.
- Strategic planning and organizational development knowledge and skills.
- Ability to develop, plan, and implement short- and long-range goals, establish priorities, and organize resources.
- Ability to motivate and influence others.
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**Education Requirements:**

- Bachelor’s Degree required.
- Master’s Degree 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.*