**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.**

**Related positions are contingent on board approval.**

The Office of Achievement and Accountability's Knowledge Management department defines, collects, analyzes and shares data with a full range of stakeholders to drive decisions to improve student outcomes. Specifically, the department ensures the consistency and accuracy of district data; oversees the implementation of the instructional management system; designs school-, teacher-, and student level reports on formative assessments and related academic data; and communicates and archives changes to school information. Under the leadership of the Chief Achievement and Accountability Officer, the Director - Knowledge Management will direct and manage efforts to equip professionals at every level of the organization with access to information to improve educational outcomes for students. Additionally, the Director - Knowledge Management serves as a critical thought partner across departments and is responsible for designing and implementing strategic projects for the district.

**Essential Functions**

- Develops, updates, and communicates Knowledge Management's priorities including establishing and monitoring performance measures, project plans, and key deliverables.
- Briefs the Chief Achievement and Accountability Officer on all matters related to Knowledge Management; serves as a critical thought partner in data governance practices and performance measurement. Supports the development of the district assessment strategy and ensures alignment in data reporting needs at the district and state level.
• Engages stakeholders, including teachers, principals, and district office colleagues, and ensures collaboration between the Knowledge Management Team and other City Schools' departments around data governance practices and the effective use of data in decision-making.
• Brokers relationships across various offices and external partners to improve and increase data quality, data reporting, and data application.
• Serves as a key partner in the district's continuous improvement efforts including applying continuous improvement principles and tools to improve Knowledge Management's systems, processes and outcomes; serves as an analytic partner to the district's continuous improvement networks by collecting, consolidating, and sharing data findings that informs district spread of effective practices.
• Creates and manages the Knowledge Management budget including developing and monitoring vendor contracts, liaising with the Finance office on the procurement process, and monitoring project budgets.
• Provides appropriate supervision, mentoring, and professional development opportunities to the Knowledge Management staff, including the development, implementation, modification (as needed) of professional growth plans.
• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and the professional standards.

**Maximum Salary** 137344.00  
**Minimum Salary** 103099.00  
**Desired Qualifications**

• Master's degree in education, public policy/administration, business, social sciences, information sciences or closely related field. Degree must be from an accredited college or institution.
• Five years of experience in policy, practice or management.
• Experience in data analysis, program evaluation, and/or information systems required.
• Managerial experience within complex organizations or in an educational setting preferred.
• Teaching or school-based leadership experience useful but not required.
• Demonstrated knowledge of educational policy, practices, and research affecting City Schools.
• Deep experience with knowledge management policy and practice, especially in relationship to school improvement and education reform.
• Demonstrated understanding of project management principles and practices and facilitation, including the development of project plans, work breakdown structures, and schedules required to successfully complete projects on time and within budget constraints.
• Excellent quantitative thinking skills, including the ability to examine available data, applies decision rules and analytical methods to produce meaningful results.
• Excellent interpersonal skills and the ability to lead and work effectively in teams
• Clear judgement, a mature interpersonal style and the ability to drive collaborative decision-making processes and build and maintain partnerships.
• Knowledge and application of continuous improvement principles (e.g., using data cycles to inform practice and adjustments to practice, using improvement science or related methodologies to support system change) preferred but not required.
• Proficient in the use of computer applications, including Microsoft Office suite required with experience in using data visualization tools like Tableau or PowerBI an added advantage.
• Strong oral and written communication skills; capable of effectively communicating with a variety of audiences. Ability to work effectively in high-paced environment, with deadlines, and multiple stakeholder viewpoints.

Full time or Part time: 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 does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.