Please apply here!
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=EE4

OPERATIONS
Traditional 235 work days
FTE: 1.0
Salary Range: $86,173 - $99,933

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.

Leads the annual operating cycle of Enrollment Services for the district. Acts as a lead figure in the critical community and Board of Education processes serves as the primary inter-departmental interface to ensure that enrollment services is meeting internal customer needs. Leads the Product Management team, oversees the systems and processes that allow the district to be funded for Early Childhood Education students, as well as multi department student registration process and system.

- Manages all operational aspects of the student enrollment process, including SchoolChoice process, returning student verifications, new enrollments, and
administrative transfers within their assigned region for grades Early Childhood Education (ECE) through 12.

- Manages all operational aspects of the student registration process including coordinating with multiple departments to create the content and responsibility for continuous improvement to best meet customer needs.

- Advise Senior Leadership, Board of Education, and Community Groups on enhancements to the enrollment system, including boundary and enrollment system changes.

- Improve current processes and be the primary point of contact for areas for improvement as identified during joint planning sessions with Technology and Project management,

- Establishes a consistent process to communicate enrollment approvals to schools in a timely and efficient fashion.

- Continuously gathers stakeholder input (schools, district departments, parents, etc.) to develop a customer-centric enrollment process that provides timely and accurate student enrollment data.

Knowledge, Experience & Other Qualifications:

- Five to ten (5 -10) years operations management, process management, and/or customer service leadership experience.

- At least three (3) years of management experience, including the ability to manage both individual contributors as well as managers of individual contributors.

- Strong communication and public speaking skills to lead the community engagement process on sensitive topics.

- Ability to manage up and influence the opinions of the Superintendent and C-suite staff.
- Demonstrated experience in identifying and implementing process improvement initiatives.

- Demonstrated experience in managing complex projects, including coordinating the workload of other individuals, overseeing multiple projects at a given time, identifying problems with a project, and diplomatically resolving problems within a reasonable timeframe.

- Demonstrated experience in critical thinking processes and successes.

- Valid Colorado Driver’s License, appropriate insurance coverage and acceptable driving record for the past three years.

- 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 including Word, Excel and Outlook or 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.

- Advanced skills with Microsoft Office Software (Excel and PowerPoint, specifically or Sheets/Slides) preferred.

- Broad knowledge of various technology systems, DPS administrative functions, and process improvement methodologies, preferred.

- Ability to communicate effectively both orally and in writing, preferred.
- Ability to conduct data analyses, draft complex reports, and conduct formal presentations (i.e. tell a compelling story using data) preferred.
- Demonstrate proven leadership skills and management experience, preferred.
- Ability to work independently and collaboratively, preferred.
- Ability to take initiative, be proactive and creatively problem-solve, preferred.
- Ability to work, communicate with, and influence other school district personnel at all levels, preferred.
- Demonstrate a high degree of integrity in handling confidential information, preferred.
- Possess temperament to work under pressure and maintain effective working relationships with coworkers and other district employees, preferred.
- Makes difficult decisions while upholding the highest standard of integrity, ensuring that all Denver kids have optimal access to the school of their choice, pursuant with Board of Education policies, preferred.
- Passion for education and the belief that every child can succeed, preferred.

**Education Requirements:**

- Bachelor’s Degree in business or social sciences.
- Master’s Degree is preferred.

**Other information:**

The COO Office has a dynamic team of highly experienced people working to maintain the integrity of Denver Public Schools and the accountability of what we do as a team. We strive to meet all of the needs of our schools, Administrative buildings and constituents. The operations team encompasses Facilities, Enterprise Management, Transportation, Technology, School of Choice, Planning and Assessment, Safety and
Security, Program Management, Operations Outreach and Engagement, Finance and Operations Support Services. We are the building blocks of the operations side of Denver Public Schools. We stand on our core values Integrity, Accountability, Equity, Collaboration, Fun and of course Students First. There are a lot of opportunities for anyone looking to work in an innovative, caring, and fast paced, growing entity. Come and check out Team DPS.

Additional Information:

- Work Year Calendars (including accrued time off): http://thecommons.dpsk12.org/Page/1129
- Benefits (including DPS contributions): http://thecommons.dpsk12.org/Page/1397
- Compensation Structures: http://thecommons.dpsk12.org/Page/244
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

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.

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.