OFFICE OF OPERATIONS

Traditional 235 work days
FTE: 1.0
Salary Range: $69,362 - $80,441

Essential Functions and Objectives:

Administers and manages activities within a specific area of a responsibility. Serves as the subject matter expert and applies gained knowledge to execute, maintain and improve systems, programs, or processes.

Manages the District's charter authorizing and accountability processes, including the management and execution of new school applications, new innovation school processes and/or charter school renewal processes. Leads the development, execution, and refinement of related systems, processes and tools and develops evidence-based recommendations for district leadership and the Board of Education.

- Manages processes for and continually improves quality authorizing and accountability processes for charter renewals and new schools, regardless of governance type, including application development, applicant supports, quality reviews, contract development and appropriate community engagement.
- Leads in the analysis and recommendation development of performance data, including key components of academic growth and equity of access; develops and
implements systems to monitor progress and compliance and makes recommendations when schools fail to meet conditions or violate contract terms.

- Works across district departments in order to facilitate processes and collaborates across the subteam to provide additional strategy and implementation and contribute to Portfolio Management processes, as needed.

- Develops and manages systems to address escalating issues related to schools going through authorizing and accountability processes.

- Oversees and continually improves processes for reviewing innovation school, innovation zone and innovation zone expansion plans; the District’s School Performance Compact; and other program priorities.

- Serves as spokesperson and primary point of contact with community stakeholders and District departments as it relates to authorizing or accountability processes, including school leaders, district departments and external partners and consultants; ensures appropriate key stakeholder involvement in planning, goal-setting, and implementation to achieve buy-in.

- Ensures the district is in compliance with related federal, state, and local regulations.

Knowledge, Experience & Other Qualifications:

- Minimum of three (3) to five (5) years of related experience, with teaching and/or school leadership experience required.

- Experience in autonomous schools, preferred.

- Special education licensure, preferred.

- Knowledge of program management best practices.

- Excellent verbal and written communication skills.

- Work style that yields high results when working independently or as part of a team.
- Ability to foster effective relationships with staff, schools, and external partners and influence large, cross-functional teams.
- Inspired visionary who can foster/generate excitement, buy-in and understanding with colleagues and employees outside of the team.
- Ability to prioritize multiple projects and effectively handle multiple demands and competing deadlines.
- Ability to develop, plan, and implement short and long-range goals, establish priorities and organize resources.
- High degree of integrity in handling confidential information.
- Proficiency with Microsoft Office products, Google Workspace and/or Project Management software.

**Education Requirements:**

- Bachelor's Degree in Education, Public Policy, Data Analysis, Counseling, or related field required.
- Master's Degree in Education Administration, Education Policy, Public Policy, Special Education, or related field preferred.

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](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.