



### Director Of Planning & Data Management

Chicago Public Schools (CPS) is the third-largest school district in the United States, serving over 350,000 students in more than 600 schools and employing nearly 36,000 people, most of them teachers. CPS has set ambitious goals to ensure that every student, in every school and every neighborhood, has access to a world-class learning experience that prepares each for success in college, career, and civic life. In order to fulfill this mission, we make three commitments to our students, their families, and all Chicagoans: academic progress, financial stability, and integrity. Six core principles are embedded within these commitments - student-centered, whole child, equity, academic excellence, community partnership, and continuous learning.

The Director of Planning and Data Management (PDM) will be held accountable for the following responsibilities:

- Manages the District's student enrollment projections process
- Directs annual and multi-year projections that guide upcoming and future school year and regional planning
- Coordinates across district, city, federal and other data sources to improve district decision-making
- Identifies trends that will impact school and region performance and engages across departments to identify solutions
- Identifies best practices across the city, state, and country to improve the predictability of school, regional and city-wide projections
- Provides projection data to principals, network chiefs, Office of Access and Enrollment (OAE) to support in determining school capacities to support students
- Directs the development of the Annual Regional Analysis (ARA) report and community engagement process
- Manages the ARA production team and other key internal and external partners to ensure production of ARA website and final report

- Leads process of engaging communities across the city in informed conversation regarding ARA data in their region including post-release updates, training facilitators, and continuing education efforts throughout the year
- Develops new tools, techniques, and strategies to increase the ability of communities to engage in meaningful dialogue with information
- Manages the ARA Project Manager and GIS Strategist, and acts as the business owner of this important document creation process
- Partners with communities across district to better understand school, community and student demographic data to make informed decisions
- Engages with different communities to share data that informs their understanding of and decision making as it pertains to improving school decisions in their neighborhoods
- Works across other CPS departments to strengthen tools to enable effective cross-departmental and community conversations
- Supports program placement and other strategic initiatives through the development of tools and analysis of demographic/enrollment data. A few examples include:
- Classroom Seat Capacity Analysis : Periodically review class size data and identify overcrowded rooms for alleviation in alignment to with collective bargaining agreements
- Educational Facilities Master Planning : Collect, analyze and manage data visualizations and map images to effectively illustrate current school facility quality and capital improvements needed
- GoCPS Programmatic Seat Capacity Support : Assist the Office of Access and Enrollment with identifying demand and enrollment trends to inform all Office of Portfolio Management strategies to ensure they align with student demand
- Manages the District's geospatial data to ensure effective organizational decision making and improve CPS's ability to clearly communicate with the public
- Other duties include
- Review the CPS Space Use Standards to identify necessary shifts to ensure alignment with COVID-19 and CPS 5-year vision
- Analyze a wide variety of district data pertinent to enrollment (e.g. community demographics, population projections, housing industry trends, etc.) for the purpose of providing data for studies and reports of projections and long-range enrollment forecasts
- Provide strategic support to shape the vision and direction of the Office of Portfolio Management
- Collaborate with network chiefs and school administrators on enrollment projections and seat management for the purpose of ensuring effective utilization of facility staff and space
- Manage the creation of various studies, reports, and materials for the purpose of providing project updates and/or conveying other information required for District-wide planning and decision-making

- Lead PDM department through CPS continuous improvement cycles to ensure alignment with school and district priorities
- Manage a department of 5-7 employees
- Serve as the voice of the Planning and Data Management Office internally and externally, as needed
- Perform additional ad hoc duties as assigned

In order to be successful and achieve the above responsibilities, the Director of Planning and Data Management must possess the following qualifications:

Type of Education Required :

- Graduation from an accredited college or university with a Master's degree in Geographic Information Systems, Computer Science, Information Technology, Strategy, Business, Geography, Urban Planning or a related field of study

Type of Experience Required :

- Minimum of seven (7) years of senior-level leadership directing and shaping strategic decisions
- Minimum of seven (7) years of engaging with a variety of stakeholders to develop collaborative solutions
- Strong familiarity with and understanding of how to use data and technology to inform high stakes decisions
- Experience with enrollment processes and geospatial data preferred

Knowledge, Skills, and Abilities Desired :

- Should possess strong data and analytical skills, project management skills, and the ability to manage multiple projects and assignments simultaneously and work effectively in a rapidly evolving environment
- Must have a history of developing positive relationships with associates in the workplace, external partners, and senior staff
- Must be a detail-oriented thinker exhibiting strong analytical and creative problem-solving skills
- Must be a team player with outstanding work ethic, interpersonal skills, flexibility, and ability to multitask

- Will possess the ability to work creatively and efficiently under deadline
- Excellent written and oral communication and listening skills required; ability to translate technical information to non-technical users highly important

#### RESIDENCY REQUIREMENT

As a condition of employment with CPS, employees are required to live within the geographic boundaries of the City of Chicago within six months of their hire date and maintain residency throughout their employment with the district.