

## Specialist-New Initiatives

Under the direction of the Executive Director of the Office of New Initiatives, the Specialist assists with strategic new school creation and portfolio management in support of systemic Baltimore City Public Schools' (City Schools) priorities; serves as a member of the core team on the 21<sup>st</sup> Century Buildings initiative; supports the planning and development of all new school initiatives; works collaboratively with the department to incubate new initiatives; and assists the Executive Director of New Initiatives, Chief Executive Officer (CEO), Chief Academic Officer (CAO), and Cabinet in planning and analysis for successful school portfolio strategies, school creation, and continuation.

### Essential Functions

- Coordinates the annual school review process by using a wide range of data sources, facilitating representatives from partner offices, and producing briefing materials on the recommendations for the COS, CEO, 21<sup>st</sup> MOU Partners, elected officials, and the Board.
- Assists the Executive Director in systemic planning and analysis for new school development to include coordination of supply/demand assessments, enrollment trends, facilities planning, identification of systemic priorities, development of request for proposal (RFP); request for information (RFI) applications, processes and accompanying documents, recruitment of new schools, networking, external communications and marketing to students, families and communities.
- Assists the Executive Director in analysis and review of financial information and policies to inform district practice on funding allocations for traditional and operator-run schools including assessing the strategic and equitable allocation of resources and development of communication materials for key stakeholders including district leadership, the Board and community.
- Provides key analysis to support implementation of District's portfolio strategy including ensuring high quality options for all families, school autonomy, performance-based accountability, public engagement and pupil-based funding for schools.
- Participates in the interdepartmental working group responsible for implementation of the 21<sup>st</sup> Century Buildings Initiative to ensure coordination with the district's portfolio strategy.
- Participates in applicant interviews, site visits and due diligence, working with new and charter school advisory boards as needed, developing recommendations for the CEO, and developing and negotiating contracts and memoranda of understanding (MOU).
- Supports systemic planning and analysis of new reform
- Analyzes data, stays abreast of national research and trends, and leads a cross-functional team in incubating new systemic initiatives.
- Assists in the recruitment, screening, and support of new school partners/operators.
- Ensures the development and documentation of contracts and MOUs for each.

- Collects and analyzes data on new schools, identifies trends and issues and provides information and briefings to the CEO, CAO, COS, and new and charter school advisory board.
- Coordinates City Schools' efforts on behalf of new school creation and integrating this work in support of systemic reform.
- Assists in writing and managing assigned grants.
- 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 \$84891.00**

**Minimum Salary \$68604.00**

### **Desired Qualifications**

- Master's degree in education, public policy or related field from an accredited college or university, equivalent degree, or significant progress toward a degree.
- Three years' experience in academic and/or public policy administration with prior experience in education reform preferred.
- Knowledge of school reform particularly as it relates to urban K-12 school systems.
- Prior experience in school facilities planning, portfolio strategy, school finance or similarly related topics preferred.
- Ability to develop, analyze and present high-level quantitative data.
- Organizational, project management and leadership skills.
- Interpersonal skills that ensure effective team building.
- Excellent verbal and written communication skills.
- Ability to work effectively in a high pressure, deadline regulated atmosphere.
- Ability to think strategically and to manage a wide portfolio of initiatives.
- Ability to develop and maintain effective relationships with a wide range of stakeholders, including staff and partners; community agencies; and federal, state, and local officials.
- Proficient in the use of technical computer applications including Microsoft Office, PowerPoint, and Excel.

**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 affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.**

**This position is affiliated with the City Retirement Plan.**