

Board Liaison

The Board Liaison is responsible for facilitating communication between the Chief Executive Officer (CEO) and the Board of School Commissioners. The Board Liaison works directly with the CEO, Chief of Staff, other senior leadership, the Board of School Commissioners, and their staff. The Board Liaison is responsible for the day-to-day review and coordination of CEO communications for public Board and Committee meetings and direct communications to the Board of CEO initiatives, priorities, and progress across all program and operational areas. Working with City Schools' Leadership and the Board, the Manager of Board Relations is responsible for developing a calendar and agendas for all meetings of the full Board and sub committees that reflect the priorities of the CEO and Board as well as City Schools' commitment to transparency to staff, students, parents and the community as a whole. The Manager of Board Relations also works with relevant offices to ensure all Board deliverables are completed in a timely manner and serves as the point of contact for all information requests from the Board - coordinating responses from staff across departments. The primary goal of the Board Liaison is to provide support for the CEO's networking, advocacy, and strategic initiatives with the Board of School Commissioners.

Minimum Salary\$80,620.00

Maximum Salary\$137,519.00

Essential Function

- Serves as liaison between Board and City Schools responsible for ensuring the timely and clear transfer of knowledge, information, questions, and feedback between the two bodies to support the ability of each to fulfill their respective roles.
- Supports and works with departments to formulate materials in response to Board questions or for scheduled meetings ensuring the timely delivery of materials to inform Board's work.
- Reviews presentations and metrics for strategic initiatives.
- Works with management to coordinate meetings and responses to Internal Audit investigations.
- Works with all offices and cabinet to create a yearly calendar for all presentations to the full Board and Board Committees that will further the vision of the CEO and reflect and further current and ongoing priorities.

- Acts as a liaison between the CEO and Board of School Commissioners, external community stakeholders and partners as required.
- Manages correspondence and communications on behalf of the CEO - including coordinating follow up to Board meeting minutes.
- Plans and facilitates weekly Leadership Team Meetings to vet materials with leadership from key City Schools departments to make sure they reflect organizational priorities and the input of organizational leaders.
- Conducts background research and information gathering, as needed.
- Follows up with Board members or special committees, as needed.
- Provides executive support, including drafting and coordinating proposals and performance dashboards.
- Drafts, reviews and edits reports, papers and various correspondences as required.
- Conducts research, assembles and analyzes data to prepare reports and documents as required.
- Reviews, creates, and contributes to presentations as needed.
- Supports the orientation and on-boarding of new Board members and new members of the CEO's leadership team.
- Attends all Board meetings, Sub Committee meetings and the regular meetings of the CEO with Board leadership as well as other meetings as requested by the CEO or the Chief of Staff.
- Handles sensitive information and maintains a high standard of confidentiality.
- Fosters collaborative working relationships between CEO, the Board and committee members.
- Works with the Board Office to ensure long-term productivity of the appointed groups, including facilitating a smooth transition from the outgoing chair to the in-coming one.
- Assists the Office of Achievement and Accountability with compiling annual responses for Key Performance Indicators (KPIs) requested from the Council of Great City Schools.
- Coordinates and facilitate strategic brainstorming and problem-solving sessions
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.
- Strategic and Analytical Thinking - Works with senior leadership and Boar of Directors to develop a strategic annual Board calendar that reflects the CEO's and the Board's priorities and support in the

development and review of board presentations, strategy updates, and key communications.

- Strong Writer and Communicator - As the liaison between the CEO and Board of directors, draft and review memos, emails, letters, and presentations for the Board of Directors and public.
- Customer Focus - Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service.
- Interpersonal Skills - Builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; can put others at ease and disarm hostility.
- Managing Relationships - Responds and relates well to people in all positions; is seen as a team player and is cooperative; looks for common ground and solves problems for the good of all.
- Functional/Technical Skills - Possesses required functional and technical knowledge and skill to accomplish job tasks at a high level; demonstrates active interest and ability to enhance and apply new functional skills.

Desired Qualifications

- Bachelor's degree. Degree must be from an accredited college or institution. A master's degree is preferred. Minimum of two years providing administrative support to a department head or senior manager or project management or policy analysis in public education or related field.
- Additional administrative support experience may be substituted on a year for year basis for the education requirement.
- Exceptional verbal and written communication skills, including the ability to make effective presentations to diverse audiences.
- Interpersonal skills that ensure effective teambuilding, including the ability to establish and maintain effective working relationships with Board members, City Officials, Cabinet members, associates, officials, and employees.
- Strong organizational, administrative, and management skills.
- Ability to collect, compile, and analyze data, assemble information, and prepare reports.
- Knowledge of the principles and practices of administrative analysis.
- Knowledge of principles and procedures of office management and supervision.

- Knowledge of standard record maintenance procedures.
- Proficient skills in the use of technical computer applications, including Microsoft Word, Excel, PowerPoint, and Outlook or a similar package.
- Skills in planning and coordinating administrative and/or clerical functions.
- Skills in setting work priorities and assigning work.
- Skills in expressing ideas and abstract thoughts clearly in both written and oral form.
- Ability to conduct administrative and organizational studies and to make recommendations for improvements.
- Ability to interpret the administrative policies and procedures of the City Schools.
- Ability to prioritize, plan, and execute multiple, complicated, and continuing assignments in a timely manner.

Please be advised that the salary range listed in this job posting represents the total salary range applicable to this position and does not reflect the hiring range for external candidates. The hiring range is defined as follows: \$80,620 - \$112,562. It is important to note that this hiring range may not be applicable to internal candidates.

**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.