41273 SENIOR MANAGER, ACADEMIC PROGRAMS & PLANNING

Apply Here:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=3AW

ACADEMICS
Traditional 235 work days
FTE: 1.0
Salary Range: Commensurate with experience

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.

- Executes functional or departmental plans and contributes to the development of functional or departmental strategies; provides input and advises others on strategy, outside of their function or department. Recommends innovation, significantly modifies and improves current policies and practices. Devises long term operational goals and makes decisions that affect results delivered.
- Manage and work with respective teams to both influence and implement policies, procedures, programs and initiatives that pertain to their functional unit. Set clear goals, organize work plans, and divide work accordingly. Develops operational plans such as resources, budgets, schedules, and performance.
- Apply managerial thinking and decision making to deliver results and ensure project/team success. Provides leadership to other managers, supervisors and teams:
  - Solve for complex problems that impact broad segments of the district, including: defining, tackling and mitigating issues or situations. Map or assess situations, formulate options and act as a strong tactical decision maker. Use integrated knowledge of several disciplines or areas of expertise to resolve strategic issues.
  - Establish targets & performance metrics, analyze performance and follow up to ensure achievement plan is attainable.
  - Analyze past trends, identify gaps, and use in depth knowledge to provide recommendations.
  - Work on issues that require in-depth knowledge; apply discretion for decisions that could impact business activities & team operations.
- Collaborate with other functions, peers and teams. Gain credibility and cooperation across the organization. Convey progress and goal results with upper management. Conduct trainings, present findings & materials and other deliverables.
- Improves team performance through coaching, feedback and mentoring. Entrust and motivate direct reports by providing direction, and facilitate skill building.
- Support the Associate Chief of Academics, Executive Director of Curriculum and Instruction (C & I), and Executive Director of Assessment, Reporting, and Data Services (AR&D) in achieving the goals of the district and the Academics Division.
- Lead collaborative initiatives across C&I and AR&D to ensure both departments are effectively supporting the long term strategies of the two departments and the Academic Division as a whole.
- Collaborate with district leadership and other departments to ensure CURRICULUM AND INSTRUCTION (C & I) and ASSESSMENT, REPORTING AND DATA SERVICES (AR&D) are supporting the successful implementation of district and department priorities.
- Assist with staffing decisions, hiring, and onboarding in alignment with department priorities and in service of expanding diversity and equity in hiring.
- Develop strategies to promote the DPS core values and improve division culture.
- Lead and collaborate with the C&I and AR&D operations teams and the Summer Academy team to create and implement systems to maximize efficiency and streamline operations through providing financial, human resource, project management, and operational support for both departments.
- Perform other duties as assigned.

**Knowledge, Experience & Other Qualifications:**

- 5+ years of experience in education, non-profit management, and project management/strategy.
- 3+ years of management responsibility.
- 3+ years of experience in change management, and/or strategic planning.
- Experience in leading organizational effectiveness or change initiatives in K-12 education and/or large, complex organizations.
- Experience using data and advanced analytics to drive process improvements.
- Experience in positions with high levels of ambiguity, regular exposure to senior leadership, work that requires strong attention to detail, working on multiple projects at one time, and tight timelines.
- 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.
- 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.
- Demonstrated experience managing multiple, large-scale projects.
- Exceptional written and verbal communication skills.
- PMP certification or equivalent a plus.

**Education Requirements:**

- Bachelor’s Degree required.
- Advanced Degree in a related field preferred.

**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.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, 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](http://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.*