Director, Intergovernmental Affairs – APPLY HERE!
Office of the Chief of Staff
Salary Range $108,671 - $122,642
Location: Washington, DC

Our public-school students need your expertise, passion and leadership.
We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public-school students, parents, principals, teachers, and central office employees.

DCPS serves 50,000 students in the nation's capital through the efforts of approximately 4,000 educators in 117 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

Position Overview
The Office of the Chief of Staff works to maximize DCPS’ collective impact through ensuring strategic and data-based decisions, sharing DCPS successes through effective communications, and building citywide government partnerships.

The Intergovernmental Affairs division advances DCPS’ legislative agenda, clearly communicates our successes to political leadership, assists elected officials with constituent services related to DCPS, and builds the knowledge and capacity of internal colleagues to understand and navigate political and legislative developments.

The Director, Intergovernmental Affairs is responsible for engaging the DC City Council on matters that impact DCPS and ensuring strong lines of communication between DCPS, City Council, and government agencies. The Director will develop and maintain relationships with appointed and elected members of the City Council and State Board of Education and work with legislative and policy staff in multiple partner agencies. The Director will work closely with the Chancellor, Chief of Staff, and members of the DCPS Management Team to drive key policy initiatives of the agency’s legislative agenda from idea to implementation. In addition, the Director will work with DCPS staff to respond to City Council questions and constituent requests, including preparation for annual budget and performance hearings.

The Director, Intergovernmental Affairs will report to the Chief of Staff to the Chancellor.
Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Serves as a key member of the Office of Chief of Staff’s leadership team and helps drive the formulation and implementation of policies and strategies to meet the vision and goals of the Office and of DCPS.
- Drafts policy language, reports, and briefs for potential legislation, regulation, or City Council action.
- Using an understanding of local and federal policy processes, tracks, reviews and analyzes legislative and policy initiatives to ensure DCPS priorities are reflected and advanced; and develops position papers and briefing documents for the Chief.
- Drives internal review process to effectively finalize policy creation and share relevant information across necessary teams.
- Directs and oversees the preparation for performance, budget, and public hearings.
- Prepares documents and testimony for City Council hearings, State Board of Education meetings, and other relevant stakeholder events.
- Staffs and accompanies the Chancellor at hearings and meetings with Council and government leaders.
- Prepares and presents regular updates for senior management team, including the Chancellor, summarizing progress and key points of projects and initiatives and distilling key lessons that will accelerate the learning curve of DCPS senior leadership.
- Builds strong working relationships with other DCPS senior managers to develop and implement cross-Office strategies supporting the Chancellor’s long-term vision of reform.
- Attends relevant external meetings and conferences to stay informed about latest research and trends; and represents the perspective and vision of DCPS and presents specific findings and project results.
- Develops and manages strategic and professional relationships with key government officials, internal stakeholders and leaders to communicate DCPS’ mission and objectives and maintain open communication with public education stakeholders.
- Manages a staff member supporting Intergovernmental Affairs who supports with the coordination of DCPS’ intergovernmental functions, services, and activities.
Qualifications

- Bachelor’s degree and five to seven years of related work experience.
- Master’s degree preferred.
- Previous exposure to or experience in the education sector a plus.
- Master’s Degree or higher in Education, Law, Public Policy, Public Administration, or related field preferred; J.D., M.P.A., or M.P.P. highly preferred.
- Familiarity with District of Columbia public education landscape required; prior experience working with District of Columbia public education and/or governmental entities strongly preferred.
- Proficiency in reading, understanding and interpreting legislation, regulations, and statutes.
- Demonstrable experience in the preparation of policy positions (issues briefs, testimony, memos, legislative drafting, etc.).
- Deep passion for equity in urban public education and a belief in the transformative power of a high-quality public education.
- Strong interpersonal, verbal and written communication skills.
- Exceptional project management skills.
- Eagerness to be innovative and proactive in seeking solutions.

Personal Qualities of Top Candidates

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others.
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.
DCPS Values

- **STUDENTS FIRST**: We recognize students as whole children and put their needs first in everything we do.
- **COURAGE**: We have the audacity to learn from our successes and failures, to try new things, and to lead the nation as a proof point of PK-12 success.
- **EQUITY**: We work proactively to eliminate opportunity gaps by interrupting institutional bias and investing in effective strategies to ensure every student succeeds.
- **EXCELLENCE**: We work with integrity and hold ourselves accountable for exemplary outcomes, service, and interactions.
- **TEAMWORK**: We recognize that our greatest asset is our collective vision and ability to work collaboratively and authentically.
- **JOY**: We enjoy our collective work and will enthusiastically celebrate our success and each other.