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https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=7ZL

PORTFOLIO ACCOUNTABILITY OFFICE
Traditional 235 work days
FTE: 1.0
Salary Range: $55,174-$66,905

**Essential Functions and Objectives:**

Functional responsibility for assisting and coordinating the life cycle administration of a program within one or more functional areas. Supports the overall design and development of the program operating goals, objectives and protocols. Assumes the primary role in the administration, execution, maintenance, implementation, change management, and cross-functional alignment of workstreams.

The primary objective of this position is to support the accountability processes of the District, including primarily charter and innovation renewal, and ongoing charter oversight. This role will coordinate logistics, draft documents, visit schools to collect evidence, and maintain systems for a number of processes.

- Support the initial scoping by participating in the design process, including: discovery analysis, selection process, determining requirements, and needs assessment; prepares requirements and reviews current process, procedures, and standards.
- Oversees and administers day to day operations of various programs and related activities. Monitors short term work plans and schedules to track progress; identifies, analyzes and mitigates risks; creates and delivers presentations; performs analysis on
program activity, collects data and presents reports to convey outcomes. Identifies process improvement, creates efficiencies, and uncovers gaps. Develops resources, such as templates, forms and processes.

- Sets and monitors new program priorities, including: objectives, benefits, key deliverables and resources. Manages long and short term work plans and schedules to track progress; ensures milestones are attained; identifies, analyzes and mitigates project risks, solving for project ‘roadblocks’; assesses outcomes and lessons learned; provides timely and accurate project deliverables.

- Maintains close relationships with key internal and external stakeholders. Administers communication strategies and plans to ensure full alignment to key decisions and program direction. Supports change initiatives; serves as the primary liaison with respect to program implementation; provides technical/professional and programmatic guidance, consultation, and support to client constituencies as appropriate.

- Case manage, with support, a subsection innovation renewal schools in the quality revision of their plan.

- Draft and contribute to high-quality board documents regarding innovation and charter renewal, high-quality contracts, and other Portfolio Management Team (PMT) reports.

- Serve as the primary point of contact and PMT-school liaison regarding logistics on a number of processes, including site visits, innovation votes, interviews, etc.

- Maintain and improve tools to support accountability processes and the continually improvement of accountability processes, including, but not limited to, the School Quality Framework and innovation renewal process tools.

- Contribute to cross-PMT work, including, but not limited to serving on application review teams and other evaluative committees, supporting community meetings, etc.
- Maintain and collaborate on systems to track, and when necessary, escalate, autonomous school compliance in key areas, including, but not limited to governance, waivers, operations, and academics etc.
- Serve as site visit team member and report drafter in a number of evaluative school visits.

**Knowledge, Experience & Other Qualifications:**

- Minimum two (2) years of experience in K-12 education, preferably in an instructional or operational role.
- Knowledge with Google Workspace products including Docs, Sheets and Slides.
- Effective time management and organizational skills.
- Effective communication skills.
- Strong attention to detail.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one’s own performance.
- Work collaboratively with others on a team.
- Aptitude for variety and changing expectations and fast-paced environment.

**Education Requirements:**

- Bachelor's Degree in a related field, required.

**Additional Information:**

- Compensation Structures: http://thecommons.dpsk12.org/Page/244
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**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.

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.

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.