

Manager - Whole Child Services & Support

The Manager of Whole Child Services & Support assists by overseeing the planning, coordination, and execution of key projects and operational functions that are essential to meeting districtwide priorities. This individual is responsible for effective project management, budget development and monitoring, and the cultivation of collaborative partnerships across departments and external organizations.

This role ensures the seamless implementation of high-impact initiatives that support academic and operational excellence. The Manager serves as a strategic advisor to leadership, translating vision into action by managing timelines, budgets, and cross-functional workstreams, while ensuring alignment with the goals of the Chief of Schools and Baltimore City Public Schools.

Essential Functions

Project Management and Strategic Planning

- Leads the design, execution, and monitoring of complex projects aligned to the goals of the Office of the Whole Child and the district.
- Develops project scopes, timelines, and measurable outcomes while coordinating with school-based and central office stakeholders.
- Monitors project milestones and deliverables to ensure deadlines are met and adjusts plans proactively to address challenges.
- Creates reports, presentations, and dashboards to track progress and communicate outcomes to senior leadership.

Budget Management

- Leads annual budget planning for the Office of the Whole Child in alignment with district strategy and fiscal guidelines.
- Monitors spending, maintains accurate financial records, and ensures compliance with district and grant requirements.
- Prepares fiscal reports, forecasts budget needs, and advises on resource allocation to maximize operational efficiency.

Cross-Departmental Collaboration and Stakeholder Engagement

- Serves as a liaison between the Chief of Schools Office and departments such as Finance, Human Capital, Academics, and Operations to ensure coherent planning and execution of initiatives.
- Establishes and maintains strong working relationships with internal teams and external partners to enhance service delivery and operational alignment.

- Leads planning and facilitation of collaborative meetings, learning sessions, retreats, and departmental gatherings.

Operational Excellence and Special Projects

- Oversees operational systems and communication structures that promote effectiveness and clarity across the Office of the Whole Child's portfolio.
- Advises on organizational development, staffing, and administrative processes, including coordination of hiring for key office positions.
- Manages the development of internal communications, presentations to the Board of School Commissioners, and executive briefing materials.

Policy and Compliance

- Ensures adherence to district policies and relevant state and federal regulations in all operational and fiscal activities.
- Supports the drafting and revision of internal protocols and policy recommendations that enhance department efficiency and accountability.

Maximum Salary\$161,531.00

Minimum Salary\$90,850.00

Desired Qualifications

- Bachelor's degree in education, public administration, business, or a related field. Master's degree preferred.
- At least 3 years of project management, school operations, or district-level experience in a large urban education system.
- Proven ability to manage complex projects and budgets with a strong results-orientation.
- Strong relationship-building skills with the ability to work across multiple departments and levels of leadership.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), Smartsheet, and/or project management software.
- Excellent written and verbal communication skills, including the ability to translate strategic ideas into action-oriented plans.
- Demonstrated ability to manage multiple high-stakes projects in a fast-paced environment with shifting priorities.

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 ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the City Union of Baltimore (CUB) bargaining unit.

This position is affiliated with the City Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$90,850 - \$119,435).