

Specialist III - New Initiatives

Under the direction of the Senior Executive Director of the Office of New Initiatives, the Specialist assists with strategic portfolio management in support of systemic Baltimore City Public Schools' (City Schools) priorities; supports the planning and development of all new school initiatives; works collaboratively with the department to incubate new initiatives; and assists the Senior Executive Director of New Initiatives, Chief Executive Officer (CEO), Chief Academic Officer (CAO), and Cabinet in planning and analysis for successful school portfolio strategies, school creation, and continuation.

Essential Functions

- Supports the coordination of the Annual Review of Schools process by analyzing a wide range of qualitative and quantitative data sources, convening representatives from partner offices, to formulate recommendations for the CEO and Board that increase access to high quality options for all families.
- Produce briefing materials on Annual Review recommendations and other strategic initiatives for the Chief of Staff, CEO, 21st MOU Partners, elected officials, and the Board.
- Facilitates the public engagement process with school communities affected by Annual Review recommendations, creating materials that synthesize complex and nuanced information in a way that is relevant and accessible to families and community members, and ensuring school communities understand and have a voice in major decisions made by the Board.
- Supports schools affected by major changes that result from the Annual Review of Schools actions through transition processes that align with Board Policy FCA and are centered in the needs of school communities and the desires of stakeholders.
- Supports the Senior Executive Director and Manager in analysis and review of financial information and policies to inform district practice on funding allocations for traditional schools including assessing the strategic and equitable allocation of resources and development of communication materials for key stakeholders including district leadership, the Board and community.
- Provides key analysis to support implementation of District's annual review strategy and other strategic initiatives led by the office including ensuring high quality options for all families, school autonomy, performance-based accountability, public engagement and equitable pupil-based funding for schools.
- Participates in the interdepartmental working group responsible for implementation of the 21st Century Buildings and Built to Learn Initiatives to ensure coordination with the district's portfolio strategy.
- Support systemic planning and analysis and coordinate additional special projects for the CEO and district leadership.
- Collects and analyzes school and district-level data, stays abreast of national research and trends, and leads a cross-functional team in incubating new systemic initiatives.
- Assists in writing and managing assigned grants.

- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary\$129933.00

Minimum Salary\$85709.00

Desired Qualifications

- Unless expressly stated otherwise with respect to the qualifications indicated in the position description, City Schools reserves the right to consider other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position.
- Master's degree in education, public policy or related field from an accredited college or university, equivalent degree, or significant progress toward a degree.
- Three years' experience in academic and/or public policy administration with prior experience in education reform preferred.
- Knowledge of school reform particularly as it relates to urban K-12 school systems.
- Prior experience in school facilities planning, portfolio strategy, school finance or similarly related topics preferred.
- Ability to develop, analyze and present high-level quantitative data.
- Organizational, project management and leadership skills.
- Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy.
- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and Power Point.
- Ability to exercise independent judgment.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations.
- Ability to work collaboratively.
- Ability to develop and maintain strong working relationships with school system employees and managers at all levels, as well as government agencies and community stakeholders.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.
- Organizational, project management and leadership skills.
- Interpersonal skills that ensure effective team building.
- Excellent verbal and written communication skills.
- Ability to think strategically and to manage a wide portfolio of initiatives.

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 Paraprofessional and School-Related Personnel (PSRP) bargaining union.

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 (\$85,709 - \$100,046).