

<b>Job Title:</b>	<u>Specialist, Strategic Planning – Enrollment and Operations</u>
<b>Grade Level/Terms of Employment:</b>	<u>Unified Pay Schedule, Pay Grade 124 (260 days, 12 months)</u>
<b>FLSA Status:</b>	<u>Exempt</u>
<b>Work Location:</b>	<u>Central Office</u>
<b>Immediate Supervisor:</b>	<u>Director, Strategic Planning</u>

**General Description:**

The Specialist, Strategic Planning supports the implementation of RPS’s enrollment process by collaborating closely with families, school leaders, school staff, and central administration teams. The Specialist is also responsible for the design and implementation of the restructuring of school-based non-instructional roles, allowing principals to focus on their core work of teaching and learning. Finally, the Specialist supports research and implementation of an equity-based funding formula that ensures schools that need the most actually receive the most.

**Essential Duties and Responsibilities:**

- With others in the Strategic Planning Department, supports the annual design and implementation of RPS’s enrollment process, ensuring RPS enrollment is family-friendly and guarantees students are enrolled quickly and seamlessly
- Collaborates with the Engagement and Academic Offices to draft and disseminate communication, maintain website content, host events regarding enrollment, and leverage community groups to support enrollment efforts
- Collects and analyzes data to identify barriers families experience when enrolling in RPS; develops strategies to remove said barriers
- Liaises with school teams on the Enroll RPS platform and enrollment process to ensure successful completion of applications, co-manages the Enroll RPS Inbox, and supports school teams as they work with families
- Meets regularly with central office administrators involved in enrollment from preschool through grade 12, focusing on continual improvement and alignment with a focus on data integrity
- Develops a multi-year plan to streamline processes for annual verification of student residency and re-enrollment, and supports annual assessment of school zone boundaries for their ongoing efficacy
- Conducts research and design for a plan to restructure operational responsibilities at the school level, learning from local and national experts to craft a new approach grounded in proven strategies, while tailored to RPS context
- Creates and oversees a process for a phased rollout of restructured school operational responsibilities, from communicating the initiative, designing/redesigning related roles, supporting schools with optimizing their non-operational team, and outlining an annual cycle of improvement
- Collaborates with members of the Strategic Planning Department and central office stakeholders towards building an equity-based funding formula for RPS schools and iterating annually with a focus on continual improvement
- Performs other duties as assigned

**Qualifications:**

- Bachelor's degree required, preferably in education, education policy, or related area
- At least three years of experience, preferably in an educational setting, with responsibilities including community outreach, project management, human resources, information technology, and/or data collection and analysis
- Strong project management and organization skills, with the ability to track intricate details and prioritize multiple initiatives and timelines in a fast-paced work environment
- Ability to establish and maintain effective working relationships with school leaders and staff, program administrators, parents and families
- Authentic, effective, and professional communication style including the ability to communicate effectively in person and by email and phone
- Strong analytical skills and problem-solving abilities
- Strong computer skills and knowledge of databases and relevant software programs, and proficiency in Google Suites
- Bilingual skills with proficiency in Spanish preferred