

<b>Job Title:</b>	Specialist, Strategic Planning (Applications)
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule, Pay Grade 123 (260 days, 12 months)
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	RPS Central Office
<b>Immediate Supervisor:</b>	Director, Strategic Planning

### **General Description:**

The Strategic Planning Department is responsible for ensuring that Richmond Public Schools' resources are allocated where they are most needed, and supports school and division leaders in making decisions about those resources. The Specialist, Strategic Planning (Applications) supports critical components of the school planning process related to school applications, data analysis, and systems / process management, and ensures they are effectively executed in alignment with objectives of the Strategic Planning Department and RPS strategic plan.

### **Essential Duties and Responsibilities:**

- Manages all components of RPS's school applications, an annual process to allow families to select schools outside of their zone (process design and implementation, communication and engagement, data cleaning and reporting and analysis, etc.)
- Oversees the design and implementation of the Enroll RPS platform, RPS's system for enrollment information for new students and school application processes; updates family-facing and administrative interfaces, runs automated notification processes, manages data reporting from the platform, and leads training for school and central office staff
- Designs and implements an annual enrollment projection process that results in timely and accurate school-level enrollment projections that can be used to drive school application seat allocations and staffing decisions
- Uses enrollment data to evaluate efficacy of planning processes and improve where necessary, including aspects of the process that are owned by other teams or are cross-functional in nature
- 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, designs, and launches a Director of School Operations pilot, with the goal of restructuring operational responsibilities at the school level, learning from local and national experts to craft a new approach grounded in proven strategies tailored to RPS context
- Provides exemplary customer service to current and prospective families via the Enroll RPS inbox, phone, and in person communication
- Performs other duties and responsibilities as assigned

### **Qualifications:**

- Bachelor's degree required
- At least two to four years of related work experience; prior work in the education sector, preferably in a large urban school district in a leadership position
- Proven track record of success in high-level strategy and implementation
- Outstanding interpersonal and team work skills; ability to work collaboratively with internal and external stakeholders
- Strong organizational skills, including keen attention to detail and ease at managing competing

demands and determining priorities independently

- Experience working in a fast-paced, entrepreneurial environment; adaptable when managing multiple, shifting priorities; comfortable with ambiguity
- Excellent verbal and written communication skills; ability to communicate complex ideas simply and succinctly
- Strong computer and technology skills; proficiency in Microsoft Word, Excel, Outlook, PowerPoint, Google and social media platforms, and interest in and ability to learn new platforms
- Experience in database design preferred
- Bilingual/proficiency in Spanish preferred