



MANAGER

STUDENT SUCCESS

JOB DESCRIPTION

JOB TITLE: Manager - Student Success
REPORTS TO: Chief Innovation Officer
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM4
DAYS: 260
JOB ID & DATE: ADM-70 | July, 2023

JOB PURPOSE SUMMARY

The Manager of Student Success will ensure that all students in the district have access to high quality educational programming. The manager will facilitate the operation and expansion of evidence-based innovative school and program models, theme programs, federal programs, and summer school programming..

REQUIREMENTS

Education Level Details

Master's degree

License / Certification Required

Valid Colorado Certification

Work Experience Required

Minimum of three years of experience as an education leader.
Experience providing mental health services within a K-12 educational system.
Minimum of five years of clinical practice and supervisory experience preferred.

Other Skills and Abilities Required

Demonstrated experience leading complex change management efforts.

Demonstrated experience with turnaround schools.

Strong interest in urban education and experience with driving improvement in student achievement

Inspire, manage, and collaborate with a wide variety of internal and external stakeholders at all levels

Strong organizational, communication, strategic planning, and interpersonal skills

Ability to collect, analyze, and use multiple sources of data

Ability to manage budget and personnel

Serve on district level committees

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Responsibilities

- Utilize knowledge of innovative programs, procedures, and objectives to facilitate staff development and implementation of appropriate learning experience for pupils, including but not limited to Academies, advanced Academics, Early College, Gifted and Talented, Themes, Academies, CLDE, Special Education, Title I, instructional technology, and CTE.
- Champion the creation of innovative programs and refinement or redesign of existing programs that require extensive cross-departmental collaboration and internal consensus.
- Lead the development and execution of processes, including replication of existing programs, launch of new programs, and recruitment and management of external school providers.
- Coordinate and ensure the successful integration of evidence-based strategies to support the growth and success of all innovative programs and scale successful strategies to other campuses.
- Assist in the development of Title I budgets and compliance with Title I requirements.
- Oversee orientation sessions, as needed, for effective implementation of Title I guidelines and instructional programs.

School/Organizational Climate

- Help sSet the vision and strategic plan for the District's model innovative and community schools and programs.
- Encourage and recognize excellence/improvement in the performance of staff.
- Demonstrate high expectations for staff through monitoring goals and program implementation, development and continuous improvement.
- Use surveys and feedback to maintain or create a positive organizational climate
- Relate to staff, students, and parents in way that convey mutual respect, concern, and high expectations.

Strategic Implementation and Continuous Improvement

- Create professional learning communities to promote innovative thinking and collaborative learning among principals and district instructional leaders.
- Communicate with campuses and appropriate district leaders to ensure desired outcomes of each program within the department.
- Support efforts by principals to achieve district goals and campus goals where appropriate.
- Systematically monitor effectiveness of assigned programs by collaboratively reviewing campus and student level data with principals and departments to ensure that goals are being met.
- Develop, plan and assist in the delivery of effective staff development activities for instructional personnel.

Policy, Reports, and Law

- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in special programs areas.
- Compile, maintain, and file all reports, records, and other documents as required.

Administration and Fiscal/Facilities Management

- Support and follow local, state, and federal rules and policies.
- Define program and other needs in the budget development process.
- Perform other duties as assigned.

Communications

- Facilitate communication and collaboration among campus administrators, district departmental leaders, and community members to enhance service delivery, program development, customer satisfaction particularly around innovative schools and programs.
- Invest and engage internal and external stakeholders in innovative school models and educational practices.

Personnel Management

- Prepare, review, and revise job descriptions in the department.
- Conference regularly with assigned staff to discuss performance and to jointly develop improvement objectives for professional growth opportunities.

Budget and/or Resource Responsibilities

- Develop, review and approve campus/departmental operating policies, procedures, and budgets
- Contribute in collaborative decision making regarding the purchase of resources

SUPERVISORY RESPONSIBILITIES

Supervision of direct reports that includes Instructional Coaches

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location

in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____