

Manager-School Operations Support

The Manager - School Operations Support will work closely with the Chief of Schools to provide strategic guidance and support to all schools. The Manager will serve in a multi-faceted, operational capacity in order to ensure that all schools create conditions for learning for all students through professional development and implementation of district policies and guidelines.

Essential Functions

- Serves as a member of the Office of School Support leadership team and assists in planning, development, establishment of goals and objectives for the network improvement plan.
- Monitors the performance of schools in all areas of responsibility against established goals and objectives and advises the Chief of School Support on areas of improvement.
- Facilitates the preparation and planning of school's annual budget in coordination with the Office of Finance.
- Provides support and guidance to leadership teams regarding daily school-based functions.
- Provides leadership and facilitation in the implementation and evaluation of behavioral interventions.
- Collaborates with school based and district teams to develop and implement school safety plans.
- Collaborates with School Support Team and school-based administration to provide support and resolution to student incident, parent concerns and climate/building related issues.
- Provides technical assistance to schools to resolve transportation issues in collaboration with City Schools Transportation Office.
- Gains a deep understanding of current initiatives that support improved academics and attendance; works closely with Office of School Support leadership to document the success of these processes in a strategic plan, implementation and success or failure of those strategies.
- Collaborates with school based administrative team and School Support Team to improve delivery of instruction and climate programs.
- Develops and manages collaborative communications and working relationships with schools and City Schools central office departments.
- 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.
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Maximum Salary \$180471.00

Minimum Salary \$101250.00

Desired Qualifications

- Master's degree in education, business, public administration or related field from an accredited college or university.
- Recent experience within Baltimore City Public Schools (3-5 years prior maximum) and/or a current employee of Baltimore City Public Schools.
- Valid Maryland State Department of Education Advanced Professional Certificate (APC) with Administrator I preferred but not required.
- Valid Class C Noncommercial driver's license and personal transportation.
- Demonstrated experience in complex problem solving with use of available resources and identifying creative solutions to challenging problems.
- Demonstrated knowledge of strategies that impact positive student achievement and productive school culture.
- Proficient in project management, strategic planning, organizational and operational skills.
- Knowledge of federal and state legislation and guidelines governing the education and discipline of students.
- Formal leadership experience in a school setting, three years minimum.
- Excellent verbal and communications, advocacy, and presentation skills.
- Experience working cooperatively and collaboratively with City Schools central office departments and to provide high-level district information of all schools.
- 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.
- Performs other duties related to the essential functions of the position as assigned.

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 Public School Administrators and Supervisors Association (PSASA) bargaining union.

This position is affiliated with the State Retirement System.

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 (\$101,250 - 149,361).