



SENIOR DIRECTOR – SYSTEM PLANNING AND PERFORMANCE

BASIC FUNCTION

Under administrative direction, drive district-wide processes by which data is used systematically to analyze problems and inform decision making and planning at all levels; develop measurement and analytical frameworks for assessing and reporting on the performance of the district, schools and individual students.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide leadership and support to the Board of Education, the Superintendent and Assistant Superintendents, principals, Directors and other District staff in fostering and improving data based decision making throughout the District. “E”
- Lead the design, implementation and management of planning and performance measurement systems in the school district, including evaluating and reporting on the performance of individual schools and programs as well as the performance of the district as an overall system. “E”
- Oversee and manage cross-functional planning and strategic initiatives involving both the academic and operational departments of the school system. “E”
- Direct the strategic grant application and management process at the district level. “E”
- Oversee the research, assessment and program evaluation activities of the district.
- Provide support to the district in using data to identify school and student performance challenges and aligning appropriate systemic supports. “E”
- Manage the human and financial resources of the Department of Research, Evaluation & Assessment in an efficient and cost effective manner while providing high quality service to the Department’s customers. “E”
- Provide technical expertise and information regarding division activities and participate in the formulation of policies, procedures and programs; advise on trends or challenges and recommend appropriate courses of action. “E”
- Oversee preparation, administration and control of assigned budgets and staff; Provide internal consultation services and recommend financial policies to the Superintendent of Schools and Board of Education. “E”
- Provide support to District divisions, internal and external stakeholders in assessing the impact of education legislation, ballot measures, negotiations and related matters; analyze impending legislation and recommend new and revised legislation language to assure K-12 public education laws which enhance the District’s educational mission. “E”
- Implement and evaluate programs, plans, processes, systems and procedures to achieve District goals. “E”
- Analyze, develop and review reports of findings, alternatives and recommendations involving a broad range of issues. “E”

- Deliver presentations to District management, Board of Education, District employees, the general public and others on a variety of educational programs status and operations. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Participate in meetings, workshops, seminars and in-services; represent the District in a variety of community based organizations and coalitions to effect positive dialogue and relations. “E”
- Supervise the performance of assigned personnel; interview, select, evaluate and train employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Senior Director – System Planning & Performance provides support to the Superintendent and Deputy Chief Executive Officer in identifying, prioritizing and overseeing cross-functional strategic initiatives leadership and directs and coordinates activities related to institutional planning, research and evaluation, and knowledge systems which support the mission, purposes and racial equity and educational goals of the District.

EMPLOYMENT STANDARDS

Knowledge of:

Demonstrated knowledge of school district operations, programs and reform initiatives

Effective and efficient project management techniques.

Research design and data collection methodologies.

Current statistical software and project management software.

Report writing and oral presentation techniques.

Principles and practices of public administration, intergovernmental relations, school business operations and financial management.

Principles, theories and practical application of bond funding, federal special funding programs and grants and public agency budgeting techniques.

State, federal and local laws, regulations and court decisions applicable to K-12 public school financial management.

District organization, operations, policies and objectives.

Principles, practices, tools and techniques of data analysis and project management.

Techniques and principles of high-quality customer service.

Internal consulting concepts and practices.

Principles and practices of effective leadership, management and supervision.

The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District.

Current technologies, statistical, financial, spreadsheet, presentation software.

Effective written and oral communication and presentation techniques.

Elements of effective leadership and supervision.

Current local, state and federal issues related to Portland Public Schools and K–12 public education.

Ability to:

Lead cross-functional projects and work with cross-functional business owners

Establish and track key performance metrics for operating units and programs

Assemble, analyze and report data for use by a wide variety of audiences.
Work effectively in a highly visible public arena with multiple stakeholders
Plan, direct and integrate a broad range of complex programs and activities.
Manage and oversee preparation and monitoring of assigned budgets.
Analyze a wide variety of educational data.
Address strategic problems creatively and critically.
Identify opportunities for improvement and follow through on changes in a timely and consistent manner.
Provide internal consultation services.
Present information regarding District programs in a proactive, comprehensive manner.
Prepare and present complex data in written and oral reports.
Represent the District in a variety of public settings.
Set and adapt to changing work priorities.
Provide leadership by building, directing and motivating a diverse workforce.
Manage and supervise staff and operations.
Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and other board policies.
Model ethical behavior and communicate high expectations of ethical behavior to others.
Maintain confidentiality of highly sensitive information.
Act judiciously under pressure.
Communicate effectively both orally and in writing.
Operate a variety of office machines, technologies, business, presentation, statistical and project management software.

Education and Training:

A Master's degree in Public Policy, Economics, Education, Business Administration, or related field is required.

Experience:

Seven years of data collection, policy analysis and development in a K-12 public school district or a full-service municipal, State or Federal public agency is required. At least three of these years must have been in an administrative leadership capacity, overseeing research projects, data analysis and policy development, operations, functions and staff. Experience in a large research or educational institution is preferred.

A PhD in one of the above-identified fields will substitute for two years of the required experience.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

Work hours will occasionally include irregular hours, evening and weekend meetings and district functions.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment. Work hours occasionally include irregular hours, evening and weekend, meetings and district functions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: Non-Represented
Salary Schedule: SL100

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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P