



CAMDEN CITY SCHOOL DISTRICT

Office of Human Resources

hiring@camden.k12.nj.us

Senior Director, School Support

(Pending availability of funds and Superintendent's approval)

The Superintendent invites qualified and interested candidates to apply for the position of **Senior Director, School Support**.

Camden City School District is in a historic period of change. With the recent state intervention, Camden is uniquely poised to transform and re-focus its efforts to ensure all students have the academic and personal skills required to succeed in life. Currently, Camden City has 26 district, 11 charter and 3 renaissance schools serving more than 15,000 students in total, of whom nearly 95% qualify for free or reduced price lunch. The district is committed to building talented and committed cadres of educators and providing the appropriate supports to schools to ensure all students can be successful.

[The Camden Commitment](#) outlines the district's plan to ensure that every student in the city is enrolled in an excellent school that meets his or her unique needs. The Camden Commitment represents the district's promise to honor the faith of educators, community members and families in the limitless potential of our children by implementing the considerable changes necessary to ensure that they are able to learn in an excellent school. As a part of this plan, the district is in the process of streamlining and transforming the Central Office into a customer service and school support organization focused on ensuring that all schools are well-equipped to provide all of their students with an excellent education.

The **Senior Director, School Support** will hold a critical senior leadership position in the district and will work closely with cabinet officials to set the vision and strategy for Camden City School District.

ROLE OVERVIEW

The Division of School Support will focus on providing schools with tailored support to foster their ability to rapidly improve student achievement. The Senior Director, School Support ("Senior Director") will work closely with the Deputy Superintendent, School Support and other senior district officials to manage key initiatives and inform the district's instructional strategy to ensure that students receive outstanding instructional support and services in their schools.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university
- At least 4-6 years of senior level management experience working for a school district, government agency or non-profit organization
- At least 2 years of experience managing complex, long-term projects involving multiple stakeholders
- At least 2-3 years of successful teaching experience in a K-12 setting or in a related area with demonstrated student achievement gains; preferred experience in urban settings
- Preferred experience leading major change management efforts
- Preferred experience in an urban school district, charter management organization or non-profit
- A valid driver's license as well as current insurance and vehicle with valid registration
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status

ROLE & RESPONSIBILITIES

Major responsibilities of the role include, but are not limited to:

- Provides flexible ongoing operational, analytical and project management support to the Deputy Superintendent, School Support
- Leads project management of key School Support initiatives in collaboration with other district staff (Projects may include but are not limited to management and oversight of special academic programs across the district, including the Camelot alternative education programs; Goodwill program for special needs students; the Positive Behavior Intervention System (PBIS) pilot; and career, technical and vocational education)
- Serves as the Deputy Superintendent, School Support's proxy on cross-functional work across the district where necessary, including but not limited to, Human Capital, School Performance, Communications and Finance and Operations
- Oversees and manages the programmatic direction and strategy of the district's grants management work, working closely with the Division of Finance and Operations to manage the grants process from application to implementation and reporting
- Joins Assistant Superintendents, the Deputy Superintendent of School Support and other senior district leaders on school visits and walkthroughs and takes actionable next steps to improve the quality of instruction based on observations and conversations with staff
- Provides strategic direction and leadership for communications, presentations, speeches, conferences, special events and correspondence involving leaders from the School Support team
- Actively participates with the Deputy Superintendent of School Support and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs through working groups, task forces and ongoing meetings
- Directs all facets of the daily operations of the Division of School Support to promote a culture of collaboration, constant communication and strong alignment with other central office team and school leaders
- Manages and addresses urgent and sensitive issues that arise frequently in the rapidly changing environment of the School Support team's work with schools and collaborates closely with colleagues and school leaders to achieve rapid, effective resolutions
- Manages communication to field-based staff and coordinates activities including professional development, events, etc.
- Provides leadership and support to ensure School Support team strategic goals and objectives are achieved

The Senior Director, School Support may also take on other tasks and responsibilities as assigned by their supervisor, the Superintendent and/or other members of the senior leadership team.

CORE COMPETENCIES

An ideal candidate for this role will demonstrate the following and/or have experiences with:

- Demonstrated ability to develop a vision and inspire others to achieve shared goals
- Demonstrated track record of success in:
 - Leading strategic educational initiatives
 - Coalition and relationship building across a diverse group of stakeholders
 - Leading significant cross-functional initiatives in diverse and complex organizational settings
- Creative and outside-of-the-box thinking
- Managing towards outcomes and ambitious goals despite significant obstacles
- Excellent oral and written communication skills
- Superior management skills, including influencing and motivating others to achieve outstanding results
- Candor: comfort leading difficult conversations with adults, guided by making decisions that are in the best interests of students and families
- Coaching managers to manage their own teams and departments effectively, including developing skills such as delivering critical feedback effectively, facilitating difficult conversations well and setting and monitoring ambitious team goals
- Ability to build and cultivate relationships with a wide variety of internal and external stakeholders
- Desire to grow professionally and seek out new opportunities to learn
- Integrity and clarity in all communications and interactions
- Strong problem-solving and project management skills - strong organizational skills, attention to detail, the ability to balance the big picture with detailed steps to reach the end goal and the ability to balance multiple projects under tight deadlines

- Commitment to the success of all Camden students and specifically to raising the academic achievement of children in high-poverty communities
- Ability to work independently and manage multiple responsibilities simultaneously
- Outstanding interpersonal and teamwork skills
- Flexible, optimistic approach; committed to overcoming challenges; comfortable with change and ambiguity
- Ability to thrive in a fast-paced and achievement-oriented environment
- Willingness to go above and beyond to contribute to the success of a dynamic team committed to a new future for urban education
- Fluency in all Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and basic Web browsers and searches
- Demonstrated ability to learn quickly and take initiative

REPORTS TO

- Deputy Superintendent, School Support

EVALUATED BY

- Deputy Superintendent, School Support

SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION

Salary Range:

- Competitive based on qualifications and previous experience

Employment Period

- Twelve Months, non-tenureable position

Union Affiliation

- Non-affiliated

HOW TO APPLY

Camden City School District is only accepting electronic applications. Please visit our [online application system](#) to submit your resume, cover letter and references today. Incomplete applications will not be considered.

**CAMDEN CITY SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**