



CAMDEN CITY SCHOOL DISTRICT

Division of Talent and Labor Relations

hiring@camden.k12.nj.us

Senior Director, Strategic Initiatives for Operations

(Pending availability of funds and Superintendent's approval)

The Superintendent invites qualified and interested candidates to apply for the position of **Senior Director, Strategic Initiatives for Operations**.

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 and 11 charter 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, Strategic Initiatives for Operations** will play a key role in spearheading and supporting key projects for the Division of Operations and will work closely with the Chief Operating Officer to ensure that the day-to-day work of the Division of Operations is aligned with the district's vision and strategy. The Senior Director will manage the Special Assistant for the Business Office and the Implementation Manager for the Office of Evaluations.

REQUIREMENTS AND QUALIFICATIONS:

MINIMUM REQUIREMENTS:

- Masters degree preferred
- Five (5) or more years of professional experience including project management and administrative support
- Previous work experience leading cross-functional work with multiple stakeholder groups and teams
- Track record of executing data-driven campaigns that led to strong qualitative and quantitative outcomes
- Track record of managing projects and initiatives that achieved or exceeded ambitious goals
- Maintains a high degree of confidentiality and professionalism at all times in handling sensitive information, data and issues
- 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

QUALIFICATIONS & RESPONSIBILITIES:

The Camden City School District's rapid transformation process calls for the development and high-quality implementation of programs and partnerships that can scale to serve students, parents, community stakeholders and partnerships district-wide. Reporting to the Chief Operating Officer, the Senior Manager will primarily be involved with work on special projects.

Major roles and responsibilities include:

- Provides project management leadership by overseeing strategic cross functional long and short term initiatives from conception through successful implementation (this includes, but is not limited to, worker's compensation, transportation, and out of district tuition)
- Provides additional capacity to departments under the Division of Operations as needed to ensure that core functions continue to be executed at a the highest quality
- Plans and facilitates high-quality meetings and events, including scheduling, coordinating, agenda and material preparation and timely follow-up on next steps-including divisional retreats.
- Oversees the construction of policies and procedures that ensures the proactive identification of systems and processes that need to be clarified for the District and works with cross-functional teams to come to a resolution and communicates these policies and procedures through the creation and implementation of District-wide handbooks and trainings
- Collaborates with the Chief Operating Officer to manage and address urgent and sensitive issues that arise frequently in the rapidly changing environment of the District and collaborates closely with colleagues across departments to achieve rapid, effective solutions
- Collaborates with the Chief Operating Officer to manage District-wide communication structures ensuring Central Office department leaders and school operations managers have regular access to accurate and up-to-date information
- Collaborates with the Chief Operating Officer to work with the Division of School Support to ensure that school-based leaders implement various programs and procedures in schools, including monitoring deadlines and submissions to other district teams
- Determines staff skill gaps and create structures and procedures for Division of Operations staff members to participate in trainings and professional development sessions
- Responsible for refining, redesigning and codifying teacher and leader evaluation processes by providing strong project management skills to ensure that the District remains in full compliance with all TEACHNJ regulations
- Monitors the district's approach to Talent and Labor Relations and School Support to ensure that all evaluative actions are aligned with the visions of these departments
- Ensures that summary evaluation data is provided to all teachers and school leaders in the district and that this data is shared with the Division of Talent and Labor Relations to inform personnel decisions
- Collaborates and communicates closely with other senior leadership team members to create strategy and process for other staff member evaluations across the district (this includes school-based staff and central office staff)
- Crafts a comprehensive data strategy that enables leaders to have regular access to clear and understandable teacher evaluation data to inform their support strategy and professional development approach
- Leads any necessary cross functional work streams as directed by Chief Operating Officer
- Provides flexible operational support as necessary for the Division of Operations

The **Senior Director, Strategic Initiatives for Operations** may also take on other tasks and responsibilities as assigned by the Chief Operating Officer.

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

- A willingness to go above and beyond to do whatever it takes to achieve strong results
- Extraordinary attention to detail
- High level of skill in project management, including developing and managing short-term and long-term work-plans involving multiple stakeholders
- Experience prioritizing multiple projects simultaneously, often with tight timelines
- Experience managing peer and senior colleagues towards ambitious and timely outcomes
- Strong oral and written communication skills
- Strong analytical skills, including comfort level using Microsoft Excel and other online reporting tools to compile data, trends and reports
- Building and cultivating relationships with a wide variety of internal and external stakeholders

- Outstanding interpersonal and teamwork skills
- Managing towards outcomes and ambitious goals despite significant obstacles
- Flexible, optimistic approach; committed to overcoming challenges; comfortable with ambiguity
- Managing change in school districts (especially mid-sized urban school districts) or other governmental institutions
- Ability to work independently
- Desire to grow professionally and seek out new opportunities to learn
- Integrity and clarity in all communications and interactions
- Commitment to the success of all Camden students; specifically to raising the academic achievement of children in high-poverty communities
- Ability to thrive in a fast-paced environment

REPORTS TO & EVALUATED BY

- Chief Operating Officer

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.

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