

Omaha Public Schools

Executive Director, School Improvement (130740734)

JOB POSTING

Job Details

Posting ID

130740734

Title

Executive Director, School Improvement

Description

Job Title: Executive Director of School Improvement

Location: Teacher Administrative Center (T.A.C.), 3215 Cuming St. Omaha, NE 68131

Reports To: Chief of School Improvement

Work Schedule/FLSA Status: 12 month / Exempt

Salary Schedule: Commensurate with experience and education

Position Purpose: Primary responsibility of the role of the Executive Director of School Improvement is to coordinate and manage all school improvement initiatives and programs and provide federal grant support under the direction of the Chief School Improvement Officer.

Essential Performance Responsibilities

- Coordinates and guides implementation of supports required by the state through Comprehensive Support and Improvement Schools, Targeted Support and Improvement, Additional Targeted Support and Improvement Schools and/or other state required improvement programs.
- Supports school improvement planning and accreditation under the guidance of the Chief of School Improvement.
- Supports the coordination and implementation of programming and grants as they impact academic recovery, school improvement, or continuous improvement models.
- Serves as a member of the Superintendent's District Leadership Team as well as other key district committees or initiatives as assigned.
- Assists in planning and implementing Administrators/Supervisors Meetings and other district required meetings.
- Support Research in state and federal reporting.
- Coordinates with schools and TAC Departments, i.e., Curriculum and Instruction Support, Student Information Services, Instructional Management Services, and Research to implement various programs.
- Works collaboratively with appropriate staff members to gather and analyze data regarding professional development, recruiting retention, and various other programs as assigned and in alignment with the Strategic Plan of Action.
- Collaborates to create reports and presents on effectiveness of professional learning and/or grants within areas of responsibility.
- Maintains data and creates reports as requested within areas of responsibilities.

Additional Duties: Performs other tasks and responsibilities assigned by the Superintendent of Schools and/or designee.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively, both verbal and written
- Ability to listen to external and internal customer needs
- Knowledge of public schools and the science of improvement
- Ability to deal with confidential matters
- Capable of working effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to organize, be detail oriented, and a self-motivator
- Ability to perform a variety of tasks, changing assignments on short notice, performing under deadlines with pressure, ability to work in a calm and efficient manner

- Ability to work as a productive team member
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

Qualification Profile:

- MA degree in education, or equivalent, required
- District leadership endorsement preferred
- Ability to interact effectively with and provide guidance to staff, students, parents and community member
- Ability to lead and manage professional and classified staff.
- Effective oral and written communication skills.
- Skill at budget preparation and management.
- Ability to interacting with a wide variety of internal and external stakeholder
- Detail-oriented with excellent analytical and problem-solving skill
- Ability to effectively manage time and a variety of responsibilities.
- Knowledge of data privacy practices and laws; experience with windows-based computing environment
- Ability to work effectively with faculty, staff and administrators to develop and implement uses of educational best practices in area of diversity.

Equipment: This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with OPS's guidelines for equipment use.

Travel: Frequent travel within metro area will be required. Occasional travel outside of metro area may be required.

Physical and Mental Demands:

- Regular attendance is important.
- Ability to perform tasks independently.
- Must have effective organization, time management, communication, and interpersonal skills.
- Ability to work extended hours on short notice may be required.
- Works in standard office environment and school building environments.
- Ability to travel in and outside of Omaha as requested.
- Ability to correspond verbally and written at a high level.
- Ability to work in school buildings around students and student activities.
- Ability to represent OPS to community, media, and governmental agencies.

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position

Terms of Employment

This position is treated as a full-time exempt certified position. The terms of your employment will be governed by applicable state laws regulating employment or teaching in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time. If your position is represented by a collective bargaining representative, then your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

Terms of employment are contingent upon:

- Verification of a valid Nebraska Teaching License or other required license.
- A background check which demonstrates background is acceptable for the position sought and working with or around students.
- Verification of U.S. Citizenship or legal authorization to work in the United States.
- Successful completion of a tuberculosis skin test (if required by federal law for your position).
- Execution and delivery to OPS of an Administrator Contract presented by OPS.

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process please contact the human resources department at 531-299-0240.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$173,737.59
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrator
<i>External Job Application</i>	Administrative	<i>Internal Job Application</i>	Administrative Internal
<i>Location</i>	Teacher Administrative Center	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Email Address is Required		

Job Application Timeframes

<i>Internal Start Date</i>	01/30/2024	<i>General Start Date</i>	01/30/2024
<i>Internal End Date</i>	02/25/2024	<i>General End Date</i>	02/25/2024

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Erin Perry	<i>Title</i>	Talent Services Coordinator
<i>Location</i>	Teacher Administrative Center, Dept of Human Resources	<i>Phone</i>	531-299-9776
<i>Email</i>	erin.perry@ops.org		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrative Survey - Classified
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