

CHAPTER 2018-17

**No. 281 AN ORDINANCE AMENDING A COMPENSATION PLAN FOR THE
PROVIDENCE SCHOOL DEPARTMENT AND AMENDING ORDINANCE
CHAPTER 2017-27, NO. 301, APPROVED JUNE 20, 2017**

Approved April 20, 2018

Be it ordained by the City of Providence:

2017-2018 ANNUAL SALARY RANGE

ASSISTANTS¹

Group I	General Assistant	15.04hr	
	30	hours per week	\$18,951
	35	hours per week	22,107
	40	hours per week	25,267
Group II	Teacher, Clerical or Security Assistant		
	15.04	1st Step	18,951 - 25,267
	15.62	2nd Step	19,693 - 26,258
	15.91	3rd Step	20,050 - 26,712
Group III	Teacher Assistant I, Clerical or Security Assistant		
	16.21	1st Step	20,421 - 27,229
	16.44	2nd Step	20,729 - 27,657
	16.77	3rd Step	21,131 - 28,178
Group IV	Teacher Assistant II, Clerical or Security Assistant		
	17.06	1st Step	21,488 - 28,651
	17.33	2nd Step	21,858 - 29,146
	17.60	3rd Step	22,184 - 29,560
Group V	Assistant Liaison		
	19.37	1st Step	24,415 - 32,553
	19.80	2nd Step	24,964 - 33,281
	20.26	3rd Step	25,531 - 34,041

CLERKS¹

10 Month Group I	22,890 - 29,502
12 Month Group I	29,840 - 36,451
12 Month Group II	30,315 - 36,796
10 Month Group III	24,180 - 30,666
12 Month Group III	31,868 - 38,355
12 Month Group IV	33,425 - 39,912
12 Month Group V	34,993 - 41,464
12 Month Group VI	44,765 - 52,367

TEACHERS¹

Step 1	40,547
Step 2	42,539
Step 3	44,818
Step 4	47,751
Step 5	51,624
Step 6	55,552
Step 7	59,204
Step 8	63,077
Step 9	66,507
Step 10	69,717
Step 11	72,483
Step 12	76,427

BA + 30	2,705
MA	3,105
MA + 30	3,507
Doctorate	3,907
National Board Certification	5,500

PRINCIPALS¹

Principals	108,997 - 122,657
Principal Coach Stipend	5,000
Potential Performance Award	3,000

ASSISTANT PRINCIPALS¹

Assistant Principals	98,433 - 103,513
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CERTIFIED ADMINISTRATORS¹

Superintendent	191,283 - 207,679
Chief Academic Officer	133,686 - 151,917
* Executive Director of Performance Management	124,530 - 133,686
<i>Executive Director of Teaching & Learning</i>	<i>124,530 - 133,686</i>
<i>Executive Director of Specialized Instruction & Services</i>	<i>124,530 - 133,686</i>
<i>Zone Executive Director (Elementary Zone 1)</i>	<i>124,530 - 133,686</i>
<i>Zone Executive Director (Elementary Zone 2)</i>	<i>124,530 - 133,686</i>
<i>* Zone Executive Director of Middle Schools</i>	<i>124,530 - 133,686</i>
* Zone Executive Director (Innovation Zone)	124,530 - 133,686
<i>Zone Executive Director (Secondary Zone)</i>	<i>124,530 - 133,686</i>
<i>* Zone Executive Director of New School Design</i>	<i>124,530 - 133,686</i>
<i>Zone Executive Director Lead Stipend</i>	<i>5,000</i>
Director of CTE @ PCTA	108,964 - 116,337
Director of Curriculum & Instruction	108,964 - 116,337
Director of ELL	108,964 - 116,337
<i>Director of Multiple Pathways for Students</i>	<i>108,964 - 116,337</i>
Director of Special Education	108,964 - 116,337
Director of Student Affairs	108,964 - 116,337
Director of Newcomer Program	108,964 - 116,337
* Director of Nursing, Health & PE	106,739 - 114,111
* Health Service Administrator	106,739 - 114,111
Coordinator of Student Services Mount Pleasant	101,593 - 108,964
<i>Special Education Manager</i>	<i>101,593 - 108,964</i>
Supervisor of A-Venture Program	101,593 - 108,964
Supervisor of Community Transition Services	101,593 - 108,964
<i>Supervisor of Fine Arts, World Language & Advanced Academics</i>	<i>101,593 - 108,964</i>
<i>Supervisor of K-12 Literacy</i>	<i>101,593 - 108,964</i>
<i>Supervisor of Math Initiatives</i>	<i>101,593 - 108,964</i>

<i>Supervisor of Personalized Learning</i>	101,593 - 108,964
Supervisor of Scheduling, Guidance, College/ Career Readiness & Student Supports	101,593 - 108,964
<i>Supervisor of Science Initiatives</i>	101,593 - 108,964
Supervisor of Special Education	101,593 - 108,964
<i>Director of PTECH</i>	98,433 - 103,513
* Out of School Time Coordinator	76,301 - 78,399

NON-CERTIFIED ADMINISTRATORS¹

Chief of Administration	133,686 - 161,924
* Chief of Staff	133,686 - 151,917
Business Manager	133,686 - 151,917
Chief of Human Capital	133,686 - 151,917
* Chief Transformation Officer	133,686 - 151,917
* Executive Director of Partnership & Development	119,103 - 133,686
<i>Executive Director of System Wide Performance</i>	119,103 - 133,686
* Executive Director of Engagement	119,103 - 133,686
Legal Counsel	119,103 - 133,686
Director of School Operations and Student Support	108,964 - 116,337
Senior Information Officer	103,100 - 116,848
* Administrator of Human Resources	97,934 - 109,955
Budget Director	90,785 - 103,394
Director of Communications	90,785 - 103,394
<i>Director of Family and Community Engagement</i>	90,785 - 103,394
<i>Director of Strategic Partnerships</i>	90,785 - 103,394
Director of Student Placement	90,785 - 103,394
Director of Student Support	90,785 - 103,394
<i>Director of Grant Funding</i>	85,919 - 108,964
Human Resource Manager	89,274 - 100,069
Human Resource Manager Employee Relations	86,885 - 103,000
* Human Resource Manager Talent Management	86,885 - 103,000
<i>Human Resource Manager Evaluations</i>	86,885 - 103,000
<i>Human Resource Manager Professional Development</i>	86,885 - 103,000
Program Manager - Operations	89,274 - 100,069
Senior Budget Officer	83,278 - 97,158
Data Manager	78,680 - 91,795
* Out of School Time Coordinator	76,301 - 78,399
* Facilitator of Family and Community Engagement	78,680 - 91,795
Expediter of Purchasing and Supplies	72,156 - 82,398
<i>Development Manager</i>	63,044 - 75,656
Administrator of HRIS/Records	68,735 - 80,190
Plant Operations Coordinator	68,347 - 78,399
Plant Maintenance Coordinator	68,347 - 78,399
Routing and Transportation Coordinator	68,347 - 78,399
* Timekeeper Administrator	63,376 - 77,831
Special Assistant to the Superintendent	62,883 - 83,844
Supervisor of Payroll and Personnel Related Records	60,717 - 75,818
Supervisor of Transportation	61,320 - 73,881
Budget Coordinator	57,402 - 69,492
Budget Officer	57,402 - 69,492
<i>Supervisor of Food Services</i>	60,718 - 73,844
Support Services Administrator	45,995 - 57,604
* Timekeeper Administrator	45,000 - 55,000
Community Ombudsman for Central Registration	40,684 - 50,101
<i>Career and Technical Education Program Coordinator</i>	44,475 - 52,895
<i>Pathways Coordinator – School Based</i>	44,475 - 52,895

OTHER POSITIONS¹

Administrative Assistant	37,463 -	44,637
<i>Assessment Coordinator for College & Career Readiness</i>	57,817 -	72,272
<i>Assessment Coordinator for Literacy & Language</i>	57,817 -	72,272
<i>Assessment Specialist for Adequate Yearly Progress</i>		63,658
Assistant Human Resource Generalist	41,569 -	44,762
<i>Assistant to the Director of Grant Funding</i>	57,817 -	68,937
<i>Assistant to the Professional Learning Manager</i>	43,531 -	54,987
Associate Counsel	62,852 -	72,200
Bus Monitor		21,787
Certified Occupational Therapy Assistant	26,026 -	43,641
Child Care Worker (School Year)	21.24/hr -	24.30/hr
Community Transition Liaison	39,375 -	45,256
Computer Management Specialist	60,481 -	69,988
Confidential Executive Assistant		52,556
<i>Creative Technology Specialist</i>	49,977 -	57,242
Crossing Guard		10,895
Customer Service Specialist	25,450 -	37,768
Customer Service Supervisor	45,995 -	57,604
<i>Data Specialist</i>	63,376 -	77,831
Data Specialist	63,376 -	77,831
Data Support Technician	63,376 -	77,831
Data & Testing Coordinator	22,143 -	29,365
Deputy Controller	72,272 -	83,391
<i>EEO & Recruitment Officer</i>	78,604 -	89,084
Educational Technology Specialist	55,594 -	66,712
Employee Relations Lawyer	71,462	80,212
Executive Assistant to the Superintendent	43,531 -	52,958
<i>Federal Programs Coordinator</i>	76,040 -	87,830
Fiscal Officer	44,914 -	57,747
Fiscal Officer Fixed Asset Management	44,914 -	57,747
Foreman		57,463
Grant Writer	63,044 -	75,656
Grants Program Officer	63,044	75,656
Help Desk Analyst	30,998 -	43,395
Human Resource Generalist	50,829 -	58,219
Human Resource Officer	57,643 -	68,123
Human Relations Specialist I	22,143 -	29,365
Human Relations Specialist II	23,617 -	32,503
Human Relations Specialist III	25,450 -	35,672
Human Relations Specialist IV	34,957 -	39,715
Human Resource Specialist	59,142 -	68,459
Innovation Specialist	63,044 -	75,656
Innovation Specialist	57,643	68,123
Innovation Specialist	57,643	68,123
* Job Coach	23,593	28,992
* Job Developer	23,593 -	28,992
Lab Technician	19,554 -	23,829
<i>* Manager of Partnerships</i>	63,044 -	75,656
Medicaid Specialist	52,049 -	58,294
Network Operations Facilitator	78,679 -	91,795
Non Certified Nurses		54,131
Occupational Therapist	44,226 -	74,161
<i>Parent Coordinator</i>		36,682
<i>Parent Engagement Specialist</i>	38,500 -	40,867
<i>Parent Specialist – School Based</i>	38,500 -	40,867
Perkins Program Coordinator	62,883	70,743
Physical Therapist	45,110 -	75,645
Placement Officer	41,616 -	44,762
<i>Professional Learning Manager</i>	55,905 -	70,797
Program Coordinator		40,000

* Public and Parent Information Specialists	45,069	58,303
* Communication Specialist	45,069 -	58,303
Public School Safety Service Officer		10,895
Research Specialist	68,937 -	83,391
ROTC Officer	51,498 -	59,903
Route Foreman	37,326 -	45,589
School Board Chairperson		4,500
School Board Member		3,500
School Board Policy Advisor		85,231
School Culture Coordinator	55,000 -	65,000
School Culture Coordinator	55,000 -	65,000
School Lunch Aides		9.60/hr
Senior Placement Officer		40,889
Shower Matron	18,228 -	27,557
Social Coach	44,030 -	52,836
Student Registration and Data Specialist	52,306 -	58,741
Student Registration and Placement Analyst	48,695 -	56,285
Supervising Occupational Therapist	63,872 -	81,947
Technical Support Technician		74,056
Technology E-Mail Administrator	69,989 -	79,809
Technology Integration Specialist	72,272 -	83,391
Technology Service Coordinator	54,597 -	64,847
Translator	41,696 -	56,646
Turn-A-Round Arts Coordinator	40,000 -	50,000
Water Safety Instructor	20,137 -	25,814
Wellness Coordinator	54,597 -	64,847
Workers Compensation Attorney		60,731

¹Reflects base salary.

Asterisk * Saving/Cost Neutral
 Blue: Shift between departments
 Red: FTE Reduction / Position(s) Eliminated
 Green: New Position(s)
 Bold italicized non-local funding

In City Council
 APR 05 2018
 Read and Passed the First Time
 And Referred to the Committee
 On Finance
Joel L. Hager Clerk

IN CITY
 COUNCIL
 APR 19 2018
 FINAL READING
 READ AND PASSED
David C. Smith
 PRESIDENT
Lois R. Hager
 CLERK

I HEREBY APPROVE.

[Signature]
 Mayor
 Date: 4/20/18

**Providence School Department
Local Budget
FY2017-2018 Amended Appropriations Plan
March 17, 2018**

Revenue Changes

March Data Updates	3,986,679	
Density Aid Updates	(5,900)	
Total Adjusted Revenue		<u><u>\$3,980,779</u></u>

Final Budget Reductions / Additions

Salary & Benefit Changes

<u>New Positions (Includes Benefits)</u>	<u>Salaries</u>	<u>Benefits</u>
Nurse @ Carl Lauro 3/5 (0.60 FTE)	48,632	
Director of Student Supports 360/ Evolution (2 FTE's)	180,004	
New Comer Program Director (1 FTE)	116,338	
Fiscal Officer Asset Management (1 FTE)	45,000	
New Teachers Bishop 5 FTE's	296,795	
Fringe Benefits		296,445
Subtotal	\$686,769	\$296,445
Subtotal - New Positions - Salary & Benefits		\$983,214

<u>Position Funding Shifts (Includes Benefits)</u>	<u>Salaries</u>	<u>Benefits</u>
Out of School Time Coordinator Funding Shift	76,000	
Par Teacher (1 FTE) - Funding Shift	86,384	
Fringe Benefits		66,681
Subtotal	\$162,384	\$66,681
Subtotal - Funding Shifts - Salary & Benefits		\$229,065

<u>Position/Title Changes (Includes Benefits)</u>	<u>Salaries</u>	<u>Benefits</u>
HR Officers (2 FTE's x \$57,643)	115,286	
HR Manager (1 FTE)	91,972	
HR Administrator (1 FTE)	(109,955)	
Clerical Upgrades HR to Grade V	9,800	
Legal Counsel (\$123,408 x 80%) (annual)	98,726	
Employee Relations Lawyer (\$123,408 x 60%)	(74,044)	
Associate Counsel (\$62,852 x 80%) New Position (annual)	50,282	
Prorated Adjustment	(24,682)	
* Title Change Cost Neutral		
* Chief of Staff	151,917	
* Chief of Transformation	(151,917)	
* Executive Director of Engagement (new title)	133,686	
* Executive Director of Partnership & Development	(133,686)	
* Director of Nursing, Health & PE	114,111	
* Health Service Administrator	(114,111)	
* Executive Director New School Design	133,686	
* Executive Director of Performance Management	(133,686)	

* Job Developer	28,992	
* Job Coach	(28,992)	
Fringe Benefits		56,441
Subtotal	\$157,385	\$56,441
Subtotal - Position Changes - Salary & Benefits		\$213,826
Other Benefit Changes	Salaries	Benefits
City Retirement Increase		853,216
Subtotal - Other Benefit Changes		\$853,216
Salary and Benefit savings partial year		(375,000)
Total - Salary & Benefit Changes		\$1,904,321
Services		
Charter School Rate Reduction (\$68)	(314,840)	
Statewide Transportation Increase	120,000	
Electricity	175,000	
Security System Upgrades	187,500	
Subtotal - Services		\$167,660
Supplies		
Fuel Oil	(323,598)	
Natural Gas	148,598	
Subtotal - Supplies		(175,000)
Capital and Equipment		
Lima Classroom Furniture	7,500	
Sanchez Classroom Furniture	27,000	
Evolutions Classroom Furniture	45,000	
360 Classroom Furniture	20,000	
Elementary Playground Equipment	50,000	
Subtotal - Capital and Equipment		\$149,500
Other Commitments		
Summer Learning	580,000	
Self Insurance Pending Obligation	500,000	
City IT Support	854,298	
Subtotal - Future Planning		1,934,298
Total Expense Change		\$3,980,779

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Associate Counsel	12 Month (Non-Union) Salary Range: \$62,852 – \$72,200
REPORTS TO:	DIRECTLY SUPERVISES:
Legal Counsel and City Solicitor	N/A
(Summary) JOB DESCRIPTION:	
Investigates and represents the School Department in suits, administrative actions, and claims brought against the School Department and its agents and performs general legal work under the direction and supervision of Legal Counsel and City Solicitor.	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">• Juris Doctor in Law.• Current Rhode Island License to practice law.	
CERTIFICATE / LICENSE REQUIRED:	
<ul style="list-style-type: none">• Current State of Rhode Island law license in good standing and admission to the United States District Court for the District of Rhode Island	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ul style="list-style-type: none">• Investigates or assists in the investigations of suits or claims against the School Department.• Review and interpret all laws, regulations, statutes, rules and policies affecting the school district.• Does trial work in defending suits against the School Department.• Assists in the preparation of contracts and other legal documents on behalf of the School Department and its agents.• Advises School Department employees with respect to legal problems arising in connection with their duties.• Performs legal research and renders general assistance in general litigation matters.• Drafts and reviews legislation for presentation to the Rhode Island General Assembly where interests of the School Department are involved, and drafts and reviews resolutions effecting Providence School Department.• Prosecutes cases brought by School Department police for violation of criminal laws of the State, and by School Department departments and officials for violation of municipal ordinances.• Prepares responses to discovery and public records request on behalf of the Department.• Advise Prepares or oversees completion of required internal documentation and reports.• Performs other duties as assigned.	
MINIMUM QUALIFICATIONS STANDARDS:	
<ul style="list-style-type: none">• Juris Doctor in Law.• Current State of Rhode Island law license	

- Ability to communicate concisely and effectively both verbally and in writing.
- Knowledge of the principles and practices of municipal law, as well as established precedents and sources of legal reference; knowledge of judicial procedures and the rules of evidence;
- Ability to conduct independent legal research and to analyze and interpret results; ability to plan, organize and manage multiple projects.
- Interpersonal skills necessary to represent and act as an official spokesperson for the district. The incumbent is also required to effectively communicate with staff, parents and outside legal counsel in the resolution of legal issues in a tactful, courteous and respectful manner.
- Analytical ability to evaluate legal issues and develop effective solutions.
- Written and computer skills necessary to maintain various departmental records, documents and reports.

For Internal use only		JOB CODE:	
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:	
4/1/18	4/9/18	4/9/18	
FILE NAME:			
(Type job code here)			

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Chief of Staff	12 months/non union
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
INTERNAL TEACHERS ONLY:	INTERNAL AND EXTERNAL TEACHERS:
N/A	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Superintendent	Executive Director of System Wide Performance; Executive Director New School Design Zone; Director of Strategic Partnerships; Innovation Specialist; Certified Teacher Social Emotional Learning Specialist; Wellness Coordinator; Development Manager; Grant Writer
JOB LOCATION:	INTERVIEW LOCATION:
797 Westminster Street, Providence RI	
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
Replacement Chief Transformation Officer	Administrator \$133,686 - \$151,917
(Summary) JOB DESCRIPTION:	
<p>The Chief of Staff position is a cabinet level position responsible for direct administrative supervision of the departments of Development, Innovation, Partnerships, School Improvement and New School Design, Social Emotional Learning, System-wide Performance and Wellness. The position assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. Position reports directly to the Superintendent serves as the Superintendent's advisor, and plays a key role on the district leadership team. The Chief of Staff may represent the Superintendent at meetings or events, on committees, or in other capacities at the Superintendent's request. The Chief of Staff may be asked to serve as Acting Superintendent in the Superintendent's absence. The primary objective for the Chief of Staff is to ensure the district runs effectively, equitably, transparently and efficiently for all stakeholders. The Chief of Staff leads and implements systems and structures to support team collaboration across the Chiefs and Cabinet, and the ongoing implementation of the strategic plan.</p>	

EDUCATION TRAINING AND EXPERIENCE:
<ul style="list-style-type: none"> • Bachelor's Degree from accredited college or university relative to Business, Law, Public Administration, Management, or other related areas required • Master's Degree preferred • Experience in school districts, municipalities or public agencies, collaborating with diverse populations and managing external stakeholders. • A comparable amount of training and experience may be substituted for the minimum qualifications.
CERTIFICATE / LICENSE REQUIRED:
<ul style="list-style-type: none"> • This position does not required a certificate/license
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<p>Management oversight:</p> <ul style="list-style-type: none"> • Ensure operational efficiency and effectiveness across all departments • Ensure internal communications, curation of best practices and dissemination of knowledge in support of a culture of collaboration and performance at schools • Manage the alignment of funding, budget processes and internal resources in collaboration with the finance and budget office. • Supervise, evaluate and direct assigned staff with in the Chief of Staff Division • Oversee the school improvement process and accountability of the school district to the state education agency • May serve as the Superintendent's liaison to the Mayor's Office on issues related to partnerships, policy, and others as assigned by Superintendent • Organize and/or chair various committees as directed <p>Strategic oversight:</p> <ul style="list-style-type: none"> • Oversee, implement and evaluate a strategic plan in support of school-based decision-making • Support the Superintendent in the continuous review and revision of goals and objectives, and efforts to measure progress toward their attainment • Prepare and review Chief of Staff direct budget • Assist in the determination of types of programs needed by the school district and make recommendations • Facilitate the empowerment and new school design process • Remain abreast of developments and innovations in the field by reading current literature, attending professional and association meetings and conferences and discussing developments of mutual interest with others in the field <p>Policy and Community Oversight:</p> <ul style="list-style-type: none"> • Maintain School Board relations, including making presentations to the Board and assisting with policy development • Manage relations with the Rhode Island Department of Education (RIDE) as assigned by Superintendent • Respond to inquiries for interpretation from district staff on matters not clearly covered by regulation, policy or legislation

<ul style="list-style-type: none">• Review and edit reports requested from the Superintendent and/or School Board members• Prepare and provide workshop presentations for the School Board• Establish and maintain effective working relationships with community and state agencies, area businesses, industries and other organizations• Explain and interpret programs to staff, families and the general public• Collaborate and work cooperatively with advisory boards• Respond to family and community concerns as necessary• Participate in system-wide policy development• Attend School Board meetings• Represent the Superintendent and School District externally and in the community as assigned by Superintendent• Perform other related work as required		
MINIMUM QUALIFICATIONS STANDARDS:		
KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none">• Comprehensive knowledge of school district objectives, procedures and organization• Strategic thinking and ability to translate strategies into action• Excellent oral and written communication skills• Ability to marshal resources internally and externally to support organizational objectives• Ability to work with and through School Board members and City Hall• Ability to conceptualize, initiate, monitor and evaluate new and/or current programs• Ability to establish and maintain effective working relationships with all level of staff and associates• Ability to collaborate with other agencies, community partners, the business community and donors		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
00/00/0000	00/00/0000	00/00/0000
FILE NAME:		
(Type job code here)		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Communication Specialist	12 Month Position
NUMBER OF VACANCIES:	EXTRA DAYS:
1	(Type extra days here)
REPORTS TO:	DIRECTLY SUPERVISES:
Director of Communications-Press Secretary	
JOB LOCATION:	INTERVIEW LOCATION:
Administration Building	(Type interview location here)
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
	Non – Union Salary Range: \$43,003-\$55,361
(Summary) JOB DESCRIPTION:	
<p>Contingent upon funding</p> <p>The Communication Specialist plays an integral role in implementing the school district's communications plan by ensuring that stakeholders are provided with timely and accurate information on district initiatives, activities and issues, in order to support student achievement. This person will be part of a team committed to strengthening parent and community engagement through effective and appropriate information dissemination. This person will be primarily focused on developing and coordinating electronic, print and other visual communications.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
*Bachelor's degree from an accredited educational institution or relevant experience required	
CERTIFICATE / LICENSE REQUIRED:	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<p>Duties include:</p> <ul style="list-style-type: none">*Maintaining the district's website and conduct website training for district and school staff members.*Serving as principal photographer for the district.*Promoting events and news in English and Spanish through social media including photography and video-based platforms.	

*Designing electronic and print publications for targeted stakeholder groups, including but not limited to brochures, flyers, newsletters and invitations.

*Writing and translating written materials as needed.

*Performing other duties as requested by the Director of Communications.

MINIMUM QUALIFICATIONS STANDARDS:

*Demonstrated proficiency in English and Spanish, with strong writing and oral communications skills.

*Demonstrated proficiency in layout and design software, including but not limited to Adobe Creative Suite.

*Experience in CMS and website management.

*Experience with photography and photojournalism.

*Experience with social media, including but not limited to Facebook, Twitter and Instagram.

*Strong ability to work both independently and as a team player.

*Mastery of Microsoft Office Suite.

Preferences

*Experience with videography

*Demonstrated understanding of KG-12 public education.

APPLICATION REQUIREMENTS:

Uploaded in PATS profile

*Resume

For Internal use only

JOB CODE:

DATE(s) CREATED:

DATE(s) REVIEWED:

DATE(s) REVISED:

00/00/0000

00/00/0000

00/00/0000

FILE NAME:

(Type job code here)

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Development Manager	Non-Union 12 Month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	(Type extra days here)
REPORTS TO:	DIRECTLY SUPERVISES:
Chief of Staff	N/A
JOB LOCATION:	INTERVIEW LOCATION:
797 Westminster Street	797 Westminster Street
REASON FOR OPENING: NEW OR REPLACEMENT	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – Non-Union
Replacement – Grants Program Officer position	Non-Union 12 Month \$63,044 - \$ 75,656
(Summary) JOB DESCRIPTION:	
The Development Manager will help Providence Public Schools manage the large grants and fundraising efforts at a district level. Specifically, the primary focus on the position will be to support the Superintendent's office and district-level teams in fundraising and to establish and maintain the overall systems and structures for donor stewardship for the district across the community, including through Rekindling The Dream Foundation. The Development Manager will be responsible for helping the organization to maintain and expand funding from private foundations, as well as to develop new sources of income from individuals, events, and governmental grants, among others. The position reports to the Chief of Staff and works on the Development team with the Grant Writer.	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">• 3 years' experience in non-profit program and/or fundraising roles• Bachelor's Degree required• Master's Degree highly preferred	
CERTIFICATE / LICENSE REQUIRED:	
N/A	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ul style="list-style-type: none">• Engage in research to identify new individual, foundation, and corporate prospects.• Solicit sponsorship and manage in-kind donations.• Manage data systems (Salesforce) and coordinate the rules and guidelines for tracking, accounting and consistent reporting.• Write and provide reports to assess progress to goal and support colleagues in grant management.	

- Evaluate marketing options for PPSD and develop the plan in support of the strategy in the district strategic plan.
- Develop, coordinate and implement a new high donor program for PPSD and its schools.
- Create, develop, coordinate, maintain and implement an annual fundraising plan.
- Write fundraising letters and appeals; maintain regular correspondence with foundations, donors, and board members;
- Oversee development communications and plan events.
- Prepare/and or review drafts of grant proposals and reports in support of district-wide teams.
- Liaise with government agencies and city departments to promote collaboration and support for all City fundraising efforts.
- Manage the Rekindling the Dream (RTD) Foundation and prepare for RTD Board meetings
- Partner with Grant Writer on joint efforts of public funding requests that need to be applied for through RTD.
- Support the Chief of Staff and/or Superintendent of Schools on special projects.

MINIMUM QUALIFICATIONS STANDARDS:		
<ul style="list-style-type: none"> ● At least 3 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience. ● Familiarity with public schools and the Providence community ● Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events. ● Excellent written communication, research, and organizational skills. ● Ability to develop and manage budgets and prepare financial reports. ● Computer literacy, with experience with fundraising databases preferred. ● Interest, enthusiasm, and affinity for fundraising, grant writing, and working with people. ● Work well in multicultural teams and with diverse constituencies. ● Self-motivated, work well under pressure and be able to handle several projects at one time. ● Good judgment, a sense of humor, and ability to work independently and with teams ● Works well under pressure and able to meet tight deadlines ● Demonstrated writing and editing skills appropriate for competitive proposal submissions. ● Demonstrated skill in using terminology and concepts related to educational and community issues. ● Ability to create engaging and compelling text while maintaining technical accuracy and adhering to strict page limitations. ● Excellent interviewing and persuasive writing skills. ● Demonstrated ability to analyze and interpret quantitative and qualitative information. ● Ability to juggle multiple demands, manage shifting priorities, and negotiate timelines. ● Advanced skills in Microsoft Office and especially Microsoft Word. 		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
00/00/0000	00/00/0000	00/00/0000
FILE NAME:		
(Type job code here)		

**PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION**

TITLE:	WORK YEAR:
Director of Nursing, Health and PE	2017-18
NUMBER OF VACANCIES:	EXTRA DAYS:
1	(Type extra days here)
INTERNAL TEACHERS ONLY:	INTERNAL AND EXTERNAL TEACHERS:
(Type internal teachers only here)	X
REPORTS TO:	DIRECTLY SUPERVISES:
Chief Academic Officer	Health Medical Secretary
JOB LOCATION:	INTERVIEW LOCATION:
182 Thurbers Avenue Providence RI 02905182	182 Thurbers Avenue Providence RI 02905
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position. Conversion	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please indicate the Salary Range for the positions. 106,739 - 114,111
(Summary) JOB DESCRIPTION:	
To develop and implement comprehensive Health Service Program that advances the well-being, academic success, and lifelong achievement of students. The Director will lead the development and implementation of a standards-based Health and Physical Education Program and the Nursing Program across all PPSD schools K-12. The Director will lead a team that facilitates positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none"> • Current license to practice as a registered nurse. • Successful experience as a school nurse teacher for a minimum of 5 years. • Masters Degree in Health Education or related field preferred. 	
CERTIFICATE / LICENSE REQUIRED:	
<ul style="list-style-type: none"> • Health Supervisor Grade PK-12 and School Nurse Teacher 	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ul style="list-style-type: none"> • Supervises and Evaluates performance of School nurse Teachers. • Has complete understanding of Substance Abuse, AIDS and Blood-Born Pathogens. • Conducts or participates in studies or research related to the school Health Programs. Develops an annual budget and orders the Nursing Health Supplies and Equipment. • Contributes to the understanding of School Health Programs through public relations and inter-agency activities. Cooperates with community health agencies. • Works in collaboration with Medical Director/Consultant, Health Educators, Nurse Teachers and Director of Operations as required to provide health services to students. 	

<ul style="list-style-type: none">• Is knowledgeable about laws pertaining to the School Health.• Consult with Physician and Special Education Directors/Supervisors to assist them with the interpretation of public health laws and establishment of procedures governing the readmission of pupils in connection with infectious diseases or improper immunizations.• Provide in-service training for Health Service Staff and other professional personnel where applicable.• Assist in the planning and implementation of professional development for school/nurse teachers, the health service staff and other professional personnel where applicable.• Serve as a liaison to the Rhode Island Department of Health, Hospitals, Clinics, Physicians, and the Rhode Island Department of Education.• Schedules examining physicians to complete required medical examinations for students.• Coordinate with school/nurse teachers for scheduling of physicians to complete required medical examinations.• Assumes other responsibilities as assigned.• Performs other duties as assigned by the Chief Academic Officer		
MINIMUM QUALIFICATIONS STANDARDS:		
<ul style="list-style-type: none">• Demonstrated experience in working with diverse (race, language(s), sexual-orientation, ability, and socioeconomic background) people in urban settings, preferably focused on families, youth and/or education issues. Must be knowledgeable about issues facing urban youth.• Strong interpersonal skills• Genuine interest in young people.• Must be willing and eager to listen to, respect, work with, and build trusting relationships with students.• Solid understanding of the district's school reform agenda, as well as state and national laws and regulations related to education.• A willingness to receive and/or continue with training that will enhance this role• Excellent oral communications, writing and analytical skills.• Creative problem solving and strategic thinking skills• Highly organized and self-directed. Ability to prioritize multiple interests and demands, and manage time effectively. Flexible and adaptive to change.• Demonstrated experience working in high-stress environments.		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
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FILE NAME:		
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PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Director of Student Support	12 Month Non-Union
NUMBER OF VACANCIES:	EXTRA DAYS:
1	(Type extra days here)
INTERNAL TEACHERS ONLY:	INTERNAL AND EXTERNAL TEACHERS:
(Type internal teachers only here)	X
REPORTS TO:	DIRECTLY SUPERVISES:
School Principal	N/A
JOB LOCATION:	INTERVIEW LOCATION:
School Location	(Type interview location here)
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please indicate the Salary Range for the positions.
	Non-Union 12 Month Salary Range: \$90,785 - \$103,394
(Summary) JOB DESCRIPTION:	
<p>*Contingent upon funding</p> <p>WORK SCHEDULE: School schedule</p> <p>The Director of Student Support Services is a dynamic individual who is passionate about changing the lives of young people and improving school culture.</p> <p>This position will build partnerships and relationships with students, teachers, administrative staff, and the community at large. The Director facilitates student groups and relationships and consults with school staff and Administration as it pertains to a positive school climate. This position primarily works with students, staff, and parents to create and manage the school's academic learning environment. This position works directly with students to resolve conflicts, implement and enforce discipline procedures, and minimize/de-escalate behavior situations using a student-centered approach to modeling.</p> <p>The Director will value collaboration, a positive culture among students, staff and administration, and the support to ensure students and teachers succeed. We celebrate the successes of our students and expertise of our colleagues.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
Bachelor's degree from an accredited educational institution.	
*At least three (3) years of experience working with diverse populations in an educational setting.	
CERTIFICATE / LICENSE REQUIRED:	

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<p>The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required within this position.</p> <ul style="list-style-type: none">*Implement standards for student behavior in order to ensure a safe, secure and effective learning environment by providing a high degree of structure, clear expectations and consistency.*Coordinate and implement a school wide behavior management system with meaningful incentives and re-direction strategies.*Partner with parents and families to build an authentic school wide community.*Lead parent academies, community meetings and other school wide culture building activities.*Work closely and effectively with children who have behavior challenges.*Facilitate staff trainings on student-teacher relationships, classroom management, parent partnership and school culture.*Conduct regular school culture walk-throughs to help staff maintain a high bar of excellence.*Help supervise school entry, breakfast, lunch, dismissal and transitions to ensure they are orderly and positive.*Accurately monitor and analyze daily student attendance, homework and discipline records; create new systems and structures to proactively address school's areas of need.*Directly train teachers in developing clear and consistent classroom expectations and routines.*Support teachers in building meaningful relationships with students and families.*Directly coach teachers to help them master classroom management and classroom culture techniques that are consistent with the school's values and culture norms.*Create and disseminate information which may pertain to the position's scope of work.*Maintain accurate behavior data records and provide behavior reports on a regular basis.*Perform other duties and administrative functions as assigned by the Principal.
MINIMUM QUALIFICATIONS STANDARDS:
<ul style="list-style-type: none">*Experience leading and managing adults.*Experience in and/or understanding of urban school districts.*Superior grasp of effective, research-based behavioral methods and strategies for urban youth and diverse populations, including restorative justice.*Skills in working with students with diverse needs*Exemplary instructional and classroom management skills.*Excellent communication skills and the ability to develop and maintain effective working relationships with diverse constituents (teachers, parents, children, board members); clear writer, facilitator and public speaker.*Strong time management skills for adapting and meeting deadlines.*Data management tools, organizational tools, computer skills (Word, Excel, PowerPoint and Outlook)*Proven ability to influence and enhance cooperative working relationships within a team environment.*Ability to analyze data to inform decision making.*Ability to lead within a fast-paced, dynamic, and rapidly-changing environment.*Proven track record of meeting extremely high standards for student achievement.*Proven ability to proactively lead by example, effectively manage adults, and respond positively to feedback.

APPLICATION REQUIREMENTS: Uploaded in PATS profile *Resume		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
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FILE NAME:		
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OFFICIAL

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Executive Director of Engagement	260 Days
NUMBER OF VACANCIES:	EXTRA DAYS:
1	0
INTERNAL TEACHERS ONLY:	INTERNAL AND EXTERNAL TEACHERS:
No	Internal/External
REPORTS TO:	DIRECTLY SUPERVISES:
Chief of Administration	Customer Service Supervisor; Customer Service Specialist; Director of Family Engagement; Parent Coordinator; Parent Engagement Specialist; Sec. to Executive Director
JOB LOCATION:	INTERVIEW LOCATION:
797 Westminster St., Providence, RI	797 Westminster
REASON FOR OPENING:	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – Administrator
Title Change	\$119,103-\$133,686
(Summary) JOB DESCRIPTION:	
The Executive Director of Engagement will be play an integral role in the improving customer service to students and families across the District.	
EDUCATION TRAINING AND EXPERIENCE:	
A Bachelor's Degree from an accredited institution of higher education is required.	
CERTIFICATE / LICENSE REQUIRED:	
A certificate is not required for this position.	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<p>Under the primary supervision of the Chief of Administration, this individual will be responsible for the following tasks:</p> <ul style="list-style-type: none">• Provide direct supervision and support to the Director of Family Engagement and the Supervisor of the Customer Service Center.• Oversee the District's Family and Community Engagement (FACE) department and ensure the	

district's plan for increasing parent involvement is fully implemented.

- Oversee and assume responsibility for the outcomes of the District's Customer Service Center, analyze the Center's performance data, and produce reports as requested.
- Oversee and manage the Bradford Scholarship program and other scholarship programs, as assigned.
- Coordinate with other departments, including Teaching and Learning, Registration and Transportation.
- Plan, coordinate and execute of special District events to include staff recognition and appreciation celebrations as directed by Chief of Administration and/or Superintendent
- Support the Chief of Administration and/or Superintendent of Schools on special projects and other assignments, as needed to support the achievement of district goals.
- Work cross-functionally with all district staff to promote parent involvement.
- Work with external agencies to promote parent engagement, as directed.

MINIMUM QUALIFICATIONS STANDARDS:

The following qualifications are preferred:

- Familiarity with public schools and the City of Providence community
- Demonstrated skill in using terminology and concepts related to educational and community issues
- Excellent interpersonal and intercultural communication skills
- Work well with multicultural teams and diverse constituencies
- Excellent oral communication, including experience in public speaking at community events
- Excellent written communication and organizational skills
- Proven ability to hire, train, develop and manage staff
- Ability to develop and manage to budget
- Self-motivated, work well under pressure and be able to multitask several projects at a time to meet tight deadlines
- Good judgment and an ability to work independently and with teams
- Demonstrated ability to analyze and interpret quantitative and qualitative information
- Advanced skills in Microsoft Office, especially Microsoft Word, Excel and PowerPoint.

For Internal use only

JOB CODE:

DATE(s) CREATED:

DATE(s) REVIEWED:

DATE(s) REVISED:

07/25/2013

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FILE NAME:

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PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Executive Director of Specialized Instruction and Services	2017-2018
NUMBER OF VACANCIES:	EXTRA DAYS:
1	(Type extra days here)
INTERNAL TEACHERS ONLY:	INTERNAL AND EXTERNAL TEACHERS:
(Type internal teachers only here)	
REPORTS TO:	DIRECTLY SUPERVISES:
Chief Academic Officer	Supervisor of Special Education; Special Education Manager; Job Developer; Translator; Departmental Secretary; Secretary to Supervisor/Coordinators
JOB LOCATION:	INTERVIEW LOCATION:
797 Westminster St	797 Westminster St
REASON FOR OPENING: NEW OR REPLACEMENT New	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – Non-Union 124,530 – 133,686
(Summary) JOB DESCRIPTION:	
<p>The Executive Director of Specialized Instruction and Services is responsible for leading PPSD's special education, early childhood, behavioral health and 504 programs to ensure high quality instruction and services that emphasize individualization, evidence-based programs and tiered interventions, and inclusion. The position ensures high quality, age appropriate instruction and services in the district's Pre-K and special education classes, evidence-based behavioral health practices by the district's social workers and psychologists, and coordinated accommodations in 504 Plans. The position also ensures district-wide adherence to the Individuals with Disabilities Education Act (IDEA 2004), Section 504 of the Rehabilitation Act of 1973, and laws governing Early Childhood Education. The Executive Director will develop and implement systems to empower school-level teams to create high-quality education programs for their unique student body.</p> <p>The Executive Director of Specialized Instruction and Services will be a member of the Division of Teaching and Learning Leadership Team and will assist this team in making decisions and plans, grounded in the district, and office, strategic goals.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">● Master's degree from an accredited college or university with specialization in the areas of early childhood, or special education, or administration/educational leadership● A minimum of 5 years of experience as a classroom teacher, instructional coach, related service provider, special education or early childhood coordinator, assistant principal, and/or principal.● Experience providing leadership in designing, planning and implementing instructional programs for specialized populations and professional development.● At least one year of administrative or supervisory experience in education.● Knowledge of research-based instructional practices in special education, early childhood or behavioral health.● Experience using instructional technology to support teaching and learning, curriculum	

<p>development, staff training, and program and student accountability.</p> <ul style="list-style-type: none"> ● Successful recent leadership experiences in assessing program needs, special education, early childhood or behavioral health program implementation and staff training; or other combinations of applicable education, training and experience which provides the knowledge, abilities and skills necessary to perform effectively in the position may be considered.
CERTIFICATE / LICENSE REQUIRED:
RI Certification: ADMINISTRATOR OF SPED PK-12
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<ul style="list-style-type: none"> ● Identifies needs for program improvement in special education, early childhood, behavioral health and 504; designs and conducts evaluations of new and existing programs; and interprets the programs to the professional staff, Board of Education, and the community. ● Provides support to the special education, early childhood, behavioral health and 504 programs through the identification, evaluation, and selection of materials, and through the development of teacher, service provider, and school leader toolkits. ● Participates in the selection and evaluation process for department staff; provides the necessary administrative and supervisory function for appropriate leadership of the department staff. ● Establishes collaborative relationships with other offices in PPSD and RI Department of Education that support the mission of the department. ● Collects and utilizes data to inform decisions about the efficacy of programs. ● Coordinates proven, research-based methods and strategies for curriculum and service delivery reform. ● Develops and presents information and programs to the Board of Education (BOE), professional staff groups, and community groups. ● Actively promotes research and development work to identify new and innovative programs and practices. ● Works with community and school groups to build their knowledge of best-practices in special education, early childhood and behavioral health. ● Actively pursues opportunities for life-long learning and professional growth. ● Provides leadership in designing and developing new programs and initiatives to meet identified needs. ● Uses creative and critical thinking in programming, compliance, staff management, and problem-solving. ● Supervises staff workload of supervisors and specialists across all teams. ● Performs related work as required. ● Assists with the development and management of the PPSD budget for early childhood and special education. ● Collects and analyzes data to improve products and services delivered to schools to support student achievement. ● Articulates PSD vision and goals to a range of audiences and stakeholders. <p>Under direction performs other duties as assigned.</p>
MINIMUM QUALIFICATIONS STANDARDS:
<ul style="list-style-type: none"> ● Master's degree from an accredited college or university with specialization in the areas of early childhood, or special education, or administration/educational leadership ● A minimum of 5 years of experience as a classroom teacher, instructional coach, related service provider, special education or early childhood coordinator, assistant principal, and/or principal. <p>APPLICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ● Uploaded in PATS profile ● 2 Letters of recommendation ● Resume

Letter of interest and intent		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
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FILE NAME:		
(Type job code here)		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Fiscal Officer – Fixed Asset Accounting	FY 2017-2018
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Controller	N/A
JOB LOCATION:	INTERVIEW LOCATION:
797 Westminster Street	(Type interview location here)
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
	Non-Union - \$44,914 - \$57,747
(Summary) JOB DESCRIPTION:	
This position is accountable for recording the cost of newly acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets. This position will assist the Controller in all aspects of the office. This position will have complete knowledge of all policies and procedures as they pertain to schools, students, staff, administration, and agencies.	
EDUCATION TRAINING AND EXPERIENCE:	
Accounting related experience in a Government or Non-public environment preferred. The ability to function well under pressure with the capability to receive a number of assignments and carry them out efficiently in order of priorities assigned.	
CERTIFICATE / LICENSE REQUIRED:	
N/A	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ul style="list-style-type: none">• Create and monitor a system of controls, procedures, and forms for the recording of fixed assets.• Recommend to management any updates to accounting policies related to fixed assets.• Assign tag numbers to fixed assets.• Record fixed asset acquisitions and dispositions in the accounting system.• Track the compilation of project costs into fixed asset accounts and close out those accounts once the related projects have been completed.• Investigate the potential obsolescence of fixed assets.• Conduct periodic physical inventory counts of fixed assets.• Recommend to management whether fixed assets should be disposed.• Conduct analyses related to fixed assets as requested by management.	

<ul style="list-style-type: none">• Prepare audit schedules relating to fixed assets and assist the auditors in their inquiries.• Responsible for all financial transactions assigned to the Controller's Office.• Responsible for the maintenance of the General Ledgers, recording of expenses and revenues of all School funds.• Responsible for the accurate completion of all school department reconciled bank statements and adjustments.• Responsible for the accurate and timely completion of all adjusting journal entries.• Responsible for the preparation of all Financial Reports as requested by the Controller.• Assist in the creation and compiling of all School related audit information and schedules.• Prepare financial analyses, reports, and special projects as directed by the Controller.• Responsible to perform all duties as assigned by the Controller.• Assist in any aspect of the departmental operations whenever necessary.		
MINIMUM QUALIFICATIONS STANDARDS:		
<ul style="list-style-type: none">• Graduating with a minimum of a Bachelor's degree from an accredited college or university with major coursework in accounting.		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
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FILE NAME:		
(Type job code here)		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Human Resources Manager (Performance Management)	12-Month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Chief of Human Capital	PAR Certified Teachers
JOB LOCATION:	INTERVIEW LOCATION:
Human Resources Office	(Type interview location here)
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
N/A (New)	Non-Union 12-Month/ \$86,885-\$103,000
(Summary) JOB DESCRIPTION:	
<p>Under the direction of the Chief of Human Capital, the Human Resources Manager (Performance Management) assists with the development and implementation of best practices in the strategic management of human capital that provides an employee-oriented, high-performance culture, emphasizing empowerment, quality, productivity, standards, goal attainment, and accountability. The primary duty of the HR Manager (Performance Management) is to assist the Chief of Human Capital in creating and implementing departmental plans in the areas of staffing and recruitment; the HR Manager (Performance Management) will also work particularly closely with Professional Development and Talent Management staff, and will also frequently collaborate with staff in Employee and Labor Relations, HRIS Management, and Civil Rights. The HR Manager (Performance Management) also helps to ensure the organization meets all regulatory requirements related to human resource actions, including but not limited to hiring, promotions, voluntary and involuntary separations, harassment, discrimination, and hostile work environment claims; and aids in the development and implementation of monitoring mechanisms.</p>	
EDUCATION, TRAINING, AND EXPERIENCE:	
<p>Education:</p> <ul style="list-style-type: none">• Preferably a master's degree from an accredited institution of higher education in the field of Human Resources Management, Public Administration, or a closely related field.• At a minimum possession of a bachelor's degree from an accredited educational institution in Human Resources Management, Public Administration, or a closely related field. <p>Experience: Such as may have been gained through:</p> <ul style="list-style-type: none">• A minimum of 5 years of progressively more responsible experience in human resources, including supervisory experience is recommended and preferred, or any combination of education and experience that shall be substantially equivalent to the above education and experience.• Deep knowledge of and experience in Talent Management; general working knowledge of all functional areas of human resources.• Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations preferred.• Understanding of HRIS, Applicant Tracking and Substitute Management Systems and other web- and PC-based systems to include all standard office applications such as Microsoft Excel, Outlook, Word,	

and Access. <ul style="list-style-type: none">• Human resources experience in a school district or other large, complex organization required.• Human resources experience in a unionized environment preferred.• Demonstrated understanding of and commitment to the Providence School District's Vision, Mission, and Core Values.
CERTIFICATE / LICENSE REQUIRED:
None
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<p><i>This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change. Essential duties and responsibilities may include, but are not limited to the following:</i></p> <p>Under the direction of the Chief of Human Capital, all HR Managers will:</p> <ul style="list-style-type: none">• Ensure that HR staff provide professional and courteous service to District customers including employees, senior management and administrators, parents, students, the School Board, community organizations, and public officials.• Work closely with District and school staffs to support school improvement initiatives and processes.• Meet established goals and objectives for assigned work within designated timeframes and budget constraints.• Provide leadership and direction for the assigned areas of responsibility.• Develop annual goals and objectives consistent with and in support of District priorities.• Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.• Use appropriate methods to motivate staff, gain commitment, and facilitate task accomplishment.• Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, delivering services and evaluation of services provided.• Demonstrate initiative in identifying potential problems or opportunities for improvement and taking appropriate action.• Develop and maintain expertise about current trends and best practices in areas of talent management.• Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.• Provide leadership and guidance in the development of annual goals and objectives for assigned personnel.• Facilitate problem-solving by individuals and groups.• Assist a team that is culturally competent that respects and values diversity throughout the organization.• Assist as needed in developing the department budget and monitoring its implementation.• Assist as needed in the development and/or review of District policies and procedures.• Exercise proactive leadership in promoting the vision and mission of the District.• Perform other tasks consistent with the responsibilities of this position as directed by the Chief of Human Capital. <p>Under the direction of the Chief of Human Capital, the HR Manager (Performance Management) will be responsible for all aspects of performance management including but not limited to:</p> <p>Performance Management</p> <ul style="list-style-type: none">• Provide leadership on PPSD's approach to performance management to help drive performance at the District and individual levels.• Create, develop, implement, and regularly evaluate a comprehensive performance management system for each classification of staff within the District.• Develop embedded metrics and key performance indicators that will support evaluation of employee performance as well assessment of performance management programming.• Partner with other HR staff, particularly Professional Development staff, to design and deliver performance management training.• Advance the understanding and execution of everyday performance management, including ongoing

feedback, coaching, and alignment to priorities, with a focus on building a culture of continuous improvement, among staff at all levels throughout the District.

- Design and deliver tools for managers and staff District-wide regarding implementation of key performance management processes and procedures.
- Develop and support implementation of a comprehensive performance management system for all non-teacher employees.
- Support execution of annual teacher evaluation process and make recommendations to District and Union leadership for revisions that align to national best practices.
- Revise, distribute and provide explanatory materials to supervisors on use of teacher evaluation templates and scoring rubrics.
- Collaborate with Union leadership to ensure supervisors are appropriately trained.
- Collaborate with Zone Executive Directors and the Chief of Human Capital to meet all annual timelines related to evaluation process.
- Manage all reporting to the Rhode Island Department of Education regarding teacher and administrator evaluation and development.

Under the direction of the Chief of Human Capital, the HR Manager (Talent Management) will support work in other functional areas, including:

Compensation and Benefits Administration

- Disseminate information and current research to appropriate personnel regarding benefits.
- Oversee staff regarding claims of FMLA, ADA, reasonable accommodations.
- Oversee the workers compensation program and ensure compliance with all contractual, local, state, and federal laws.

Employee Relations

- Conduct and oversee investigations related to allegations of employee misconduct, violence in the workplace, hostile work environments, and, in collaboration with the EEO & Recruitment Officer, harassment and discrimination.
- Make appropriate recommendations to the Chief of Human Capital regarding disciplinary action for employees.
- Develop process and workflows to ensure appropriate management of cases, consistency, and ongoing efficiency improvements.
- Maintain appropriate records related to internal complaints and investigations.
- Serve as a consultant to managers throughout the District on employee coaching and consulting, progressive discipline, investigations, and involuntary separations.
- Serve as a liaison between management and specialist areas for workers compensation, leaves of absence, professional development, performance management, and labor relations.
- Gather information to support decision-making in compliance with District policies and local, state, and federal regulations.
- Collaborate with the HR Manager (Professional Development) to design and conduct trainings on Employee Relations issues for staff.
- Supervise Employee Relations staff.
- Serve as the District's primary point of contact, both internally and externally, for the Employee Assistance Program.

Labor Relations

In collaboration with the District's Labor & Employment Counsel:

- Assist in mediating and resolving grievances at the lowest level.
- Assist in writing grievance decisions and memoranda of agreement.
- Assist with development of process and workflows to ensure appropriate management of grievances, consistency, and ongoing efficiency improvements.
- Assist with maintenance of appropriate records related to grievances and arbitrations.

Professional Development

- Identify training and development needs within the organization through job analysis, appraisal schemes, and regular consultation with managers.
- Design and expand training and development programs that align to the District's strategic plan

based on the needs identified.

- Create testing and evaluation processes for employees in all classifications throughout the District.
- Ensure that statutory trainings occur.
- Research new technologies and methodologies for learning in the workplace.
- Develop and implement monitoring mechanisms to ensure learning is transferred into the workplace.
- Ensure personal performance evaluations standards are consistent and provide outcome and feedback that is helpful to the individual and organization.
- Ensure job descriptions are current, relevant and are compliant with ADA.
- Oversee Professional Development staff to ensure PD offerings are robust, schedules are communicated to all staff, and program utilization is accurately tracked.

Talent Management

- Develop, implement, and evaluate a recruiting strategy that aligns to the District's strategic plan and includes effective workforce planning, labor market research, internal posting systems, branding, and employee retention analysis and plans.
- Recruit full-time, part-time, temporary, contractual and intern personnel. Manage full lifecycle of recruitment.
- Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.
- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.
- Provide professional expertise and support in the design, development, and implementation of the talent review process that is required to achieve District goals and results in the creation of an internal bench of top talent.
- Utilize talent management measures and metrics, analyzing data from the Providence Applicant Tracking System (PATS) and other systems and to make recommendations to continue to build and develop a pipeline and recruiting strategy.
- Identify and implement key metrics and provide analytics that impact decision-making about talent acquisition and development investments.
- Coordinate with the Equal Employment Opportunity & Recruitment Officer regarding EEO and Affirmative Action plans and programs to ensure that the District continues to be a leader in workforce diversity.
- Manage Criterion-Based Hiring, the internal job fair and displaced teacher assignment process, and oversee the external posting process and calendar.
- Support decentralized hiring by reviewing interview questions and providing support to managers and hiring committees on an as-needed basis.
- Supervise staff involved in recruitment, hiring, and substitute placement.
- Manage verification process to ensure the accuracy of applicant information, including prior experience and professional licensing or certification, and conduct pre-employment professional reference, medical certification, and criminal background checks as needed.
- Ensure that all staff are properly certified and credentialed for positions within the organization.
- Coordinate with the HR Manager (Professional Development) regarding developmental needs among non-certified staff and the creation and implementation of training programs to meet those needs; conduct presentations and training.
- Conduct and analyze employee exit interviews.

MINIMUM QUALIFICATIONS STANDARDS:

In addition to meeting the education, training, and experience standards:

- Must be confidential
- Must possess and consistently model excellent interpersonal and customer service skills and the ability to maintain composure in a fast-paced and demanding environment.

APPLICATION REQUIREMENTS

Uploaded in PATS system:

- Current resume.
- Letter of interest and intent explaining why you would be a strong candidate for this position.

<ul style="list-style-type: none">Three (3) current letters of recommendation that speak to your skills, experience, and abilities as they relate to this position and are not more than one (1) year old.		
For <i>Internal use only</i>		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
00/00/0000	00/00/0000	00/00/0000
FILE NAME:		
(Type job code here)		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Human Resources Manager (Professional Development)	12-Month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Chief of Human Capital	Professional Learning Manager; Assistant to the Professional Learning Manager
JOB LOCATION:	INTERVIEW LOCATION:
Human Resources Office	(Type interview location here)
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
N/A (New)	Non-Union 12-Month/ \$86,885-\$103,000
(Summary) JOB DESCRIPTION:	
<p>Under the direction of the Chief of Human Capital, the Human Resources Manager (Professional Development) assists with the development and implementation of best practices in the strategic management of human capital that provides an employee-oriented, high-performance culture, emphasizing empowerment, quality, productivity, standards, goal attainment, and accountability. The primary duty of the HR Manager (Professional Development) is to assist the Chief of Human Capital in creating and implementing departmental plans in the areas of staffing and recruitment; the HR Manager (Professional Development) will also work particularly closely with Professional Development and Talent Management staff, and will also frequently collaborate with staff in Employee and Labor Relations, HRIS Management, and Civil Rights. The HR Manager (Professional Development) also helps to ensure the organization meets all regulatory requirements related to human resource actions, including but not limited to hiring, promotions, voluntary and involuntary separations, harassment, discrimination, and hostile work environment claims; and aids in the development and implementation of monitoring mechanisms.</p>	
EDUCATION, TRAINING, AND EXPERIENCE:	
<p>Education:</p> <ul style="list-style-type: none">• Preferably a master's degree from an accredited institution of higher education in the field of Human Resources Management, Public Administration, or a closely related field.• At a minimum possession of a bachelor's degree from an accredited educational institution in Human Resources Management, Public Administration, or a closely related field. <p>Experience: Such as may have been gained through:</p> <ul style="list-style-type: none">• A minimum of 5 years of progressively more responsible experience in human resources, including supervisory experience is recommended and preferred, or any combination of education and experience that shall be substantially equivalent to the above education and experience.• Deep knowledge of and experience in Talent Management; general working knowledge of all functional areas of human resources.• Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations preferred.• Understanding of HRIS, Applicant Tracking and Substitute Management Systems and other web- and	

<p>PC-based systems to include all standard office applications such as Microsoft Excel, Outlook, Word, and Access.</p> <ul style="list-style-type: none">• Human resources experience in a school district or other large, complex organization required.• Human resources experience in a unionized environment preferred.• Demonstrated understanding of and commitment to the Providence School District's Vision, Mission, and Core Values.
CERTIFICATE / LICENSE REQUIRED:
None
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<p><i>This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change. Essential duties and responsibilities may include, but are not limited to the following:</i></p> <p>Under the direction of the Chief of Human Capital, all HR Managers will:</p> <ul style="list-style-type: none">• Ensure that HR staff provide professional and courteous service to District customers including employees, senior management and administrators, parents, students, the School Board, community organizations, and public officials.• Work closely with District and school staffs to support school improvement initiatives and processes.• Meet established goals and objectives for assigned work within designated timeframes and budget constraints.• Provide leadership and direction for the assigned areas of responsibility.• Develop annual goals and objectives consistent with and in support of District priorities.• Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.• Use appropriate methods to motivate staff, gain commitment, and facilitate task accomplishment.• Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, delivering services and evaluation of services provided.• Demonstrate initiative in identifying potential problems or opportunities for improvement and taking appropriate action.• Develop and maintain expertise about current trends and best practices in areas of talent management.• Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.• Provide leadership and guidance in the development of annual goals and objectives for assigned personnel.• Facilitate problem-solving by individuals and groups.• Assist a team that is culturally competent that respects and values diversity throughout the organization.• Assist as needed in developing the department budget and monitoring its implementation.• Assist as needed in the development and/or review of District policies and procedures.• Exercise proactive leadership in promoting the vision and mission of the District.• Perform other tasks consistent with the responsibilities of this position as directed by the Chief of Human Capital. <p>Under the direction of the Chief of Human Capital, the HR Manager (Professional Development) will be responsible for all aspects of professional development including but not limited to:</p> <ul style="list-style-type: none">• Identify training and development needs within the organization through job analysis, appraisal schemes, and regular consultation with managers.• Design and expand training and development programs that align to the District's strategic plan based on the needs identified.• Create testing and evaluation processes for employees in all classifications throughout the District.• Ensure that statutory trainings occur.• Research new technologies and methodologies for learning in the workplace.• Develop and implement monitoring mechanisms to ensure learning is transferred into the workplace.• Ensure personal performance evaluations standards are consistent and provide outcome and

feedback that is helpful to the individual and organization.

- Ensure job descriptions are current, relevant and are compliant with ADA.
- Oversee Professional Development staff to ensure PD offerings are robust, schedules are communicated to all staff, and program utilization is accurately tracked.

Under the direction of the Chief of Human Capital, the HR Manager (Talent Management) will support work in other functional areas, including:

Compensation and Benefits Administration

- Disseminate information and current research to appropriate personnel regarding benefits.
- Oversee staff regarding claims of FMLA, ADA, reasonable accommodations.
- Oversee the workers compensation program and ensure compliance with all contractual, local, state, and federal laws.

Employee Relations

- Conduct and oversee investigations related to allegations of employee misconduct, violence in the workplace, hostile work environments, and, in collaboration with the EEO & Recruitment Officer, harassment and discrimination.
- Make appropriate recommendations to the Chief of Human Capital regarding disciplinary action for employees.
- Develop process and workflows to ensure appropriate management of cases, consistency, and ongoing efficiency improvements.
- Maintain appropriate records related to internal complaints and investigations.
- Serve as a consultant to managers throughout the District on employee coaching and consulting, progressive discipline, investigations, and involuntary separations.
- Serve as a liaison between management and specialist areas for workers compensation, leaves of absence, professional development, performance management, and labor relations.
- Gather information to support decision-making in compliance with District policies and local, state, and federal regulations.
- Collaborate with the HR Manager (Professional Development) to design and conduct trainings on Employee Relations issues for staff.
- Supervise Employee Relations staff.
- Serve as the District's primary point of contact, both internally and externally, for the Employee Assistance Program.

Labor Relations

In collaboration with the District's Labor & Employment Counsel:

- Assist in mediating and resolving grievances at the lowest level.
- Assist in writing grievance decisions and memoranda of agreement.
- Assist with development of process and workflows to ensure appropriate management of grievances, consistency, and ongoing efficiency improvements.
- Assist with maintenance of appropriate records related to grievances and arbitrations.

Performance Management

- Provide leadership on PPSD's approach to performance management to help drive performance at the District and individual levels.
- Create, develop, implement, and regularly evaluate a comprehensive performance management system for each classification of staff within the District.
- Develop embedded metrics and key performance indicators that will support evaluation of employee performance as well as assessment of performance management programming.
- Partner with other HR staff, particularly Professional Development staff, to design and deliver performance management training.
- Advance the understanding and execution of everyday performance management, including ongoing feedback, coaching, and alignment to priorities, with a focus on building a culture of continuous improvement, among staff at all levels throughout the District.
- Design and deliver tools for managers and staff District-wide regarding implementation of key performance management processes and procedures.
- Develop and support implementation of a comprehensive performance management system for all

- non-teacher employees.
- Support execution of annual teacher evaluation process and make recommendations to District and Union leadership for revisions that align to national best practices.
- Revise, distribute and provide explanatory materials to supervisors on use of teacher evaluation templates and scoring rubrics.
- Collaborate with Union leadership to ensure supervisors are appropriately trained.
- Collaborate with Zone Executive Directors and the Chief of Human Capital to meet all annual timelines related to evaluation process.
- Manage all reporting to the Rhode Island Department of Education regarding teacher and administrator evaluation and development.

Talent Management

- Develop, implement, and evaluate a recruiting strategy that aligns to the District's strategic plan and includes effective workforce planning, labor market research, internal posting systems, branding, and employee retention analysis and plans.
- Recruit full-time, part-time, temporary, contractual and intern personnel. Manage full lifecycle of recruitment.
- Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.
- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.
- Provide professional expertise and support in the design, development, and implementation of the talent review process that is required to achieve District goals and results in the creation of an internal bench of top talent.
- Utilize talent management measures and metrics, analyzing data from the Providence Applicant Tracking System (PATS) and other systems and to make recommendations to continue to build and develop a pipeline and recruiting strategy.
- Identify and implement key metrics and provide analytics that impact decision-making about talent acquisition and development investments.
- Coordinate with the Equal Employment Opportunity & Recruitment Officer regarding EEO and Affirmative Action plans and programs to ensure that the District continues to be a leader in workforce diversity.
- Manage Criterion-Based Hiring, the internal job fair and displaced teacher assignment process, and oversee the external posting process and calendar.
- Support decentralized hiring by reviewing interview questions and providing support to managers and hiring committees on an as-needed basis.
- Supervise staff involved in recruitment, hiring, and substitute placement.
- Manage verification process to ensure the accuracy of applicant information, including prior experience and professional licensing or certification, and conduct pre-employment professional reference, medical certification, and criminal background checks as needed.
- Ensure that all staff are properly certified and credentialed for positions within the organization.
- Coordinate with the HR Manager (Professional Development) regarding developmental needs among non-certified staff and the creation and implementation of training programs to meet those needs; conduct presentations and training.
- Conduct and analyze employee exit interviews.

MINIMUM QUALIFICATIONS STANDARDS:

In addition to meeting the education, training, and experience standards:

- Must be confidential
- Must possess and consistently model excellent interpersonal and customer service skills and the ability to maintain composure in a fast-paced and demanding environment.

APPLICATION REQUIREMENTS

Uploaded in PATS system:

- Current resume.
- Letter of interest and intent explaining why you would be a strong candidate for this position.

<ul style="list-style-type: none">Three (3) current letters of recommendation that speak to your skills, experience, and abilities as they relate to this position and are not more than one (1) year old.		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
00/00/0000	00/00/0000	00/00/0000
FILE NAME:		
(Type job code here)		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Human Resources Manager (Talent Management)	12-Month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Chief of Human Capital	Administrator HRIS/Records; Human Resources Specialist; Human Resources Generalist; Assistant Human Resources Generalist; Chief Clerk; Human Resources Associates
JOB LOCATION:	INTERVIEW LOCATION:
Human Resources Office	(Type interview location here)
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
N/A (New)	Non-Union 12-Month/ \$86,885 - \$103,000
(Summary) JOB DESCRIPTION:	
<p>Under the direction of the Chief of Human Capital, the Human Resources Manager (Talent Management) assists with the development and implementation of best practices in the strategic management of human capital that provides an employee-oriented, high-performance culture, emphasizing empowerment, quality, productivity, standards, goal attainment, and accountability. The primary duty of the HR Manager (Talent Management) is to assist the Chief of Human Capital in creating and implementing departmental plans in the areas of staffing and recruitment; the HR Manager (Talent Management) will also work particularly closely with Professional Development and Performance Management staff, and will also frequently collaborate with staff in Employee and Labor Relations, HRIS Management, and Civil Rights. The HR Manager (Talent Management) also helps to ensure the organization meets all regulatory requirements related to human resource actions, including but not limited to hiring, promotions, voluntary and involuntary separations, harassment, discrimination, and hostile work environment claims; and aids in the development and implementation of monitoring mechanisms.</p>	
EDUCATION, TRAINING, AND EXPERIENCE:	
<p>Education:</p> <ul style="list-style-type: none"> • Preferably a master's degree from an accredited institution of higher education in the field of Human Resources Management, Public Administration, or a closely related field. • At a minimum possession of a bachelor's degree from an accredited educational institution in Human Resources Management, Public Administration, or a closely related field. <p>Experience: Such as may have been gained through:</p> <ul style="list-style-type: none"> • A minimum of 5 years of progressively more responsible experience in human resources, including supervisory experience is recommended and preferred, or any combination of education and experience that shall be substantially equivalent to the above education and experience. • Deep knowledge of and experience in Talent Management; general working knowledge of all functional areas of human resources. • Specialized training in employment law, compensation, organizational planning, organization 	

<p>development, employee relations, safety, training, and preventive labor relations preferred.</p> <ul style="list-style-type: none"> • Understanding of HRIS, Applicant Tracking and Substitute Management Systems and other web- and PC-based systems to include all standard office applications such as Microsoft Excel, Outlook, Word, and Access. • Human resources experience in a school district or other large, complex organization required. • Human resources experience in a unionized environment preferred. • Demonstrated understanding of and commitment to the Providence School District's Vision, Mission, and Core Values.
CERTIFICATE / LICENSE REQUIRED:
None
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<p><i>This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change. Essential duties and responsibilities may include, but are not limited to the following:</i></p> <p>Under the direction of the Chief of Human Capital, all HR Managers will:</p> <ul style="list-style-type: none"> • Ensure that HR staff provide professional and courteous service to District customers including employees, senior management and administrators, parents, students, the School Board, community organizations, and public officials. • Work closely with District and school staffs to support school improvement initiatives and processes. • Meet established goals and objectives for assigned work within designated timeframes and budget constraints. • Provide leadership and direction for the assigned areas of responsibility. • Develop annual goals and objectives consistent with and in support of District priorities. • Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas. • Use appropriate methods to motivate staff, gain commitment, and facilitate task accomplishment. • Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, delivering services and evaluation of services provided. • Demonstrate initiative in identifying potential problems or opportunities for improvement and taking appropriate action. • Develop and maintain expertise about current trends and best practices in areas of talent management. • Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action. • Provide leadership and guidance in the development of annual goals and objectives for assigned personnel. • Facilitate problem-solving by individuals and groups. • Assist a team that is culturally competent that respects and values diversity throughout the organization. • Assist as needed in developing the department budget and monitoring its implementation. • Assist as needed in the development and/or review of District policies and procedures. • Exercise proactive leadership in promoting the vision and mission of the District. • Perform other tasks consistent with the responsibilities of this position as directed by the Chief of Human Capital. <p>Under the direction of the Chief of Human Capital, the HR Manager (Talent Management) will be responsible for all aspects of talent management including but not limited to:</p> <ul style="list-style-type: none"> • Develop, implement, and evaluate a recruiting strategy that aligns to the District's strategic plan and includes effective workforce planning, labor market research, internal posting systems, branding, and employee retention analysis and plans. • Recruit full-time, part-time, temporary, contractual and intern personnel. Manage full lifecycle of recruitment. • Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level

- agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.
- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.
- Provide professional expertise and support in the design, development, and implementation of the talent review process that is required to achieve District goals and results in the creation of an internal bench of top talent.
- Utilize talent management measures and metrics, analyzing data from the Providence Applicant Tracking System (PATS) and other systems and to make recommendations to continue to build and develop a pipeline and recruiting strategy.
- Identify and implement key metrics and provide analytics that impact decision-making about talent acquisition and development investments.
- Coordinate with the Equal Employment Opportunity & Recruitment Officer regarding EEO and Affirmative Action plans and programs to ensure that the District continues to be a leader in workforce diversity.
- Manage Criterion-Based Hiring, the internal job fair and displaced teacher assignment process, and oversee the external posting process and calendar.
- Support decentralized hiring by reviewing interview questions and providing support to managers and hiring committees on an as-needed basis.
- Supervise staff involved in recruitment, hiring, and substitute placement.
- Manage verification process to ensure the accuracy of applicant information, including prior experience and professional licensing or certification, and conduct pre-employment professional reference, medical certification, and criminal background checks as needed.
- Ensure that all staff are properly certified and credentialed for positions within the organization.
- Coordinate with the HR Manager (Professional Development) regarding developmental needs among non-certified staff and the creation and implementation of training programs to meet those needs; conduct presentations and training.
- Conduct and analyze employee exit interviews.

Under the direction of the Chief of Human Capital, the HR Manager (Talent Management) will support work in other functional areas, including:

Compensation and Benefits Administration

- Disseminate information and current research to appropriate personnel regarding benefits.
- Oversee staff regarding claims of FMLA, ADA, reasonable accommodations.
- Oversee the workers compensation program and ensure compliance with all contractual, local, state, and federal laws.

Employee Relations

- Conduct and oversee investigations related to allegations of employee misconduct, violence in the workplace, hostile work environments, and, in collaboration with the EEO & Recruitment Officer, harassment and discrimination.
- Make appropriate recommendations to the Chief of Human Capital regarding disciplinary action for employees.
- Develop process and workflows to ensure appropriate management of cases, consistency, and ongoing efficiency improvements.
- Maintain appropriate records related to internal complaints and investigations.
- Serve as a consultant to managers throughout the District on employee coaching and consulting, progressive discipline, investigations, and involuntary separations.
- Serve as a liaison between management and specialist areas for workers compensation, leaves of absence, professional development, performance management, and labor relations.
- Gather information to support decision-making in compliance with District policies and local, state, and federal regulations.
- Collaborate with the HR Manager (Professional Development) to design and conduct trainings on Employee Relations issues for staff.
- Supervise Employee Relations staff.
- Serve as the District's primary point of contact, both internally and externally, for the Employee Assistance Program.

Labor Relations

In collaboration with the District's Labor & Employment Counsel:

- Assist in mediating and resolving grievances at the lowest level.
- Assist in writing grievance decisions and memoranda of agreement.
- Assist with development of process and workflows to ensure appropriate management of grievances, consistency, and ongoing efficiency improvements.
- Assist with maintenance of appropriate records related to grievances and arbitrations.

Performance Management

- Provide leadership on PPSP's approach to performance management to help drive performance at the District and individual levels.
- Create, develop, implement, and regularly evaluate a comprehensive performance management system for each classification of staff within the District.
- Develop embedded metrics and key performance indicators that will support evaluation of employee performance as well assessment of performance management programming.
- Partner with other HR staff, particularly Professional Development staff, to design and deliver performance management training.
- Advance the understanding and execution of everyday performance management, including ongoing feedback, coaching, and alignment to priorities, with a focus on building a culture of continuous improvement, among staff at all levels throughout the District.
- Design and deliver tools for managers and staff District-wide regarding implementation of key performance management processes and procedures.
- Develop and support implementation of a comprehensive performance management system for all non-teacher employees.
- Support execution of annual teacher evaluation process and make recommendations to District and Union leadership for revisions that align to national best practices.
- Revise, distribute and provide explanatory materials to supervisors on use of teacher evaluation templates and scoring rubrics.
- Collaborate with Union leadership to ensure supervisors are appropriately trained.
- Collaborate with Zone Executive Directors and the Chief of Human Capital to meet all annual timelines related to evaluation process.
- Manage all reporting to the Rhode Island Department of Education regarding teacher and administrator evaluation and development.

Professional Development

- Identify training and development needs within the organization through job analysis, appraisal schemes, and regular consultation with managers.
- Design and expand training and development programs that align to the District's strategic plan based on the needs identified.
- Create testing and evaluation processes for employees in all classifications throughout the District.
- Ensure that statutory trainings occur.
- Research new technologies and methodologies for learning in the workplace.
- Develop and implement monitoring mechanisms to ensure learning is transferred into the workplace.
- Ensure personal performance evaluations standards are consistent and provide outcome and feedback that is helpful to the individual and organization.
- Ensure job descriptions are current, relevant and are compliant with ADA.
- Oversee Professional Development staff to ensure PD offerings are robust, schedules are communicated to all staff, and program utilization is accurately tracked.

MINIMUM QUALIFICATIONS STANDARDS:

In addition to meeting the education, training, and experience standards:

- Must be confidential.
- Must possess and consistently model excellent interpersonal and customer service skills and the ability to maintain composure in a fast-paced and demanding environment.

APPLICATION REQUIREMENTS

Uploaded in PATS system

<ul style="list-style-type: none">• Current resume.• Letter of interest and intent explaining why you would be a strong candidate for this position.• Three current letters of recommendation that speak to your skills, experience, and abilities as they relate to this position and are not more than 1 year old.		
<i>For Internal use only</i>		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
00/00/0000	00/00/0000	00/00/0000
FILE NAME:		
(Type job code here)		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Legal Counsel	12 Month (Non-Union) Salary Range: \$119,103 – \$133,686
REPORTS TO:	DIRECTLY SUPERVISES:
City Solicitor	Associate Counsel(s), Workers' Compensation Attorney and those assigned by the City Solicitor
(Summary) JOB DESCRIPTION:	
Represents the City of Providence and will be assigned legal matters for the Providence School Department, including but not limited to: employee discipline, grievance and arbitration, workers compensation, unemployment, education matters, oversees legal compliance for all matters.	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">• Juris Doctor in Law.• Legal experience in the area of labor, employment and administrative law preferred.	
CERTIFICATE / LICENSE REQUIRED:	
<ul style="list-style-type: none">• Current State of Rhode Island law license in good standing and admission to the United States District Court for the District of Rhode Island	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<ul style="list-style-type: none">• Advises the Superintendent and School Department personnel on all legal matters. Review and interpret all laws, regulations, rules and policies affecting the school district.• Advise Superintendent and Senior Staff regarding interpretation and application of all Union Contracts (include each of the Unions represented within the District.)• Provides assistance and consultation to central office administrators, building principals and district staff in interpreting district policies and negotiated agreements and addressing a variety of legal-related employee matters, and provides training for such.• Ensures compliance and provides updates to school administration regarding current federal, state, and local laws, rules and regulations and court rulings.• Represents the school district on legal-related matters pertaining to education, labor and employment matters.• Receives, investigates, and represents the district in court and administrative proceedings, including matters before the Rhode Island Department of Education, Rhode Island Department of Labor & Training (Rhode Island State Labor Relations Board, Worker's Compensation, Unemployment), Rhode Island Human Rights Commission, City of Providence Human Relations Commission, U.S. Department of Education, U.S. Department of Labor, and U.S. Equal Employment Opportunity Commission. Duties include preparation of related discovery, negotiation between parties, conducting trials and hearings, and all other court or hearing appearances in order to represent most effectively the interests of the school district as those interests are interpreted by the Superintendent.	

<ul style="list-style-type: none">• Works cooperatively with district administrators, staff, and other interested parties to identify a fair and workable solution to address issues of concern.• Improves work practices regarding efficiency, cost effectiveness, accuracy, customer service, and reduction of liability to the district.• Supervises staff, identifying goals, providing training and support, and holding accountable to performance expectations.• Prepares or oversees completion of required documentation and reports.• Participate in contract negotiations as required.• Performs other duties as assigned.		
MINIMUM QUALIFICATIONS STANDARDS:		
<ul style="list-style-type: none">• Juris Doctor Law.• Current State of Rhode Island law license in good standing.• Knowledge of Federal, State and local laws and regulations impacting school districts operations and management.• Knowledge of labor contracts, procedures, practices and techniques.• .• Interpersonal skills necessary to represent and act as an official spokesperson for the district. The incumbent is also required to effectively communicate with staff, parents and outside legal counsel in the resolution of legal issues in a tactful, courteous and respectful manner.• Analytical ability to evaluate legal issues and develop effective solutions.• Written and computer skills necessary to maintain various departmental records, documents and reports.		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
00/00/0000	00/00/0000	00/00/0000
FILE NAME:		
(Type job code here)		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Manager of Partnerships	Non-Union 12 Month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Director of Strategic Community Partnership	N/A
JOB LOCATION:	INTERVIEW LOCATION:
797 Westminster Street	(Type interview location here)
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position. Facilitator of Family & Community Engagement position was consolidated to create new position above	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions. \$63,044-\$75,656
	Non-Union 12 Month
(Summary) JOB DESCRIPTION:	
<p>The Partnership Manager will play an integral role in developing and implementing a district plan to establish effective and mutually beneficial community partnerships in schools and provide accurate information on district initiatives, activities and issues. This person will be part of a team committed to building strong district relationships and community entities that that are reflective of a mutual commitment to achieving the academic and social goals outline for students.</p> <p>The Partnership Manager supports student achievement in Providence Public Schools (PPSD) by aligning external resources to district- and school-level priorities and needs. This person will assist the Director of Strategic Community Partnership in managing, stewarding external and internal relationships. The Partnership Manager will maintain an up-to-date list of all partnerships in schools and have a comprehensive picture of the work being done with partners across the district. This will enable the Director of Strategic Community Partnerships to support district leaders, principals and other school-level staff by serving as an internal resource for initiative-aligned partnerships for district departments and schools and by providing technical assistance to both PPSD and partners staff.</p> <p>The Partnership Manager will also support in the establishment of systems to improve collaboration and coordination with and between partners by assisting the Director of Strategic Community Partnership in understanding policy, conducting research, codifying lessons learned and best practices.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none"> Such as may have been gained through the possession of a bachelor's degree in Public Administration, Sociology, Psychology, Social Work, or Human Services from an accredited college or university. History of success partnering with Community Business Organizations, school staff and 	

<p>administrators, CBOs and other institutions and organizations in support of strategic goals</p> <ul style="list-style-type: none"> • Demonstrated track record of applying collective impact strategies in support of student achievement • Direct experience with data-driven decision making, • Experience with conducting research and analysis of relevant policies • Excellent communication/presentation skills with both internal and external audiences. • Experience with resolution of partner issues/complaints while considering best interest of both partner and Providence School Department • Ability to develop and maintain high level relationships with partners
CERTIFICATE / LICENSE REQUIRED:
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<ul style="list-style-type: none"> • Assist in the implementation , management , and monitoring of the district's initiative: provide assistance in coordinating services at the school level and manage operations for seamless execution of work • Assist in creating ad-hoc and reoccurring monthly, quarterly and annual strategic partnership performance reports • Assist in managing and monitoring partner performance through the creation of dashboards to identify positive and negative performance trends and support leadership to close any performance gaps • Provide insights and input to strategic partnerships, operational processes and performance through process implementation and performance reporting. • Work with district and school staff to understand priorities and goals in order to drive strategic partnership formation • Coordinate internal and external communications of partner project status • Assist in preparing communication of partner project to the Providence School Board • Assist in the expansion of collaborations with institutional partners, government, community organizations and residents in support of student achievement • Assist in delivering technical assistance to partners and school administration to ensure alignment to district goals and school improvement plans • Assist in training partners, school administrators and district staff on partnership framework and processes • Assist in the identification of initiatives to support the overall success of strategic partners • Assist in providing technical assistance to partners in order for them to understand collaborative approaches for working with schools in support of identified priorities and goals • Work with individual schools to support implementation of strategic partnerships in support of schools and district priorities and goals • Participate in the strategic planning process focused on developing, implementing and managing effective strategic partnerships • Report regularly to the Director of Strategic Community Partnerships in preparation for presentations to the school Board on partner work, outcomes, and contract decisions
MINIMUM QUALIFICATIONS STANDARDS:
<ul style="list-style-type: none"> • Bachelor's degree required • Ability to prioritize effectively, juggle multiple projects at once while maintaining attention to detail at all times, think strategically, and meet deadlines • Demonstrated experience in working with diverse, urban population, preferably focused on families, youth and /or education issues.

<ul style="list-style-type: none">• Strong ability to both work independently and be a team player• Solid understanding of Providence community-community organizations and neighbors.• Solid understanding of district’s school reform agenda, as well as state and national laws and regulations related to education.• Demonstrated ability to facilitate meetings and workshops.• Excellent oral communications, writing and analytical skills.• Mastery of Microsoft Office: Word, Excel, PowerPoint, Outlook Fluency in English and Spanish, preferred		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
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FILE NAME:		
Manager of Partnerships		

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Parent Engagement Specialist	Non-Union 12 Month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	(Type extra days here)
REPORTS TO:	DIRECTLY SUPERVISES:
Principal	N/A
JOB LOCATION:	INTERVIEW LOCATION:
School Location	Carl G. Lauro
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
New	Non-union \$38,500 – \$40,867
(Summary) JOB DESCRIPTION:	
<p>Under the assigned school's Principal direction, the Parent Engagement Specialist serves an integral role in implementing the school plan to increase parent/family engagement at Carl G. Lauro Elementary. The Specialist is primarily focused on developing and implementing outreach strategies to parents of students on the assigned school(s) to ensure that they have a strong voice in their schools and in the education of their children. The Specialist provides parents and families with timely and accurate information on school initiatives, activities and issues; identifies resources; and connects parents and families to these resources. The Specialist is part of a team committed to building strong and positive school relationships with families, in collaboration with the District's Office of Family and Community Engagement, that are reflective of a mutual commitment to achieving the academic and social goals outlined for students in school and district plans.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">● Associate's degree or equivalent required. Bachelor's degree preferred● Demonstrated experience in working with a diverse, urban population, preferably focused on families, youth and/or education issues	
CERTIFICATE / LICENSE REQUIRED:	
None	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<p>Family Outreach</p> <ul style="list-style-type: none">● Conduct outreach activities to assess family and community needs.● Identify, develop and engage parents in the schools community and connect them to leadership opportunities at the school and within the District.● Connect schools to parents via multicultural outreach efforts.● Perform direct outreach strategies to parents to strengthen home-school communication, including off-site outreach.	

Advocate on Behalf of Families

- Organize and conduct parent training sessions to help parents navigate the school and District's systems; organize meetings for parents to disseminate information and to gather input from them; and provide resources and referrals for academic, social service and other support.
- Work with different stakeholders to coordinate services to parents and to assist the district in informing, involving and empowering parents to be active partners in their children's education.
- Advocate on behalf of parents with district and school-based staff.

Design and Facilitate Activities and Programming

- Work with school and central office staff and parents to create a parent engagement infrastructure and initiatives at assigned school.
- Design, facilitate and participate in all aspects of parent workshops and meetings to encourage parents to become involved in their children's education.
- Create and/or strengthen organized parent representation in assigned school(s).
- Keep track of activities and efforts conducted; and generate reports on activities and effectiveness of strategies implemented to accomplish the goals of the school/District.
- Represent the assigned school(s) in meetings and other events, as assigned.
- Assist in the coordination of translation services.
- Perform all other responsibilities as requested by the Principal or appropriate administrator.

MINIMUM QUALIFICATIONS STANDARDS:

- Associate's degree or equivalent required. Bachelor's degree preferred
- Demonstrated experience in working with a diverse, urban population, preferably focused on families, youth and/or education issues
- Solid understanding of Providence community – community organizations and neighborhoods
- Demonstrated experience in community organizing and outreach strategies
- Experience with performing an advocacy role for parents
- Ability to establish and maintain effective working relationships with parents, students, teachers, and administrators.
- Demonstrated ability to facilitate meetings and workshops
- Excellent oral communication and writing skills
- Ability to work independently as well as part of a team
- Strong computer skills, including proficiency in Microsoft Office: Word, Excel, PowerPoint, Outlook and social media platforms.
- Bilingual proficiency in Spanish.
- Must be willing to work flexible hours, including evenings and weekends

For Internal use only

JOB CODE:

DATE(s) CREATED:

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FILE NAME:

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PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION

TITLE:	WORK YEAR:
School-Based Pathway Coordinator at JSEC	Non-Union 12 Month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	(Type extra days here)
REPORTS TO:	DIRECTLY SUPERVISES:
Principal	N/A
JOB LOCATION:	INTERVIEW LOCATION:
School Location	School Location
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please indicate the Salary Range for the positions.
NEW	Non-union \$44,475 - \$52,895
(Summary) JOB DESCRIPTION:	
<p>This position is a vital link to business/industry / community resources and opportunities that support and enhance classroom learning. Current student pathways developed through partnerships with local higher education institutions include Community Development, Biotechnology, Computer Science and Network Cyber Security and Global Systems Thinking. The Pathway Coordinator will work through the responsibilities listed below with school staff to expand student access to these pathways, and further develop and support rigorous multiple pathway opportunities and programming aligned to district and state standards at JSEC.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
Qualifications:	
● Bachelor's Degree (minimum)	
CERTIFICATE / LICENSE REQUIRED:	
N/A	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
Pathway Coordinator will report directly to the principal and fulfill the following job responsibilities:	

Program Implementation:

- Assist the school with the integration of career/contextual learning by accessing and providing information, materials, resources and expertise about career/contextual learning programs, projects, professional development, and special events, while identifying opportunities to improve and grow pathway opportunities for students through dual- and concurrent enrollment; Rhode Island state pathway endorsement among others
- Promote and support *Rhode Island's State Academic Standards and Pathway Endorsement Criteria* in shaping career/contextual learning by identifying what all learners should know and be able to do to meet the challenges ahead.
- Seek and secure internship opportunities for students in each pathway.
- Serve as a liaison between teachers and business, industry, community-based organizations and other interested community members.

Staff Development and Engagement

- Create opportunities for faculty, staff and administrators to gain knowledge about Rhode Island's businesses and industries and career clusters in order to provide meaningful teaching and learning experiences.
- Collaborate with building faculty and central office staff to develop, implement and evaluate programs and activities to support and enhance learning.
- Recruit, organize and assist educators for Professional Development related to establishment of multiple pathways
- Engage faculty, staff and administrators in a process to understand, implement and evaluate career/contextual learning and its academic alignment as a means to improve academic outcomes and college and career readiness of students.

Program Evaluation and Analysis

- Prepare monthly program updates to Principal.
- Prepare quarterly metrics report (grades, attendance, etc.) for each student in each pathway.
- Collect and analyze data on participation and performance in multiple pathway activities

MINIMUM QUALIFICATIONS STANDARDS:

- Knowledge of principles, theories, practices, methods and techniques applicable to career and technical education, particularly as they relate to the regulations of the Rhode Island Council on Elementary and Secondary Education regarding governing Career and Technical Education in Rhode Island.
- Understanding and application of labor market information to the planning and implementation of career and technical education
- Demonstrated ability to facilitate organized work groups of educators, industry representatives and parent, community and labor leaders
- Ability to recognize opportunities within the curriculum for integrated instruction and applied learning
- Strong problem solving, interpersonal and organizational skills
- Team-building, collaborative, and consensus-building skills

<ul style="list-style-type: none">● Functional computer skills● Excellent time and resource management● Excellent oral and written communication skills		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
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FILE NAME:		
(Type job code here)		

Schools and districts are reminded that individuals employed as Pathway-Career Coordinator may not be utilized to fulfill regular or substitute school or district functions.

ORIGINAL

PROVIDENCE SCHOOL DEPARTMENT	
JOB DESCRIPTION	
TITLE: School Culture Coordinator	WORK YEAR: 12 Month
NUMBER OF VACANCIES: 7	POSITION TYPE: Non-Union
REPORTS TO: School Administrator	DIRECTLY SUPERVISES: N/A
REASON FOR OPENING: New Position	SALARY RANGE: \$55,000 - \$65,000
(Summary) JOB DESCRIPTION:	
<p>The School Culture Coordinator serves as a member of the school leadership team and will work to establish and maintain a school environment that supports our diverse student body to thrive. They will facilitate a school-wide effort to implement restorative justice practices within the district that increases opportunities for student leadership and social-emotional support, and decreases out of school suspension rates and chronic absenteeism. In addition to serving as a member of the school leadership team, the School Culture Coordinator will coordinate and organize school events that build an authentic school-wide community centered around the needs, experiences, and talents of its students.</p> <p>The School Culture Coordinator will play an instrumental role in establishing and reinforcing high expectations for positive student behavior by maintaining consistent and constructive communication with students, school staff and families in an effort to ensure a positive school culture and climate. The School Culture Coordinator will also work closely with community partners to increase student attendance and engagement.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">• High School Diploma or GED required.• Bachelor's degree from an accredited college or university preferred in areas of Youth Development, Social Work, Education.• Solid understanding of both restorative justice and community building practices• Knowledge of community resources, social agencies, and opportunities to establish school/community partnerships.• Knowledgeable of DCYF reporting procedures and practices.• History of success partnering with community business organizations, school staff and administrators.• Demonstrated track record of applying collective impact strategies in support of student achievement.• Work to engage student's, specially in populations where opportunity gaps exist including but not limited ELL and IEP.• Direct experience with data-driven decision making and needs assessments.• Strong ability to provide anti-bias and anti-racism supports.• Strong ability to establish innovative practices and leverage resources that support students to both thrive and commit to school norms.• Strong ability to model and encourage support for both the wisdom and challenges students and families possess around cultural, ethnic, racial and socioeconomic issues.• Strong ability to create the conditions for and encourage youth/adult partnership, multicultural traditions, and student centered practices throughout the school community.	

<ul style="list-style-type: none">● Formal training or experience with social-emotional learning, mediation, undoing racism, program design, facilitation and/or youth leadership development is a strong plus.
CERTIFICATE / LICENSE REQUIRED:
N/A
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<ul style="list-style-type: none">● Support the establishment of a positive and safe school culture;● Oversee the development and implementation of student supports and interventions;● Build and maintain positive work relationships with community based organizations and service providers;● Conduct home visits in shelters, transitional housing programs or a location of a family's choosing, as needed.● Support the coordination and implementation of a proactive school-wide behavior management system with meaningful incentives and consequences;● In working with the Director of Strategic Community Partnerships, play an active role in coordinating school partnerships to increase student engagement and success;● Organize school events and town hall meetings that encourage community connection and investment in the school culture;● In working with the Director of Family Engagement, serve as a liaison to families and facilitate parent education in support of school culture policies;● Facilitate staff trainings on student-teacher relationships, classroom management and school culture;● Gather student and staff input through focus groups and committee work.● Serve as a member and thought partner for the Males of Color Advisory;● Conduct regular school culture walkthroughs to help staff maintain a high bar of excellence;● Accurately monitor and analyze daily student attendance and discipline records;● Evaluate existing programs for school behavior and culture and create new systems and structures to proactively address school's areas of need;● With schools that have Middle School Deans of Students they will work strategically with this person to build strong communication, systems and structures that will enhance the school improvement plan● Any other duty assigned by the school administrator
MINIMUM QUALIFICATIONS STANDARDS:
<ul style="list-style-type: none">● Demonstrated experience in working with diverse (race, language(s), sexual orientation, ability, and socioeconomic background) people in urban settings, preferably focused on families, youth and/or education issues. Must be knowledgeable about issues facing urban youth.● Strong interpersonal skills● Genuine interest in young people.● Must be willing and eager to listen to, respect, work with, and build trusting relationships with students.● Solid understanding of the restorative justice model.● Solid understanding of Providence community, organizations, and residents.● Solid understanding of the district's school reform agenda, as well as state and national laws and regulations related to education.● A willingness to receive and/or continue with training that will enhance this role● Excellent oral communications, writing and analytical skills.● Creative problem solving and strategic thinking skills● Highly organized and self-directed. Ability to prioritize multiple interests and demands, and manage time effectively. Flexible and adaptive to change.● Demonstrated experience working in high stress environments.

- Demonstrated experience in conflict resolution and de-escalation.
- Proficient in English- Written and oral communication
- Bilingual Spanish preferred

All applicants must submit the following with their application:

1. Current Resume
2. A cover letter that explains what characteristics and experiences the applicant has that makes them a strong fit for this position.

For internal use only		JOB CODE:	
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:	
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FILE NAME:			
School Culture Coordinator			

PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Supervisor of Personalized Learning	12 Months
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Executive Director of Teaching and Learning	N/A
JOB LOCATION:	INTERVIEW LOCATION:
Administration Building	Administration Building
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position.	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
Position was converted from Dir. Of Curriculum and Instruction	Non-Union 12 Month \$101,593 - \$108,964
(Summary) JOB DESCRIPTION:	
<p>The Supervisor of Personalized Learning, under the direct supervision of the Executive Director of Teaching and Learning, coordinates and provides leadership for development and implementation of curriculum, instruction, and assessment in elementary, middle, and high in the area of personalized learning with a particular focus on culturally responsive teaching. Culturally Responsive Teaching is defined as: content integration, knowledge construction, equitable pedagogy, empowering culture, and prejudice reduction. (See <i>James Banks' Five Dimensions</i>). The Supervisor provides support to all Content Supervisors for the development of culturally responsive curricular and instructional initiatives that lead to personalized learning and academic achievement of all students.</p> <p>In addition, the Supervisor also supervises social studies curriculum K-12. In that role, the Supervisor provides leadership in evaluation and selection of culturally responsive resources and communicates the goals and aims of the social studies program and larger culturally responsive teaching vision in all content to the Board of Education, staff and community and is responsible for monitoring achievement across the district for all groups of students. The director monitors the implementation of the social studies programs through school visits, data analysis, and collaboration with other Providence School Department offices.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">● Master's degree from an accredited college or university with specialization in the areas of culturally responsive curriculum and instruction and/or administration/educational leadership, with preference given to the area of culturally responsive curriculum● A minimum of 4 years of experience as a classroom teacher, instructional coach curriculum coordinator, and/or principal; experience providing leadership in designing, planning and implementing instructional programs and professional development in the area of culturally responsive education.	

<ul style="list-style-type: none">● Administrative or supervisory experience desirable● Ability to prioritize and manage multiple tasks in a complex school system; and wide range of varied experience across school systems and secondary education institutes● Knowledge of research-based instructional practices across content in the area of culturally responsive content and pedagogy
CERTIFICATE / LICENSE REQUIRED:
RI Certification: Building Level Administrator
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:
<ul style="list-style-type: none">● Support, under the direction of the Executive Director of Teaching and Learning, content supervisors in the development of research-based innovative curriculum resources that are culturally responsive and personalized● Lead the development and monitoring of the implementation of the instructional program in social studies to address local and state mandates and priorities● Identifies needs for curriculum development and instructional program improvement in the areas of culturally responsive teaching; designs and conducts evaluations of new and existing instructional programs; and interprets the program to the professional staff, School Board, and the community.● Plans and leads district meetings of social studies teacher leaders.● Provides leadership in design and delivery of professional learning training activities for principals, teachers and support staff to promote innovative teaching approaches and techniques in the area of culturally responsive education and personalization. Provides support and guidance to in-service instructors and coordinators.● Work with supervisors and school staff in monitoring and evaluating implementation of the social studies and culturally relevant instructional program, advises principals, resource teachers, and classroom teachers regarding instructionally related concerns, problems, and or adjustments to new situations/curriculum.● Supervises the evaluation and selection of textbooks, instructional materials and equipment for social studies● Develops proposals for outside funding to support program improvements in the areas of social studies and culturally responsive education.● Collects data and prepares responses to request for information; interprets the curriculum and instructional program to the Board, staff, parents, and community; keeps abreast of latest research, developments, and techniques in social studies● Maintains liaison with Rhode Island Department of Education, colleges and universities, appropriate professional organization, and other groups or individuals who influence the quality or direction of the instruction program in the area of culturally responsive education and social studies.● Plans and coordinates activities that involve parents, community, and business sector in support of curriculum development, implementation, and evaluation in the areas of culturally responsive education and social studies.● Manages special district programs, including summer and/or extracurricular activities related to culturally responsive education and social studies; makes presentations to interested staff and community groups.● Prepares required report and annual budget request; manages expenditures and accounts for district activities; recommends allocation of grant funds according to need and best utilization; maintains files, records, and /or expenditure controls in the area of culturally responsive education and social studies.● Under direction performs other duties as assigned.
MINIMUM QUALIFICATIONS STANDARDS:

- Master’s degree from an accredited college or university with specialization in the areas of culturally responsive curriculum and instruction and/or administration/educational leadership
- A minimum of 4 years of experience as a classroom teacher, instructional coach curriculum coordinator, and/or principal; experience providing leadership in designing, planning and implementing instructional programs and professional development.

APPLICATION REQUIREMENTS:

- Uploaded in PATS profile
- 2 Letters of recommendation
- Resume
- Letter of interest and intent

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JOB CODE:

DATE(s) CREATED:

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PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Wellness Coordinator	Non-Union 12 month
NUMBER OF VACANCIES:	EXTRA DAYS:
1	
REPORTS TO:	DIRECTLY SUPERVISES:
Director of Nursing, Health & PE	N/A
JOB LOCATION:	INTERVIEW LOCATION:
Health Office	Health Office
REASON FOR OPENING: NEW OR REPLACEMENT	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions.
This is a new position that will be funded by Sodexo	
	Non-Union Position Salary \$54,597 - \$64,847
(Summary) JOB DESCRIPTION:	
<p>The primary goal for the Wellness Coordinator will be to interpret, evaluate, communicate, and foster the implementation of the PPSD Wellness Policy along with related federal, state and local policies, throughout the district. The Coordinator will lead the wellness strategy of the PPSD strategic plan and support a vision of success for the health and wellness of our students. In doing this, they will coordinate with offices within PPSD and across the city to ensure the wellness strategy is a core part of the district's broader goals. The Coordinator will provide technical assistance to schools to evaluate PPSD policy and strategy implementation, and lead Wellness Policy implementation, monitoring and evaluation. Additionally, the Coordinator will liaise with partners to ensure resources related to wellness, and aligned to PPSD's strategic plan, are maximized for students.</p>	
EDUCATION TRAINING AND EXPERIENCE:	
<ul style="list-style-type: none">• Bachelor's Degree highly preferred• Three (3) years of experience in wellness and nutrition	
CERTIFICATE / LICENSE REQUIRED:	
DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:	
<p>Wellness Strategy and Vision</p> <ul style="list-style-type: none">• Lead development and implementation of the wellness strategy of the strategic plan.• Serve as school district representative for school wellness issues.• Serve as an active and consistent member of the PPSD District Wellness Committee and help members of the PPSD Wellness Committee execute actions, convey information, and report on	

feedback received from district regarding school wellness issues.

- Assist PPSD wellness committee chairperson with duties of the committee.
- Create a regular reporting process on implementation of the wellness policy and progress overall
- Help schools implement Health and Wellness fairs.

Policy Implementation

- Lead and facilitate the implementation of the Wellness Policy across all stakeholders and support the connection to other policies.
- Make regular visits to all schools in PPSD and meet with school nurses, school health educators, school parent organizations and school principals to provide support and resources, ensure broad awareness and understanding of PPSD Wellness Policy and PPSD School Board’s position around school wellness, as outlined in PPSD’s Wellness Policy.
- Actively aid in any revisions, edits or changes that are made to the Wellness Policy as a result of new federal, state or local regulations or district-specific needs that might improve the PPSD Wellness Policy.
- Help ensure that the PPSD Wellness Policy, as well as any tools to aid in PPSD Wellness Policy implementation and communication, is a living document that accurately reflects current wellness research, criteria or best-practices in PPSD.
- Make policy assessment available to the school community and public; at a minimum every three years.

Partnership and Stakeholder Support

- Serve as point person for school administration, school staff, families, parents and community organizations regarding questions or suggestions about PPSD Wellness Policy language and implementation.
- Liaise with government agencies and city departments to promote health and wellness.
- Develop communication strategies and marketing plans to increase contact with schools and the community.
- Utilize national health-related frameworks and facilitate the coordination of resources of local and national initiatives
- Identify and engage new community and school stakeholders to participate in development and expansion of Wellness Policies.
- Identify potential revenue sources to fund and sustain health and wellness programming in the district.
- Create a system for tracking collaboration between schools and community agencies.

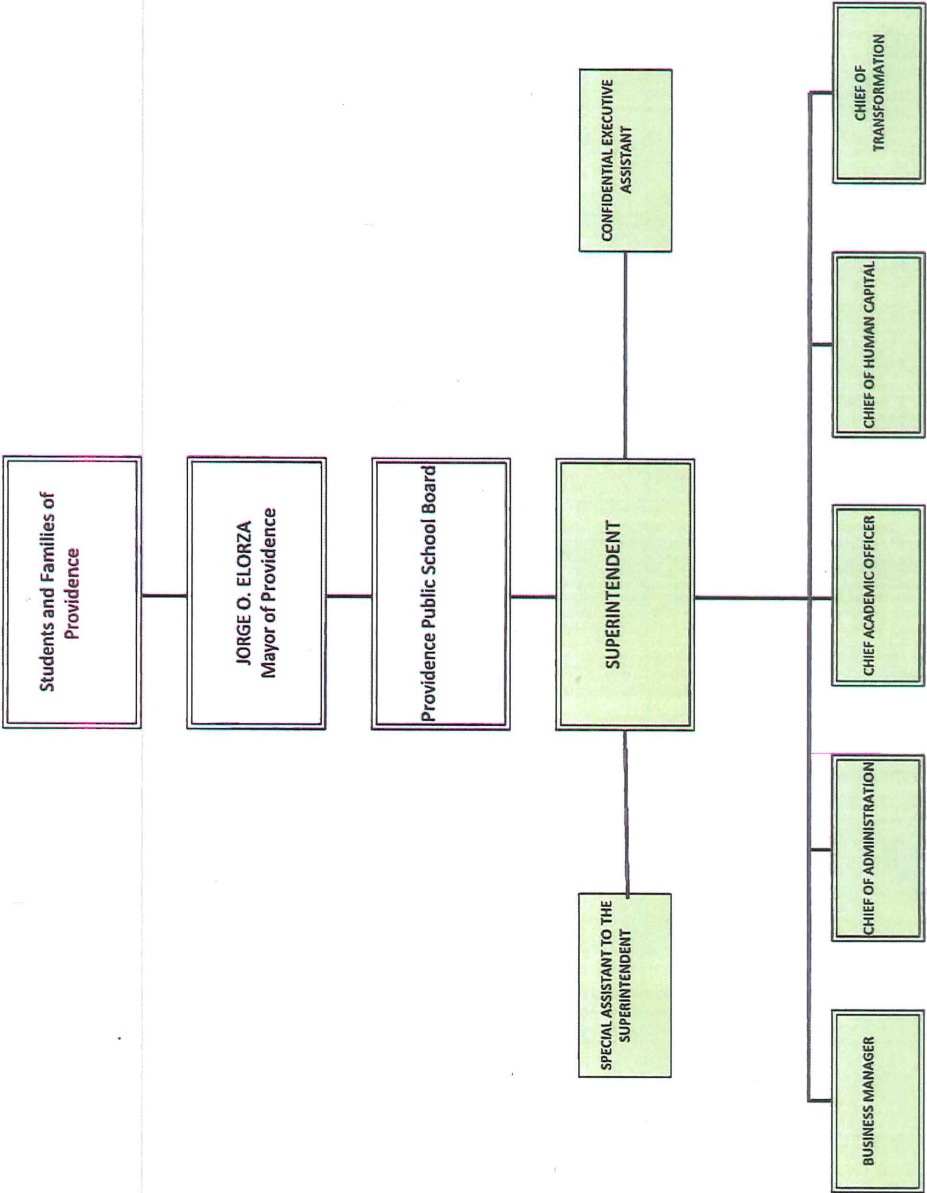
MINIMUM QUALIFICATIONS STANDARDS:		
<ul style="list-style-type: none">• Bachelor’s Degree highly preferred• Three (3) years of experience in wellness and nutrition		
For Internal use only		JOB CODE:
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
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FILE NAME:		
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PROVIDENCE SCHOOL DEPARTMENT JOB DESCRIPTION	
TITLE:	WORK YEAR:
Zone Executive Director (New School Design Zone)	12 months/non-union
NUMBER OF VACANCIES:	EXTRA DAYS:
1	N/A
REPORTS TO:	DIRECTLY SUPERVISES:
Chief of Staff	Principals
REASON FOR OPENING: NEW OR REPLACEMENT * If it's a Replacement Please indicate the last to own for the position. Replacement –Executive Director of Performance Management	POSITION TYPE: UNION, NON-UNION OR ADMINISTRATOR – For Non-Union and Administrator positions please Indicate the Salary Range for the positions. Administrator \$124,530 - \$133,686
(Summary) JOB DESCRIPTION:	
<p>PPSD is committed to ensuring that there is an effective principal in each school who is positioned to realize improved results for all students. In order to support principals’ ability to lead instructional improvement efforts, the district is committed to the development of principals as instructional leaders who strategically manage for student success. As PPCD engages in a district-wide shift to a new central office structure that prioritizes quality teaching and learning, Zone Executive Directors (ZEDs) will play a crucial role in establishing and managing learning-focused partnerships with building administrators resulting in improved student outcomes.</p> <p>The ZED of New School Design will oversee and monitor the implementation of targeted, data-driven school improvement efforts in a portfolio of innovative schools, including in-district charter schools, in Providence. Working in coordination with the other ZEDs, s/he will provide support to principals and building leadership teams to lead school-based improvement efforts and monitor school-level outcomes, and will evaluate principals of Zone schools. The ZED will work closely with schools in his/her Zone to ensure that every school can take advantage of the shifts in the central office and the District’s prioritization of autonomy. The ZED will foster an educational environment that is student-focused, results-oriented, and places priority on student learning and performance in every school within his/her Zone, and, through collaboration with other ZEDs, throughout Providence schools.</p>	

ESSENTIAL DUTIES AND RESPONSIBILITIES
<p><i>The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are <u>not</u> intended to be an exhaustive list of all duties and responsibilities required within this position.</i></p> <ul style="list-style-type: none"> • Manage large transformation efforts within assigned schools. • Evaluate principals in assigned schools. • Provide subject matter expertise in the areas of school and district-wide curriculum development, professional development, school improvement planning, assessment, and teaching and learning. • Create a culture and climate of collaboration and accountability that enables buildings and faculties to improve professionally. • In collaboration with other Zone Executive Directors, Chief of Staff and the Chief Academic Officer, develop and implement a robust performance monitoring system, including data collection tools and processes through which data will be analyzed and disseminated. • Monitor school progress toward implementation and academic benchmarks to promote accountability in the service of increased school-level autonomy. • For assigned schools, oversee preparation and follow-up for quarterly progress monitoring meetings. • Support, develop, and review school improvement plans. • Identify successful and promising practices within and outside of PPST in order to support schools in the replication of these models. • Provide as-needed technical assistance, professional development, and leadership development support. • As needed, prepare written reports, policy documents, and educational tools and resources. • Work closely with Finance staff to fully understand funding timelines, requirements, reporting, and how to use additional funding sources to best coordinate a collective impact that realizes results. • Work to support the implementation and ongoing support for the new Code of Conduct. • Manage the student internship process with partners and schools, and in collaboration with the Office of Strategic Partnerships. • Other related duties as assigned.
KNOWLEDGE, SKILLS AND ABILITIES
<p><i>Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Strong writing, communication, and presentation skills, with an ability to motivate and inspire a diverse set of stakeholders toward a common goal. • Strong working knowledge of school operations, strategic planning, effective family and community involvement strategies and partnerships. • Exceptional time management and project management skills, including the ability to develop, manage, and modify complex work plans. • Strong interpersonal skills with demonstrated success navigating complex environments while

building and maintaining relationships. <ul style="list-style-type: none"> • Strong critical thinking skills, including the ability to select, develop, and/or implement useful resources to drive improved educational outcomes. • Professional maturity with the ability to manage multiple and competing priorities, while consistently demonstrating sound judgment and disciplined thinking. • Ability to balance and deliver on both strategic and tactical work. • Sense of humor, positive attitude, and willingness to work in a collaborative environment. 		
EDUCATION, TRAINING AND EXPERIENCE:		
<i>Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.</i> <ul style="list-style-type: none"> • Bachelor's degree from an accredited educational institution required. • Master's degree from an accredited educational institution strongly preferred. • At least 5 years of school leadership experience. 		
CERTIFICATE / LICENSE REQUIRED:		
<ul style="list-style-type: none"> • Current Rhode Island School Administrator certificate. 		
For internal use only	JOB CODE:	
DATE(s) CREATED:	DATE(s) REVIEWED:	DATE(s) REVISED:
00/00/0000	00/00/0000	00/00/0000
FILE NAME:		
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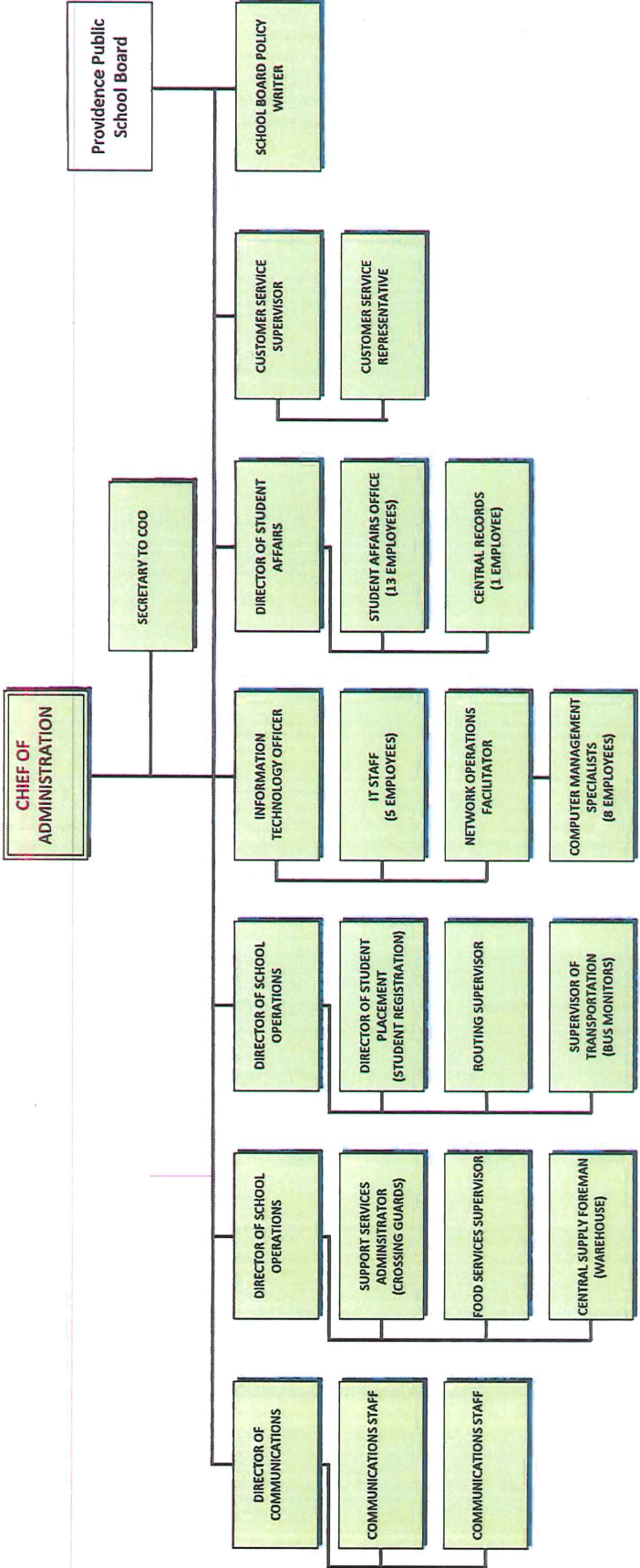
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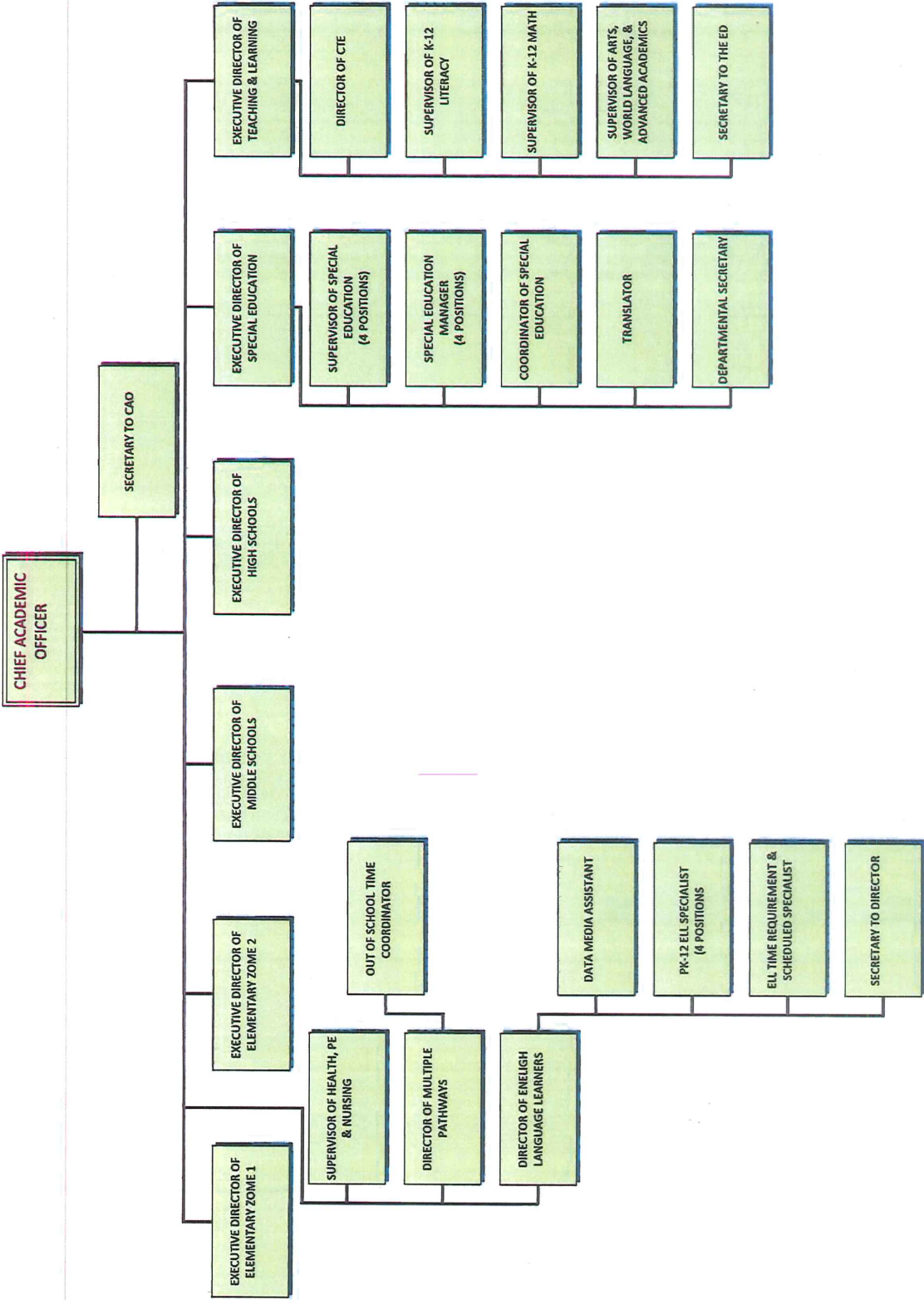
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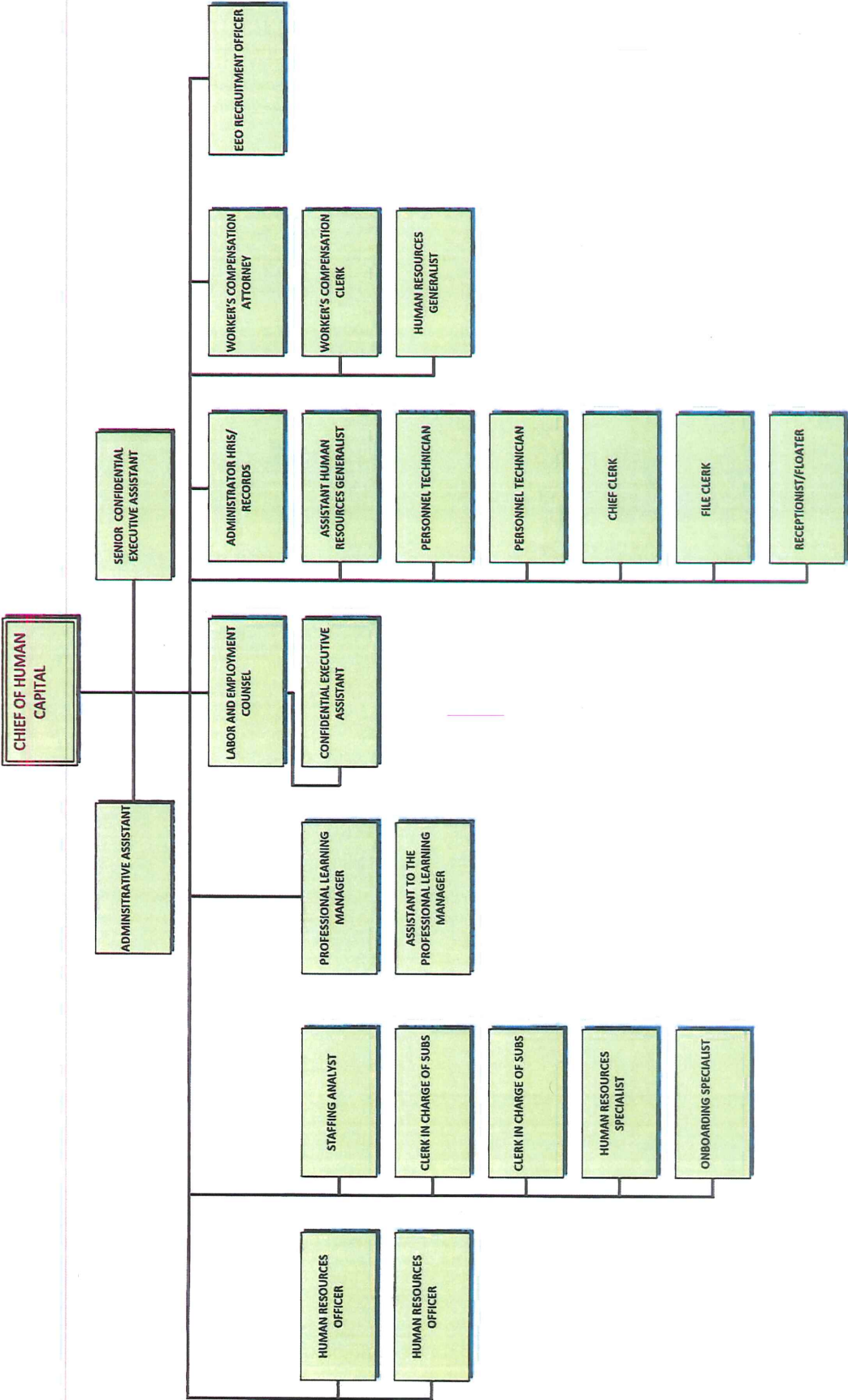
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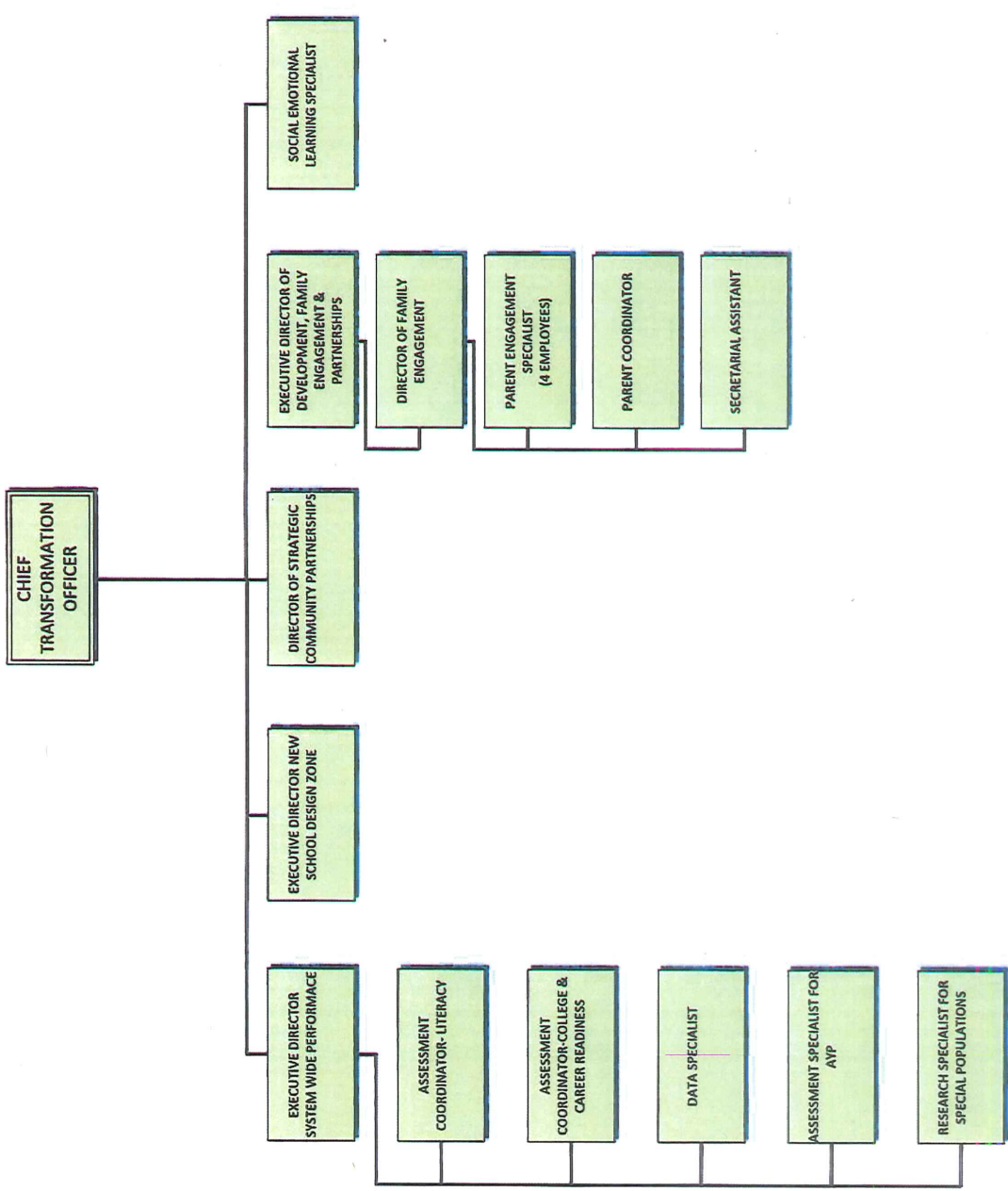
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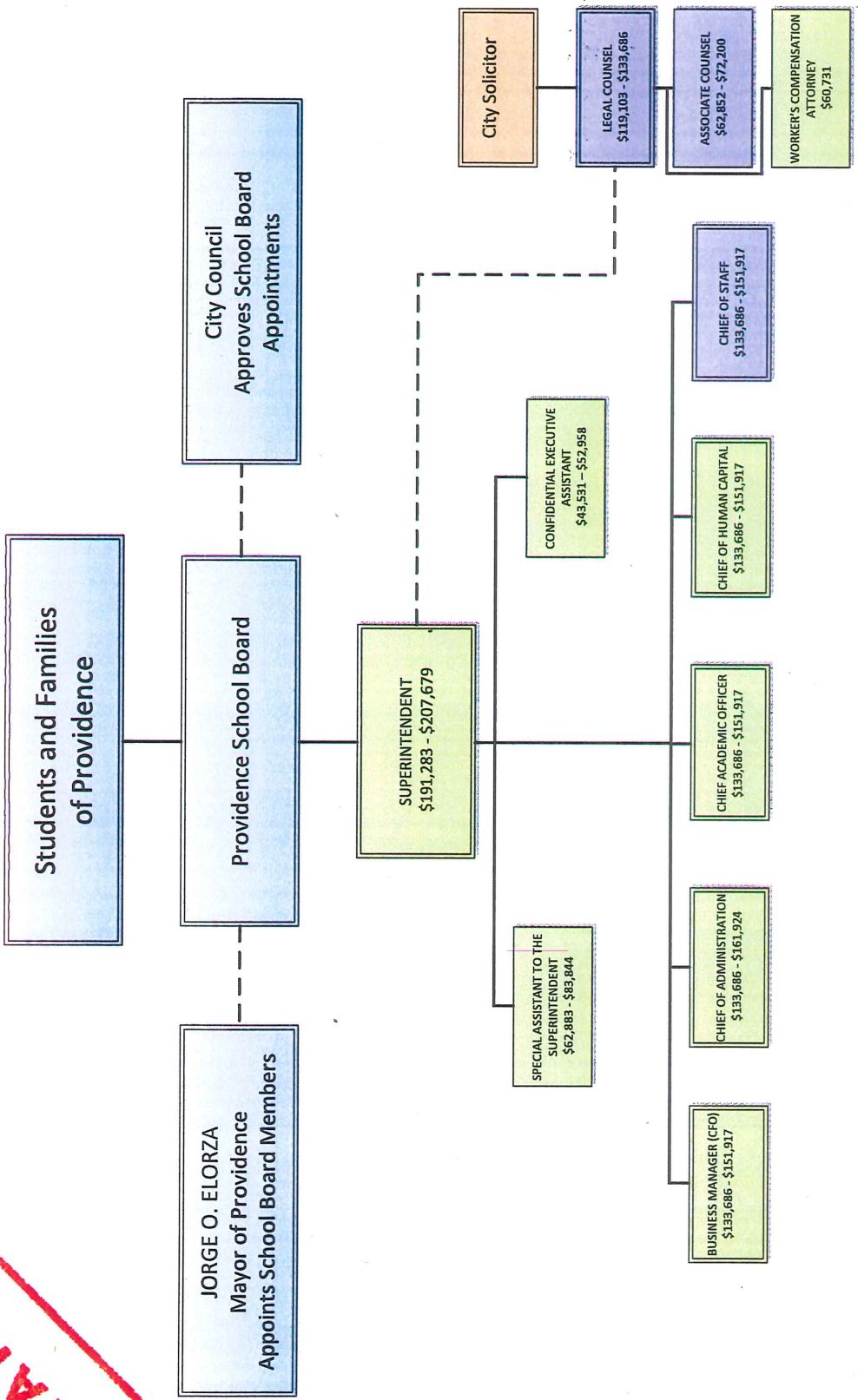
HUMAN RESOURCES



TRANSFORMATION



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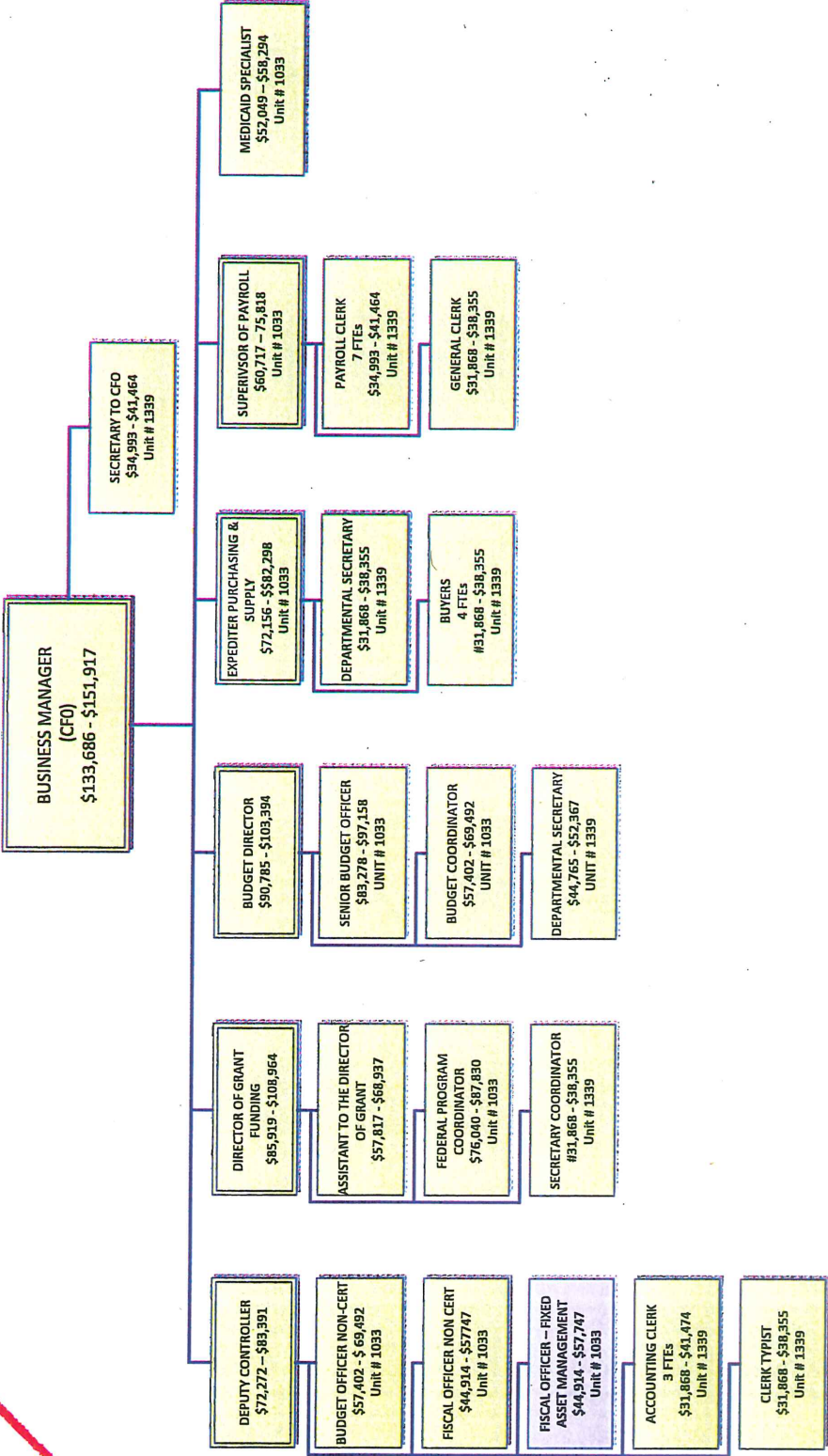


COLOR REPRESENTS A TITLE
CHANGE OR NEW POSITION

Double line border: title
holder has direct reports

DRAFT

FINANCE



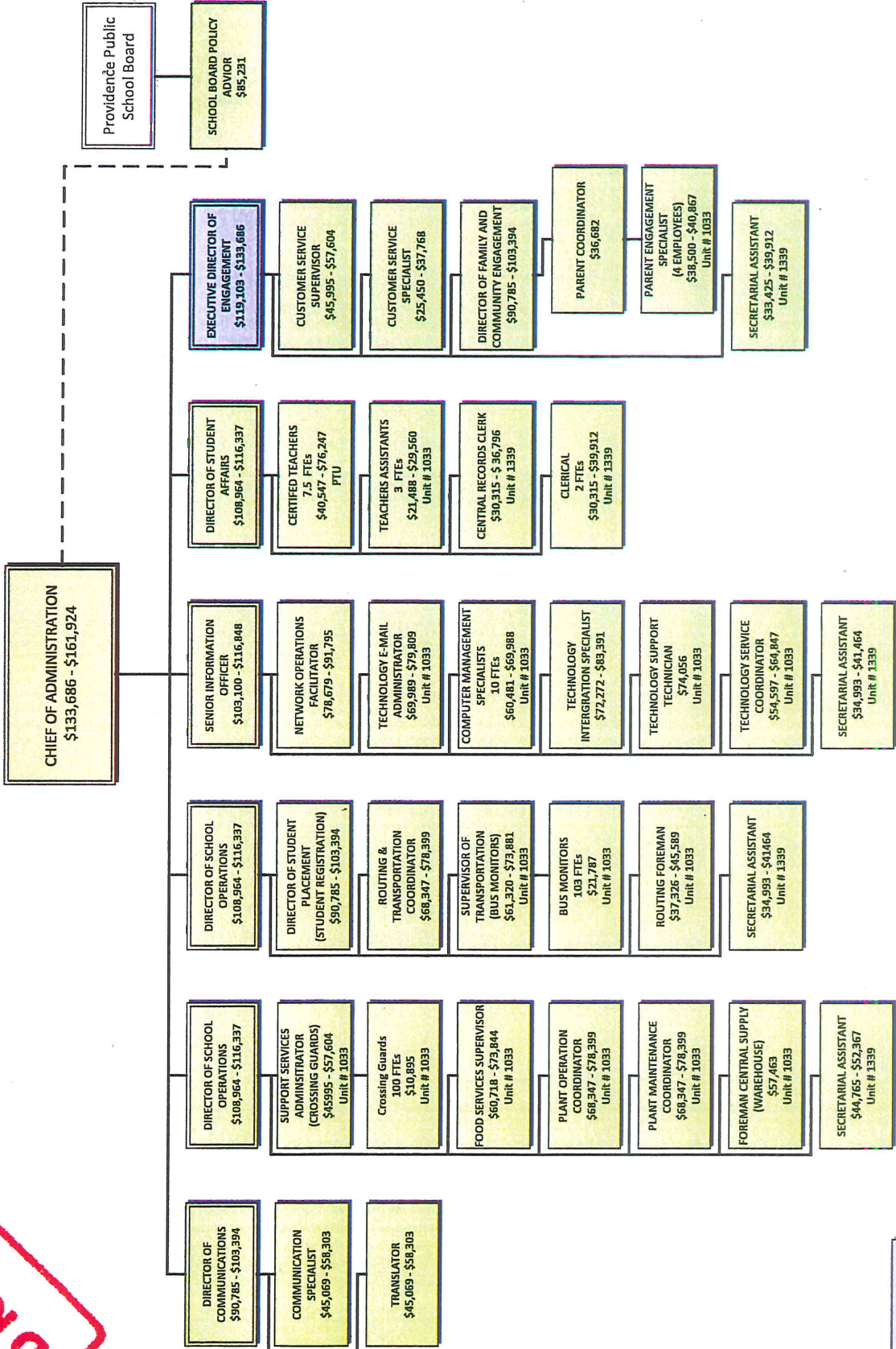
REPRESENTS A TITLE
CHANGE OR NEW POSITION

New Proposed Organization Chart 3/17/2018



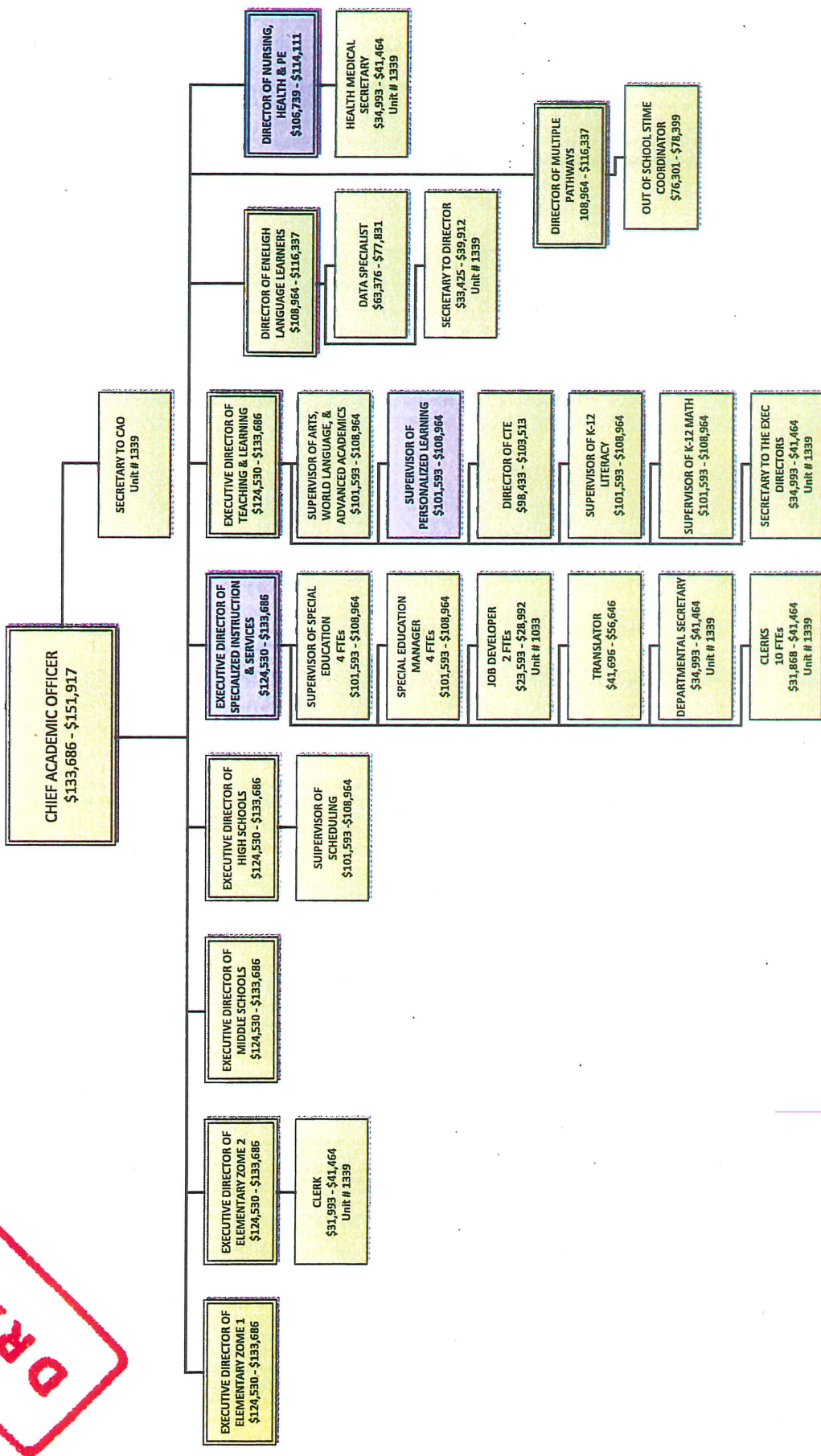
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ADMINISTRATION



REPRESENTS A TITLE
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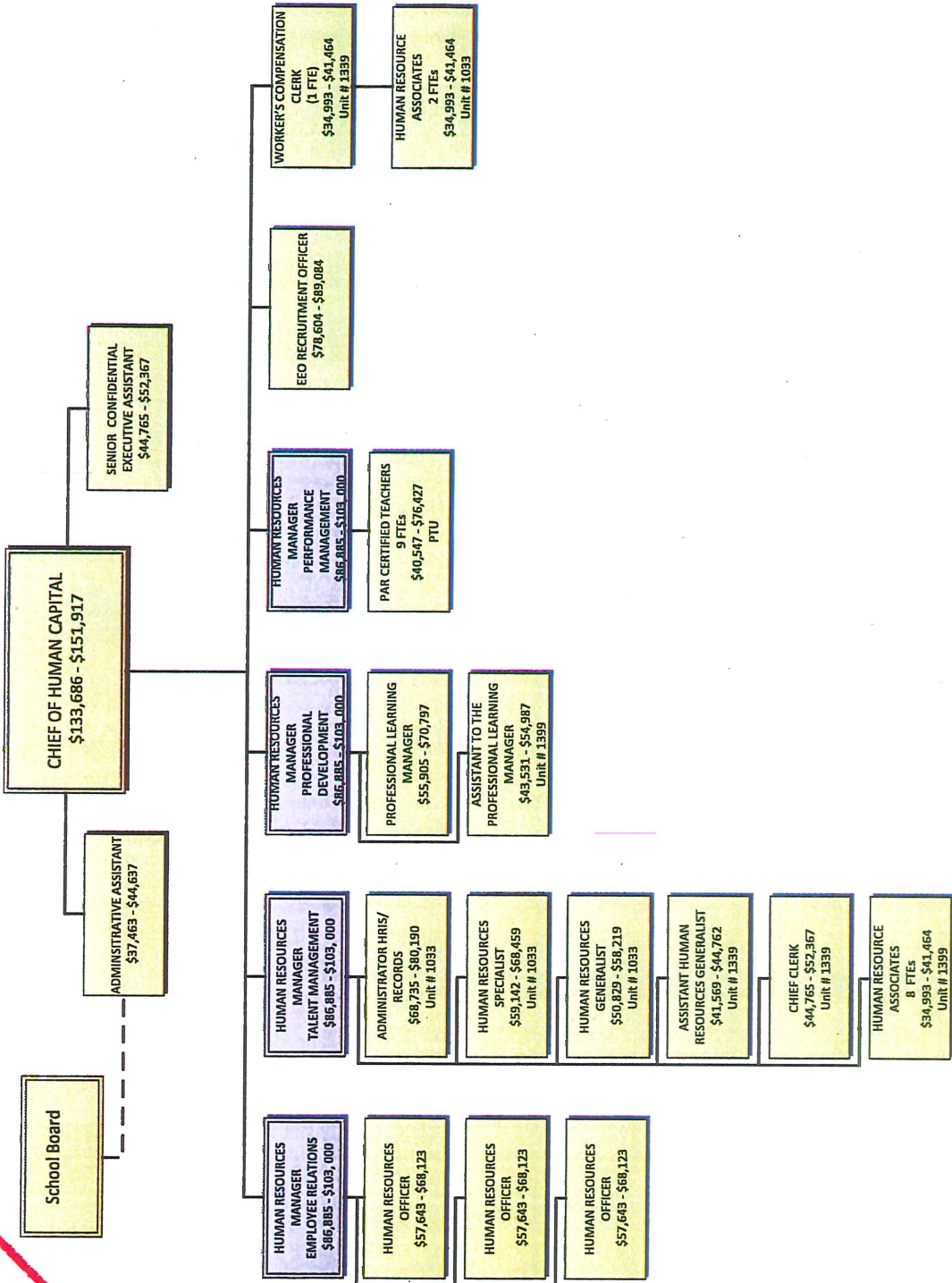
TEACHING & LEARNING



**REPRESENTS A TITLE
CHANGE OR NEW POSITION**

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HUMAN RESOURCES



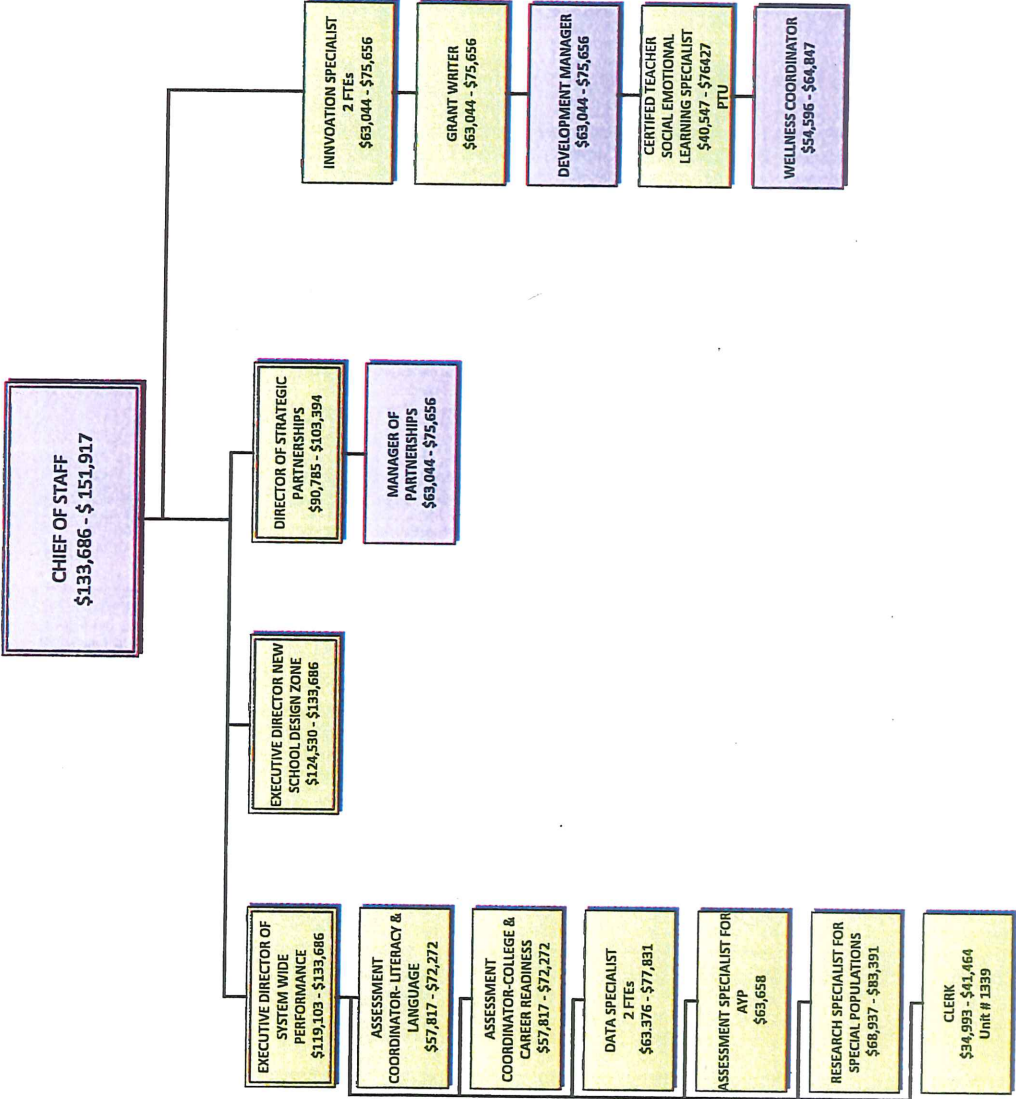
REPRESENTS A TITLE
CHANGE OR NEW POSITION

New Proposed Organization Chart 3/17/2018

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CHIEF OF STAFF



REPRESENTS A TITLE
CHANGE OR NEW POSITION