

Manchester School District, SAU #37

Job Description

Position Title: Executive Director of Student Engagement, Outcomes and Success

Exempt: Yes

Salary Grade/Range: TBD at time of posting

Non-Exempt: No

Reports To: Superintendent

Salaried: Yes

Date Last Revised: March 10, 2025

Hourly: No

Approved By: BOSC

Work-Year: 228 Days

Incumbent: New

Unit Affiliation: None

Minimum Qualifications and Requirements

Education:

- Master's degree in Education, Public Policy, Public Administration, Human Resources, Organizational Development, Psychology, Ethnic Studies, Multicultural Studies, Juris Doctorate (JD), or a related field from an accredited college or university.

Certification:

- Have or be able to obtain a New Hampshire Department of Education license in one or more of the following: School Principal, District Administration, Superintendent.

Specific Core Function:

Works with the Superintendent and Leadership Teams (district, building, community) to provide a learning environment where MSD learners have high quality post secondary outcomes - technical certificate, gainful employment, and /or a 2-year or 4-year degree. This role is for a collaborative and courageous leader committed to student success with a passion for using data to deeply understand the current context while striving to improve learning outcomes for all students.

- Actively serve a member of the Manchester School District Executive Leadership Team.
- Develop comprehensive district plans and advise the Superintendent, Board of School Committee on current trends, district data, programming and community support which illustrate learning opportunities for all students.
- Collaborate with the Human Resource Director to review and refine proposals for hiring practices in our district with a focus on reducing vacancy rates while also increasing pathways to grow our staff pools.
- In partnership with the Superintendent and Executive Leadership Team members work to create a culture of high performance management, teaching, and learning for all members of this learning community.

- Collaborate with the Executive Leadership Team, Building and District Leaders, Community Partners and Focus Groups in order to grow our pathways for our learners.
- Develop goals to address learning gaps for students with the input and collaboration from district, buildings, teachers, liaisons, and student voices.
- Create and assess key performance indicators and continuously review department data and trends.
- Conduct reviews of district policies, practices, and decisions, and in partnership with the Policy and Legal officer, make recommendations for needed changes to the Superintendent, and Board of School Committee Policy Committee to lift all learners and reduce barriers to success.
- Increase transparency on how district decisions and policies impact learning.
- Collaborate with central office leaders and school leaders district-wide to create an inclusive climate and equitable work environment for all.
- In collaboration with the Assistant Superintendent of Teaching and Learning, develop and implement district-wide professional learning for all staff and district partners.
- Ensure equitable access to high quality programs, partnerships, and rigorous courses for all MSD students and schools.
- Partner with students and families to identify barriers to access and success, explore opportunities for growth, and develop plans for continued improvement.
- Advocate for families from our communities.
- Seek grants and programs to provide parents and guardians with support and training in regard to navigating the school system, and language and literacy training for parents.
- Coordinate internal and external resources/funds to advance the work of the department.
- Coordinate with external partners, including City Hall and community-based organizations, to promote and align MSD efforts city wide.
- Attend Board of School Committee meetings and prepare reports for the Board as appropriate with review by the Superintendent.
- Evaluate staff as assigned.
- Perform other duties as assigned by the Superintendent.

License: Valid driver's license and availability of private transportation necessary.

Work Experience:

- Minimum of 5 years of experience in a results-oriented leadership role.
- Successful experience in a school district, government, or non-profit organization in an urban setting.
- Proven track record of successfully leading a complex initiative and managing a broad range of stakeholders to reach ambitious goals around major change initiatives.
- Experience in guiding the analysis of data to drive improvements in practice.

Preferred Characteristics:

- 10 years of experience in a results-oriented leadership role.
- Doctorate degree(Ph.D or Ed.D) in Education,Public Policy, Public Administration, Organizational Development, Ethnic Studies, Multicultural Studies or related field.
- Successful experience as a public-school teacher, public school principal, or public central office administrator in an urban environment.
- Working knowledge of families represented in the MSD community.
- Experience with a working knowledge of trauma informed pedagogy.
- Multilingual

Knowledge, Skills & Abilities:

Commitment to learning from all students as demonstrated by a proven track record of successfully engaging with and improving outcomes for students, staff, and family caregiver and community partners.

- Ability to engage, collaborate, challenge, and influence colleagues to approach all work and goals of the department.
- Knowledge, awareness, and understanding of the historical and contextual drivers of MSD and make connections to present-day education policies and practices that perpetuate disparities in student opportunity and outcomes.
- In-depth content knowledge of the research base in education-pedagogy and the applications of the research base for best practices for schools to provide learning pathways and support for all learners.
- Knowledge of federal and state requirements related to the Office of Civil Rights requirements and compliance.
- Ability to engage with staff, leadership, and community to provide trust, collaboration, and partnerships with the school district.
- Ability to meaningfully engage a wide variety of stakeholders in difficult dialogue and critical self-reflection around cultural awareness/practices, systems change, data review/actions and lifting all learners.
- Ability to create and design curriculum for learners using effective and evidence-informed practices.
- Skilled at using data to drive critical conversations and continuous improvement among educator and non-educator groups.
- Ability to effectively manage and achieve multiple goals and manage multiple projects.
- Strong communicator with excellent written, verbal, and presentation skills.

Physical Abilities and Working Conditions:

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of but not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required for this position. Manchester School District encourages persons with disabilities who are interested in employment for this position and need reasonable accommodation of those disabilities to contact the Human Resources Services department for further information.

Vision: (which may be corrected) to read small print, view a computer screen for prolonged periods.

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis.

Environmental Requirements: encounter constant interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records.

Additional Work Conditions & Physical Abilities: Will require travel to multiple sites.

Additional Position Information: this position is grant funded by community donations through the school year 2023-2024 (June 2024).

Specified Length/Hours of Position: 228 contract days annually.

Evaluation: Evaluation of this position shall be by the Superintendent of Schools.

My signature below indicates that I have read and understand the contents of this Job Description.

Signature

Date