



## Managing Director of Accountability and Authorizer Supports

### **Organizational Overview**

SchoolWorks is an educational consulting group with the mission of advancing all aspects of students learning and well-being by building the capacity of educators and educational institutions to assess, plan for, and achieve student success. With decades of insight into best practices across domains, SchoolWorks provides actionable improvement support by helping schools, districts, networks, and education agencies identify strengths and weaknesses, develop and execute meaningful and achievable action plans, and monitor ongoing progress. We represent a diverse client base, including departments of education, school districts, charter school authorizers, charter management organizations, charter schools, district schools, K-12 service providers and foundations, and individual practitioners.

### **Core Values**

- **Accountability:** We believe accountability for results is an essential component of every successful organization.
- **Based on Evidence:** We seek to understand the context and practices of schools, districts, school networks, authorizers, and communities through evidence-based processes.
- **Collaboration and Learning:** We serve our partners best by collaborating and learning with them.
- **Diversity, Equity, and Inclusion:** Through our work, we advance diverse, equitable, and inclusive policies, both within our organization and with our partners, in order to dismantle inequalities in school communities.
- **Effective Practices:** We identify effective practices across the education landscape and interpret and apply them in all aspects of our work.

We know that the largest driver of our success is the people who work in our organization every day. Our staff have an immediate impact on our ability of reaching our mission and changing the lives of our students. We strive to attract, develop, and retain a team that is diverse by race, ethnicity, culture, income background, gender, sexual identity and orientation, and a variety of other factors. See our statement on diversity [here](#).

*Research has shown that people of color and women are less likely to apply for jobs if they do not believe they meet every one of the qualifications described in a job description. Our highest priority is finding the best candidate for the job. We encourage you to apply, even if you do not believe you meet every one of our qualifications described or you have a less traditional background.*

### **Role Overview**

The Managing Director of Accountability and Authorizer Supports works alongside the Managing Directors of Instructional Supports, Leadership Supports, School Developer Supports, and School Quality Reviews, to oversee all projects. The Managing Director will report to the Director of Project Management and President. Managing Directors will be responsible for directly managing up to 50 contractors and 15 engagements at any given time. The right person for this role will have significant experience in the education accountability and charter authorization environment and will be able to support, coach, and manage a variety of projects, team members, and initiatives.

Working with SchoolWorks' diverse client base to address national issues in education, the primary responsibility of the Managing Directors is to manage, and participate in, the expansion and development of SchoolWorks' client base and service offerings. Managing Directors serve as experts in their fields, and utilize a variety of skills to lead, curate, and oversee SchoolWorks offerings in their respective areas of expertise, as well as ensure the satisfaction of SchoolWorks clientele. Fundamentally, Managing Directors are responsible for developing and managing organizational and human capacity within their practice area.

## **Internal**

- Engage in regular meetings with SchoolWorks President, Director of Project Management, and Director of Business Development to discuss needs and strategy.
- Engage in regular meetings with Managing Directors to discuss projects, internal systems, norming, and staffing.
- Engage in on-going Diversity, Equity, and Inclusion learning, reflection, and training.
- Develop and maintain a centralized list of contacts in collaboration with SchoolWorks and collaborate with SchoolWorks on communicating and engaging individuals on the list.
- Manage all aspects of assigned internal and external initiatives.
- Regularly report progress of all service area projects and initiatives to Director of Project Management and President.

## **Human Capital**

- Recruit, interview, select, and onboard consultants, partners, and potential employees in their practice area on an ongoing basis in collaboration with the Director of Project Management.
- Provide ongoing professional development (PD) and training for consultants and team members.
- Provide team members and Project Managers who work in this practice area with success-oriented feedback on an as-needed basis.
- Support and monitor Project Managers in service area, including supervising project deliverables, budget, staffing, training, and performance.
- Onboard and train new Project Managers in their service area.

## **Project Management**

- Develop and manage detailed project plans in order to ensure attainment of all deliverables, schedules, and benchmarks.
- Implement project plan with fidelity to the outlined scope and budget of the project proposal.
- Participate and facilitate delivery of services and content to clients, ensuring client satisfaction.
- Utilize project management software and databases (Kintone and Projector) per SchoolWorks guidance.
- Provide ongoing quality monitoring of project progress and outcomes based on feedback and data.
- Work with Directors of Business Development and Project Management if changes in scope are requested.

## **Sales**

- Serve as SchoolWorks brand ambassador for the designated service area, providing continual input into its continued growth and expansion.
- Provide technical expertise and input into new service offerings, both pre- and post-contracting.
- Work directly with the Business Development Director to develop and refine all communications about the service area in the form of website copy, blog posts, case studies, marketing sheets, presentations, and more.
- Work directly with the Director of Business Development to develop and expand client contacts within the service area and collaborate on regularly engaging contacts.
- Provide input and ideas to support new business opportunities in the service category, and regularly review proposals and associated budgets for technical accuracy.
- Attend opportunity calls with the Director of Business Development to provide expert insight into program implementation, and answer client questions.
- Present at conferences and events.
- Support both company-wide and category-specific marketing efforts, as needed.

## **Service Area**

- In collaboration with the President and Director of Project Management, develop annual Service Area Action Plans aligned with SchoolWorks' Strategic Plan.
  - Accountability and Authorizer Supports Activities include, but are not limited to:
    - Codification of charter authorizing framework, as well as related protocols and guides;
    - Development and implementation of annual cohort training and norming for Accountability and Authorizing team members; and
    - Ongoing management of Charter School Authorizing Online Professional Development Course.
- Drive and implement Service Area Action Plan.
- Monitor and report progress to stakeholders on Service Area Action Plan.
- Analyze complex issues and develop tools, strategies, and recommendations to build the organizational capacity of our clients in the assigned service area.
- Provide support, direction, and tools, as necessary, to service area project teams.

## **Competencies**

The exceptional candidate will excel in the following competencies:

- **Diversity, Equity, and Inclusion:** Understands that bias, privilege, power, and systemic racism exist, and they impact decisions on a daily basis. Works to become anti-racist and helps ensure SchoolWorks is an anti-racist organization. Is empathetic and closely-connected to cultural competence that enables the ability to see the world through others' eyes and understands their unique perspectives.
- **Stakeholder Management:** Develops strong, trusting, respectful relationships with others; is respectful to all stakeholders, even in extremely challenging circumstances.
- **Planning and Execution:** Manages time and resources effectively; prioritizes efforts according to organizational goals. Compares actual progress to planned milestones and adjusts plans accordingly.
- **Collaboration:** Works in conjunction with multiple stakeholders across projects and within the organization to ensure the overall success of clients and the company.
- **Critical Thinking and Problem Solving:** Gathers information from different sources; sifts through complexity; analyzes and synthesizes information (the big picture and details) and proposes relevant solutions; has the ability to think holistically, recognize patterns, and make imaginative leaps based on those patterns.
- **Intellectual Curiosity:** Has a deep hunger to learn and grow, and a willingness to experiment in order to learn.
- **Achievement Orientation:** Sets challenging goals and follows through to get results. Has a history of personal success and achieving excellence.
- **Management:** Develops and encourages personal development of self and others to improve performance and models continual learning

## **Preferred Qualifications**

- Advanced degree in education, policy, or management.
- Experience working as a charter school authorizer, and/or with charter school authorizers.
- Demonstrated success and expertise in the fields of accountability, authorizing systems, performance frameworks, portfolio management, and technical assistance.
- Strong project management skills.
- Superior relationship-building and relationship management skills.
- School administration experience with successful turnaround experience a plus.
- Strong knowledge of data-driven decision-making practices.
- Strong verbal and written communication skills.
- Ability to travel throughout the year.

## **Compensation and Location**

This is a full-time, exempt position. Compensation will be commensurate with experience.

## **Contact**

To apply, please visit [www.schoolworks.org](http://www.schoolworks.org)

*SchoolWorks is an equal opportunity employer.*