

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
MANAGER
Manager of Performance and
Organizational Learning

JOB TITLE: **Manager of Performance and Organizational Learning**

REPORTS TO: Special Assistant for Performance and Accountability

SUPERVISES: Data Analyst, Information Control Specialist and other staff as assigned

NATURE AND SCOPE OF JOB: To develop the district's capacity for using data to drive decision-making at all levels and continuous improvement efforts. The Manager of Performance and Organizational Learning will establish school and district metrics, regularly measure and report on progress toward those metrics and assist schools and district leadership with planning for improvement. Additionally, the Manager of Performance and Organizational Learning will help the district establish system-wide processes to improve efficiency of student enrollment, data collection, data sharing and data reporting. Finally, the Manager of Performance and Organizational Learning will evaluate program effectiveness and support external reporting.

QUALIFICATIONS:

The Manager of Performance and Organizational Learning shall:

1. Hold a Master's Degree from an accredited college or university.
2. Have a minimum of 5 years relevant work experience in large educational systems.
3. Demonstrate understanding of the critical role of data in continuous improvement processes and change management.
4. Have a track record of executing data-driven campaigns that led to strong qualitative and quantitative outcomes.
5. Demonstrate a working knowledge of state and federal regulations, laws, policies and procedures pertaining to student information.
6. Demonstrate commitment to ensuring that the data in district enterprise systems is accurate.
7. Verifiable experience in influencing and leading organizational change to implement new/improved processes and measures.
8. Demonstrated ability to act as an advisor to leadership and internal partners providing insights into the enterprise's performance and processes through data, metrics and analytics as well as creative problem solving.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Demonstrate proficiency in using technology for word processing, data management, presentations and telecommunications.
11. Hold and maintain a valid driver's license with no serious violations.
12. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation, including evidence of passing the Mantoux Intradermal Tuberculin Test, in accordance with N.J.A.C 6:3-4A.4.

15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Manager of Performance and Organizational Learning shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Manager of Performance and Organizational Learning shall:

1. Support management team to make data analysis part of all decision making and continuous improvement.
2. Lead department to provide timely, actionable data
3. Develop plan to increase end users ability to use data to inform decisions.
4. Define organizational standards for data quality in TPS enterprise systems.
5. Analyze data from disparate systems to produce reports that provide insight on the district's progress towards the Superintendent's goals.
6. Perform root cause, performance trend analysis and work simplification studies in order to develop appropriate measurement control changes. Analyze measurement/KPI standards and metrics to provide solutions for improvements. Review analysis findings to recommend appropriate changes in process, requirements or data approach.
7. Create, update and maintain measurement related documentation. Develop metrics that provide value-add decision data for projects, portfolios and leaders. Prioritize and implement measurement and data change requirements based on critical business need.
8. Develop, use, and review work aids, such as process descriptions, checklists, templates and guides to assist users with implementing defined measurement processes.
9. Train selected department personnel in the use of new software or existing databases.
10. Provide project management documentation as requested or required for audits.
11. Assist school-based personnel implementing standards and operating procedures established for management of student data.
12. Monitor and analyze documentation for current and incoming students to assure proper placement.
13. Maintain and updates policies regarding registration, student placement, and transfers as needed.
14. Audit student database information for the purpose of improving data quality within the and across enterprise systems within the district.
15. Protect confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
16. Perform any duties that are within the scope of employment and certifications, as assigned by the Special Assistant for Performance and Accountability or the Superintendent, and not otherwise prohibited by law or regulation.
17. Adhere to New Jersey school law, State board of Education rules and regulations, Board of Education policies and regulations and contractual obligations.
18. Continue to grow professionally through collaboration with colleagues and professional growth experiences.

EVALUATION

The Manager of Performance and Organizational Learning shall be evaluated in accordance with Board of Education Policy.