

# Plan Manager Job Description

Post Title: **Level 4 District Plan Manager**

Purpose: This key member of the administrative team acts as a link between district leadership, building administration, and outside providers working to develop and monitor the Level 4 District Plan. As a manager of numerous and varied aspects of the planning process, the ideal candidate will develop and deliver excellent management, administrative, monitoring, and communication systems. The District Plan Manager assists the Superintendent in developing tracking, and monitoring the District's Plan for improvement, identifies issues as they become evident, and plans for risk mitigation. The District Plan Manager will also work directly with an Accountability Monitor designated by the Massachusetts Department of Elementary and Secondary Education (ESE).

Created/updated: **April 2011**

## **Responsibilities:**

### **Level 4 District Plan Coordination, Monitoring and Reporting:**

- Coordinate and schedule the District Plan development sessions as agreed with the District Superintendent and the Massachusetts Department of Elementary and Secondary Education (ESE).
- Facilitate the engagement of district staff to ensure their involvement and ownership of the development of the District Plan.
- Responsible for drafting the District Plan and the coordination of any agreed resources and supports needed for the District Plan to be completed on time.
- Ensure the identification and development of the key priorities in the District Plan and clearly define the strategies and actions to be undertaken to meet those priorities.
- Establish effective communication and engagement structures for all key stakeholders associated with the District Plan.
- Ensure the timelines for implementation are realistic and achievable.
- Serve as a key coordinator within and between stakeholders to ensure that the District Plan is delivered in timely manner.
- Ensure the District Plan and associated issues are highlighted and reported in a timely way and that effective remedial action is taken.
- Ensure that the allocation of resources to deliver the Plan's priorities is realistic and sustainable.
- Monitor the resources necessary to implement the District Plan and oversee associated contracts with outside providers.
- Support various task owners in monitoring the Plan's strategies, actions and associated budgets.
- Monitor time, costs and scope of the District Plan to ensure progress is occurring at the appropriate pace, raising any issues to the Superintendent.
- Assist the district staff in developing and implementing effective processes to ensure the outputs of the District Plan outputs are accurate, high quality and delivered on time and to budget.
- Attend planning meetings to collect key information and to disseminate appropriate information to team members.
- Ensure procedures are followed, and suggest any necessary improvements to the Superintendent.
- Evaluate and report status of the District Plan at defined intervals.

- Support district personnel and handling issues that are blocking the timely execution of the District Plan.

**Supervision and Monitoring:**

- Contribute to the management of quality assurance procedures for all elements of the District Plan.
- Coordinate the work of all those involved with the District Plan.
- Coordinate day-to-day activities and manage staff where appropriate.
- Coordinate communication with the Department of Elementary and Secondary Education's Accountability Monitor.

**Special requirements of the role:**

- Excellent communication and interpersonal abilities.
- Well-developed leadership, organizational and administrative skills.
- Team management and motivational skills.
- Capacity to negotiate and manage change.
- Ability to work under pressure and keep track of a variety of critical and interrelated decisions.
- Ability to identify improvements and follow through in implementation.

**Special relationships and contacts:**

- Must be able to deal effectively with internal and external personnel and stakeholders at all levels.
- Will need to develop relationships with senior staff within and outside the district.
- Will need to work closely with all central office departments (SPED, Title I, HR, IT, etc.).
- Will need to develop relationships with personnel at the Massachusetts Department of Elementary and Secondary Education (ESE).
- Must attend all training and development opportunities as defined by ESE to support and develop capacities of the District Plan managers across Massachusetts.

**Training and experience:**

- Bachelor's or Master's degree with managerial experience required. Experience in K-12 programs and services desired.
- Excellent skills using information technology including word processing, spreadsheet and experience of handling financial management information. Experience with databases and/or project management software desired.
- Management/supervisory experience, preferably with an emphasis on providing and continuously improving school services.

**Reporting lines**

The District Plan manager will report directly to the District Superintendent.