



## CITY OF SEATTLE

---

### Middle School & High School Program Advisor

---

<b>SALARY:</b>	\$41.50 - \$62.27 Hourly
<b>LOCATION:</b>	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Department of Education and Early Learning
<b>BARGAINING UNIT:</b>	Not Represented
<b>CLOSING DATE:</b>	04/02/19 04:00 PM Pacific Time

---

#### POSITION DESCRIPTION:

The Seattle Mayor and City Council are striving to bring us to the top of the list of cities known for positive change, innovation, and sound financial management. Part of this vision includes a city where every student, regardless of language and cultural differences, feels safe and included, and receives a quality education that prepares them for success in life and career. The Department of Education and Early Learning (DEEL) supports this effort through our mission to transform the lives of Seattle's children, youth, and families by eliminating opportunity gaps, preparing students for kindergarten, improving academic achievement, ensuring students graduate high school prepared for college or a career path, and promoting the attainment of a post-secondary certificate, credential, or degree. We strive to embed the City's Race and Social Justice Initiative into our education objectives and seek staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity.

DEEL administers the Families and Education Levy (FEL), the Seattle Preschool Program Levy (SPP), and the new Families, Education, Preschool, and Promise (FEPP) Levy, as well as other funding sources to support Seattle's children and students. DEEL's 2018 adopted budget is \$80M and we currently employ approximately 75 staff members dedicated to the pursuit of our department's mission, vision, values, and goals.

As a representative of the Mayor and City Council, DEEL invests in improving student outcomes and evaluates performance by tracking academic measures, such as students meeting state standards in reading and math, and progress indicators, such as attendance, English language proficiency, and course completion. To achieve these outcomes DEEL awards and manages funding designed to maximize academic results for students by allowing flexibility in how schools and service providers design culturally responsive, tailored interventions for students not yet meeting academic expectations and those meeting Levy focus student criteria. Depending on the provider, interventions may include extended in-school academic support, expanded learning opportunities before/after school, during school breaks, or over the summer, college and career readiness programming and advising, case management, and social, emotional, and behavioral skill development.

DEEL develops and administers performance contracts and agreements for services, oversees contract implementation, monitors progress towards achieving outcomes and provides support, guidance and direction to grantees as necessary. DEEL is a data-driven organization that practices continuous quality improvement.

To help ensure students receive the support they need to succeed, we are looking for a Middle School & High School Program Advisor to manage a \$6 million per year portfolio of education investments designed to support academic success and college and career readiness. The position will be an integral member of the K-12 College and Career Team at DEEL and, in partnership with the Seattle Mayor, City Council, Seattle Public Schools and regional community partners, will help deliver on the vision for our city where children, youth, and families have equitable access to high-quality educational services, supports, and outcomes.

## Here's more about what you will be doing:

### You will realize measurable outcomes of academic achievement by:

- Leading and providing direction for all middle and high school investments, including school year and summer learning programs
- Strengthening college and career readiness programming and family engagement efforts with school communities
- Developing and tracking annual performance outcomes and indicators for middle and high school investments through the administration of performance-based contracts
- Developing and implementing effective progress monitoring data collection systems
- Analyzing and using state, district, and school-level data to identify common areas of need and to inform program and strategy recommendations needed across middle and high school investments
- Identifying key resources and coordinating professional development opportunities throughout the school year to strengthen math, reading, attendance, and passing core courses strategies for students performing below standard on middle and high school assessments

### You will partner with and support Levy-funded middle and high schools by:

- Providing direct technical assistance to Levy-funded middle and high schools, including support for school leadership, teaching staff, and partner organizations
- Meeting regularly with school principals and key staff from Levy-funded middle and high schools to observe implementation of Levy-funded strategies, review relevant data, discuss progress towards goals, and determine what course corrections, if any, need to be implemented
- Conducting site visits of all Levy-funded middle and high schools and summer learning programs to observe implementation of Levy-funded strategies, discuss progress towards goals with Levy staff, and provide research-based materials and strategy ideas to school teams and partner organizations
- Convening regular meetings with Levy-funded middle and high schools in order to share best practices and resources, problem-solve current challenges, and identify top priorities for joint professional development opportunities and supports
- Coordinating school budget and contract reconciliations and modifications for Levy-funded middle and high schools in collaboration with school district partners
- Planning and implementing annual retreats and comprehensive professional development opportunities for Levy-funded middle and high schools, based on school needs

### You will support the mission of the Department of Education & Early Learning by:

- Partnering with Seattle Public Schools colleagues and representing DEEL in collaborative city/school district meetings
- Preparing reports and presentations for policy makers, including the Levy Oversight Committee, the Mayor's Office, City Council, Seattle School Board, and other education stakeholders
- Participating, as appropriate, in local, regional, state, and national efforts and symposia to improve outcomes for middle school and high school students

## **QUALIFICATIONS:**

You will be most successful if you have demonstrated significant strength in achieving improved student outcomes, teaching (especially at the secondary school level), and providing leadership, focus, direction, and facilitation to multidisciplinary, cross-sector workgroups. A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes must be at the center of your professional practice. The ability to communicate at all levels tactfully and effectively will also contribute to your success. Specifically, you'll be prepared to take on this role if you have:

### Experience in:

- Using qualitative and quantitative data to inform program and policy decisions
- Driving academic results for students performing below standard on academic assessments
- Managing projects and issues while maintaining excellent customer service
- Communicating to internal and external audiences as a representative of elected officials or executives on significant issues for the purpose of garnering support, shaping opinions, advocating controversial positions, and achieving important educational outcomes
- Working with first-generation and racially/ethnically diverse student populations

- Working with school principals and education leaders to improve systems, practice, and student outcomes
- Convening and facilitating effective meetings and professional learning opportunities

Knowledge of:

- Evidence-based and promising best practices in public education that promote graduation and college and career readiness
- Middle school and high school educational issues, and mechanisms to enhance educational equity
- Professional development in middle schools and high schools, with experience in improving educational climate, culture, and teaching practices
- School finance and administrative processes
- Cultural differences and their effect on college planning
- Strategies for improving students' college and career readiness

The ability to:

- Develop and monitor performance-based contracts
- Work in and conduct effective outreach in diverse communities
- Develop program recommendations and policy options for senior management
- Demonstrate excellent analytical skills
- Utilize culturally responsive practices for working with students from low socio-economic, immigrant, and/or emergent bilingual backgrounds
- Travel to all Levy-funded middle and high schools and summer learning programs for site visits

**ADDITIONAL INFORMATION:**

This position is classified as a Strategic Advisor 2, Exempt and you will need to be able to work a flexible schedule, as attendance at some evening and weekend meetings will be required. DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

**APPLICATION PROCESS:**

To be considered for this position, you must submit a complete application. For your application to be considered complete, you must fill out the application in its entirety, answer all supplemental questions, and attach all of the following: a cover letter, professional writing sample, and resume. We will be accepting applications at <https://www.governmentjobs.com/careers/seattle/> until 4:00pm Pacific Time on Tuesday, April 2, 2019. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Lindsey King at [Lindsey.King@seattle.gov](mailto:Lindsey.King@seattle.gov).

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2019-00327

<http://www.seattle.gov/jobs>  
MIDDLE SCHOOL & HIGH SCHOOL PROGRAM ADVISOR  
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5400  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.