



Supportive Schools Manager Job Description

The Chicago Public Schools (CPS) has set ambitious goals to ensure that every child—in every school and every neighborhood—has access to a world-class learning experience from birth, resulting in graduation from high school college- and career-ready.

The **Supportive Schools Manager** (reports to Executive Director of the Office of Social & Emotional Learning) will be charged with managing the human and financial resources necessary to implement all strategies included in the district's universal social & emotional learning supports, including school climate development, social & emotional skills instruction, restorative climate, and classroom environment supports. The Supportive Schools manager will manage and work closely with OSEL managers and specialists to help schools develop Multi-Tiered Systems of Support for SEL.

The Supportive Schools Manager will be held accountable for the following responsibilities:

- Manage the development and execution of district-wide plan to ensure the implementation of research and evidence based practices in schools for social and emotional learning and supportive school climate. Manage the development of a system of ongoing training, implementation guidance, technical assistance and professional learning processes to support that implementation. Develop and manage systems that provide ongoing feedback to Network and school staff and drive continuous improvement.
- Supervise a team of specialists and collaborate with other responsible managers to integrate and streamline support necessary for the development of supportive school climates and universal SEL instruction. Coordinate and collaborate cross-departmentally to drive effective implementation, and identify and leverage knowledge base within CPS, other school systems and other settings where strategies are used and/or researched; collate and apply that knowledge base to improve effectiveness of implementation.
- Develop systems and staff to ensure appropriate data collection, analysis and interpretation for process and outcome metrics to facilitate continuous quality improvement.
- Manage and develop grants related to Social & Emotional Learning
- Seek continuous improvement of your own professional knowledge bases and practice. Be engaged daily in self-reflective practices and seek continuous feedback from peers, colleagues and supervisor(s) to identify and execute opportunities to improve upon accountabilities.

- Performs other duties as assigned.

In order to be successful and achieve the above responsibilities, the Supportive Schools Manager must possess the following qualifications:

Type of Education Required:

Masters Degree in Education or a related field.

Type of Experience and Number of Years:

- Extensive experience managing multiple projects at the district- or Network-level, while meeting regular deliverables and engaging in continuous improvement
- Experience (5-10 years minimum) working with adolescents and youth in an urban setting with a focus on social & emotional learning
- Teaching experience in urban setting strongly preferred

Knowledge, Skills, and Abilities:

- Knowledge of and extensive experience with ISBE SEL Standards and SEL strategies used within CPS and nationally
- Ability to collect, analyze and present data to drive innovation and improvement required
- Demonstrated ability to innovate within and across organizations to achieve a desired outcome
- Ability to develop supportive consultative relationships with district, Network and school leaders, classroom teachers, and other stakeholders
- Knowledge of best practices in Multi-Tiered Systems of Support to meet students' social and emotional needs
- Cultural competency and ability to navigate and promote sensitivity with issues of race and equity
- Skilled multi-tasker and excellent time manager; ability to effectively achieve multiple goals and manage multiple projects simultaneously.
- Strong analytical, time management, organizational and interpersonal skills
- Passion and urgency for the critical need to address SEL and behavioral health to improve the lives of students and families in Chicago
- Proficiency in MS Office Suite (e.g., Outlook, Word, Excel and Powerpoint) and Google Drive

Other Requirements:

- Ability to travel between multiple school sites
- Must possess a valid U.S. Driver's License. If selected, must have permanent use of an automobile that is properly insured