

DRAFT

Title: Strategic Advisor
Reports to: Chief Equity and Engagement Officer
Location: Educational Equity and Empowerment
Term of Position: Part Time, October 2019 – May 2020, up to 6 Months

General Description:

The Lowell Public Schools, under the leadership of Superintendent Joel Boyd, is building a bold 3-5 year strategic plan based on the values of equity, excellence, and empowerment. In order to deliver on these values and invest in schools, LPS must develop a community-wide and community-led planning process to set our course for improvement for the next 3-5 years. The district is committed to ensuring that all community voices representative of the students we serve have a voice into the planning of the district's goals and metrics for sustainable improvement.

The launch of the strategic planning process will focus on closing achievement and opportunity gaps, equitable distribution of resources and ensuring respectful and meaningful engagement with families. The kinds of bold changes and positive outcomes for students that we aspire to cannot happen over the course of a few months or one year, but require sustained focus over the course of multiple years. For these reasons, LPS is seeking to hire a short-term, part-time Strategic Advisor to lead this project and deliver on a comprehensive written plan for the school committee's review and final approval in the Spring of 2020.

This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

Responsibilities:

While many LPS administrators from all levels of the district will be deeply involved in shaping the strategic plan, the Strategic Advisor will work closely with the Chief Equity and Engagement Officer and Superintendent to achieve the goals of producing a comprehensive Strategic Plan for School Committee approval in Spring 2020. The Strategic Advisor will be responsible for outlined below:

1. **Plan development:** coordinate a team to produce a high quality planning process, provide direction on the strategic analysis of data, reports, qualitative and quantitative data, submit written drafts - informed by internal and external stakeholders- and work with the Chief Equity Officer and Superintendent to deliver the final Strategic Plan for School Committee review and approval.
2. **Coordination of taskforce/steering committee:** inform and support the Chief Equity and Engagement Officer in coordinating a committee of leaders throughout Lowell to develop the strategic planning process and reports

3. **Engagement of families and broader community:** collaborate with the Community Engagement Strategist, Bilingual Family liaisons, and other designed community engagement staff to develop and implement a public engagement process throughout the strategic planning process
4. **Collaboration with district leadership and School Committee:** Advise on the process of ongoing updates and interim reports provided for the school committee's review and input throughout the strategic planning process
5. **Integration with key Finance priorities:** collaborate with the Chief Financial Officer and Finance Leadership Team to integrate the strategic planning work with the initiatives of the Finance office, such as the fair student funding initiative development
6. **Integration with key Facilities and Operations priorities:** Collaborate with the Chief Operating Officer to develop and support the goals of the strategic plan with the bargaining units

Required Skills:

1. Masters Degree in education, public or business administration, law or related area. Special study or experience in district operations and/or school finance preferred
2. Experience in a public school district setting and evidence of strategic thinking and capacity to bring strong, innovative, and organizational leadership
3. Demonstrated collaborative management style that fosters teamwork
4. Excellent oral and written communication skills, including the ability to communicate complex ideas to audiences with varying levels of K12 systems, finance and operations background or expertise
5. Ability to work harmoniously and effectively with a wide range of constituencies in a diverse community
6. Executive-level experience leading a large organization or department and interacting with multiple internal/external stakeholder groups preferred