



CITY OF SEATTLE

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## K-12 Program Advisor

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<b>SALARY:</b>	\$51.00 - \$59.00 Hourly \$106,488.00 - \$123,192.00 Annually
<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>	08/25/20 04:00 PM Pacific Time

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The Department of Education and Early Learning's (DEEL) mission is to transform the lives of Seattle's children, youth, and families through strategic investments in education. We believe equitable opportunities and access to high quality education services, support, and outcomes from kindergarten through postsecondary should be the reality for all children, youth, and families. Our staff is committed to eliminating opportunity gaps, advancing academic achievement, and ensuring students graduate prepared for a college and career path of their choice. DEEL is a data-driven organization that practices continuous quality improvement. We develop and administer performance-based contracts and agreements for services, oversee contract implementation, monitor progress towards outcome achievement, and provide support, guidance, and direction to partners in alignment with their needs.

To support the mission of DEEL, we are looking for a K-12 Program Advisor who will provide strategic direction and support the implementation of Families, Education, Preschool and Promise (FEPP) Levy investments, programs, and partnerships that provide wraparound care for students and families. DEEL's wraparound services aim to reduce and prevent non-academic barriers to student learning and include family support services, support for youth experiencing homelessness and extended day programming. This position will be an integral member of the K12 and Postsecondary Division team and will report to the K12 Policy and Programs Manager.

The Department of Education & Early Learning strives to embed the [City's Race and Social Justice Initiative](#) into its education objectives and seeks staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity. Our core values of equity, results, stewardship, transparency, and collaboration guide our work, support our operations, and hold us accountable.

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

- Provide direct technical assistance to Levy-funded organizations, including support for organization or school leadership, instructional and/or program staff, direct service providers, and external partners
- Develop and oversee performance-based contracts and track annual performance outcomes and indicators
- Realize measurable outcomes for a portfolio of investments designed to help eliminate non-academic and socioeconomic barriers to learning by providing wraparound care and service coordination
- Provide leadership and strategic direction to improve students social, emotional, and physical well-being through approaches that are centered in racial equity and designed to expand access to high-quality services and supports
- Analyze and use quantitative and qualitative data to identify common areas of need and inform program, strategy, and continuous improvement cycle recommendations
- Identify key resources and coordinate professional development opportunities throughout the year to strengthen service delivery and improve outcomes for Levy focus students

- Facilitate the collection and use of data to improve student achievement. Specific responsibilities include, but are not limited to:
  - developing and implementing effective progress monitoring data collection systems,
  - routinely analyzing student results, and
  - informing strategy course corrections and action plans based on student data
- Meet regularly with program coordinators and key staff 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
- Conduct site visits at Levy-funded schools and program sites to observe implementation of Levy workplan strategies, discuss progress towards goals, and provide evidence-based materials and strategy ideas
- Convene quarterly meetings with Levy-funded partners to share best practices and resources, problem-solve current challenges, and identify priorities for professional development opportunities and supports
- Manage the development and implementation of Levy program contracts, including approval and tracking of budget expenditures, in coordination with organizational partners
- Uphold Levy ordinance, regulation, and policy; develop program recommendations and policy options for senior management; prepare reports and presentations for policy makers including the Levy Oversight Committee, Mayor's Office, City Council, Seattle School Board, and other education stakeholders
- Represent DEEL in meetings; participate, as appropriate, in local, regional, state and national efforts and symposia to improve outcomes for Seattle students

## **QUALIFICATIONS:**

You will be most successful if you have experience supporting family, school and community-based care coordination services for young people through a multi-disciplinary model. You will also find success in his role if you have experience serving in a facilitator role with multiple community partners and working autonomously in field-based settings. A commitment to listening, creating space for diverse perspectives, focusing on youth, and the achievement of educational equity 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:

- Case management and/or coordinated care for K-12 students
- Organizational leadership, administration, and working with youth
- Using qualitative and quantitative data to inform program and policy decisions
- Driving academic results for students not yet meeting grade level learning standards
- Providing leadership, focus, direction, and facilitation to multidisciplinary, cross-sector workgroups
- Managing projects and issues while maintaining professional rapport and relationships
- 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 equity in educational outcomes
- Working with and advocating for first-generation and racially/ethnically diverse student populations
- Working with organizational leaders, school principals and education advocates 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 youth services, care coordination, and public education that promote graduation and college and career readiness
- K-12 educational issues and mechanisms to enhance educational equity
- Technical assistance and professional development best practices, with experience in improving educational climate, culture, and instructional practices
- School finance and administrative processes

- Cultural differences and their effect on academics, institutions, and postsecondary education planning
- Strategies for improving students' readiness for college and career

The ability to:

- Demonstrate excellent analytical skills
- Develop and monitor performance-based contracts
- Develop program recommendations and policy options for senior management
- Work in diverse communities and conduct effective outreach
- Utilize culturally responsive practices for working with students and families from historically underserved populations, including low socio-economic, immigrant, and/or emergent bilingual backgrounds
- Regularly travel to Levy-funded program sites

**ADDITIONAL INFORMATION:**

This position is classified as a Strategic Advisor 1, Exempt and is exempt from the Civil Service System. This position will require the ability to travel frequently to Levy-funded schools and program sites.

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 your application, attaching a cover letter, resume, and writing sample of your choosing, at <https://www.governmentjobs.com/careers/seattle/> no later than 4:00pm Pacific Time on Tuesday, August 25, 2020. 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 Miranda Boyer at [Miranda.Boyer@seattle.gov](mailto:Miranda.Boyer@seattle.gov).

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2020-00710

<http://www.seattle.gov/obs>  
K-12 PROGRAM ADVISOR  
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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)



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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.

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