CHIEF OF
INTERGOVERNMENTAL AFFAIRS, PLANNING AND
COMMUNITY ENGAGEMENT

QUALIFICATIONS: Candidates must have a Master’s degree, and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate by the time of appointment. Candidates must have a minimum of eight years combined certificated teaching and supervisory experience, with a minimum of five (5) years at the supervisory level. Candidates with prior administrative experience in an urban school district with a large racially and ethnically diverse population are preferred.

OVERVIEW:

Buffalo Public Schools (BPS) has begun a period of change that seeks to transform the district and its schools. Currently, BPS has 57 schools serving approximately 34,000 students, of whom 79% qualify for free or reduced price lunch and 77% are students of color. Within the district, a sizable number of students do not meet state standards, and only about half of those who attend high school graduate with a diploma.

Superintendent Cash is building a talented and committed leadership team to partner with him in moving BPS towards the ambitious goal of preparing all students for success.

POSITION:

The Associate Superintendent for Intergovernmental Affairs, Planning and Community Engagement will play a crucial role in ensuring that BPS realizes its mission of college and career readiness for all students in Buffalo. This position represents one of the district’s key levers for turning around the lowest performing schools and supporting continuous improvement in all schools.

The Associate Superintendent for Intergovernmental Affairs, Planning and Community Engagement works with state officials, and community partners to lead the creation and dissemination and success of the Superintendent’s and School Board’s legislative agenda. Additionally, it supports the engagement of community, business, and parent stakeholders to support academic excellence.

REPORTING

The Associate Superintendent for Intergovernmental Affairs, Planning and Community Engagement reports to the Superintendent.

RESPONSIBILITIES:

Specifically, the Associate Superintendent for Intergovernmental Affairs, Planning and Community Engagement will be responsible for the following:

- Serve as the district’s liaison to State and Federal government offices
- Works with the legal department as the main point of contact for district OCR compliance and filling
- Provide overall leadership and supervision of the District’s Parent Involvement office
- Completes necessary and required documents for State Education reporting on a district level
- Provide overall leadership and supervision of the District’s student registration and enrollment process, including adherence to OCR agreements
• Manages business and educational partnerships
• District liaison with SAY YES to Education, and other valuable programs
• Other duties as assigned by the Superintendent

KEY COMPETENCIES:

Individuals serving as Associate Superintendent will demonstrate the following:

• Strategic vision and courage to ensure that all students achieve
• Ability to work collaboratively to support school turnaround and school improvement
• Strong management, communication, and interpersonal skills
• Ability to develop, execute, and monitor impact of plans and engagement efforts
• Proficiency in the change-management process, and expertise in assessing, understanding and using data to identify necessary change in district practice.
• Knowledge of current educational research

APPOINTMENT: Appointment will be made by the Superintendent following assessment of training, experience, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.