



LOUISIANA DEPARTMENT OF EDUCATION

Job Description: **Executive Director of Portfolio Opportunities**

Office of Equity, Inclusion and Opportunities

Organization

The Louisiana Department of Education (LDOE) vision, *Louisiana Believes*, is built on the premise that Louisiana students are just as capable as any students in America, and that those closest to children – parents and teachers – are best positioned to help students achieve those expectations. The LDOE mission is a student experience where every student is given the support and tools to fully master content, leaves every grade prepared for the next level of study, and successfully accesses the same post-secondary opportunities as their peers across the country.

Role

The Executive Director of Portfolio Opportunities will report directly to the Assistant Superintendent, Office of Equity, Inclusion and Opportunities. The purpose of the Office of Equity, Inclusion, and Opportunities is to lead and develop with equity in mind by ensuring that students are provided with the support, services, resources, and school choice opportunities needed to be successful as individuals. This includes the examination of procedures, policies and practices that have created inequitable learning environments.

The Division of Portfolio Opportunities serves as the program office tasked with ensuring that students and families are provided with high quality school choice options from which to choose in order to make the best possible educational decisions and placement for their students. The Division of Portfolio Opportunities specifically supports nonpublic schools, alternative education sites and home study programs. Further, this division is responsible for the management and oversight of the Louisiana Scholarship Program, the School Choice Program for Students with Exceptionalities and the Tuition Donation Credit Program.

Duties and responsibilities include, but are not limited to the following:

Development and Maintenance of a High Quality Portfolio

- Oversee and direct the Portfolio Opportunities team in order to authorize, oversee and monitor BESE-approved Nonpublic Schools, Louisiana Scholarship Program participating schools, schools serving students through the School Choice Program for Students with Exceptionalities, Alternative Education sites as well as home study programs across the state.
- In conjunction with the Executive Director of Portfolio Policy and Authorization, conduct a systematic review of keystone policy governing portfolio opportunity schools, sites or programs to ensure that programming is governed by policy rooted in academic accountability, proper financial stewardship of public funding, and in service of students and families.
- Conduct initial and ongoing analyses of current and historical performance of each portfolio opportunity school, site and program to inform decisions regarding ongoing program participation.
- Develop systems and processes to continuously collect, analyze and integrate data to inform strategy and execution of all portfolio opportunities programming and initiatives.
- Conduct a systematic review of all operational procedures currently in place in order to update, automate, and enhance processes.

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- Work intentionally and collaboratively with various LDOE teams to identify areas of process improvement and create shared responsibility for the effective administration of all Portfolio Opportunities programs and initiatives.

Statewide Strategy and Support

- Utilize and apply national best practices in the field of school, program and site authorization to portfolio opportunity programs and initiatives.
- In partnership with the School Systems Financial Services team, determine the highest and best use of fiscal allocations in order to make strategic decisions regarding the current and future size of portfolio opportunity programming.
- Develop and maintain relationships with key stakeholders that possess expertise in the programs supported by the Portfolio Opportunities team including members of advisory councils (ex. Nonpublic School Council) and representatives of applicable advocacy organizations.
- Develop and maintain relationships with the leaders of nonpublic schools and alternative education sites including system Superintendents, Diocesan Superintendents, and leaders of independent BESE-approved nonpublic schools through regular and proactive communication.

Team Management and Other

- Responsible for managing, developing and directing a team of educational professionals to effectively administer, monitor and oversee all portfolio opportunity programs and initiatives.
- Develop, execute and maintain weekly and/or biweekly team meetings, individual check-ins and additional support structures to build team capacity, direct and support current and future work, and create a positive team environment.
- Regularly seek and provide feedback to increase effectiveness, performance and overall success of the Portfolio Opportunities team.
- Approves subordinates' time and attendance, provides training, reviews work products and evaluates performance, ensures that the work is completed timely, provides counsel and guidance as needed with the performance of the assigned duties and responsibilities, and recommends disciplinary action when necessary.
- Assigns projects to subordinates and reviews upon completion.
- Recruits, interviews, and recommends approval for hiring personnel and evaluates performance of personnel.
- Performs all other duties and/or special projects as assigned by the EIO chief of staff and/or assistant superintendent. Review and refine current data collection platforms and processes in order to drive best practices in identifying, serving, assessing and supporting diverse learners.

Desired Qualifications

A successful candidate for this role is an experienced administrator with a demonstrated track record of success in leading and managing teams toward increased outcomes for students and schools. This candidate shall have deep experience as a collaborative team leader with the ability to directly manage and support a team of education professionals while simultaneously developing and leveraging crossteam relationships to improve internal processes, embed interagency support structures and create shared responsibility for the successful administration of all Portfolio Opportunity (PO) programs and initiatives. This candidate is a solutions oriented, systems-level thinker that thrives on process improvement, is comfortable with ambiguity and is highly skilled in removing barriers to accomplish stated goals and objectives. This role requires a transformational leader.



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Location

This position is located in Baton Rouge, Louisiana, and candidates are expected to reside within Louisiana and regularly report to the Claiborne Building.

Terms of Employment

The Executive Director of Portfolio Opportunities is an unclassified position that reports directly to and serves at the pleasure of the Assistant Superintendent of Equity, Inclusion and Opportunities. Salary will be commensurate with qualifications and experience.

To Apply

Applications (including a resume and cover letter) should be directed to LDOEjobs@la.gov by **5:00 pm on Monday, May 10, 2021**. For inquires about the position, email LDOEjobs@la.gov. *Please note that emails sent to LDOEjobs@la.gov are submitted to a state email address and, therefore, considered public records.*

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