

0994 Executive Director, Project Management Office Department of Technology

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 57,000 students who speak more than 44 documented languages in our 131 schools across the city of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. Every day in our quest to achieve this mission we place access and equity, student achievement, and accountability at the forefront of every child's education.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement, requiring broad collaboration across an array of strategic partners. In 2014 SFUSD created an inspiring statement, [Vision 2025](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, [Transform Learning. Transform Lives.](#) SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025.

About This Role

We are seeking a highly-motivated and goal-oriented change agent that is passionate about playing a critical role in the transformation of SFUSD into a Digital District as the **0994 Executive Director** of our **Project Management Office (PMO)**. The candidate for this position will be responsible for leading a team of business and technical project and program managers responsible for driving the development, integration, test and introduction of new and legacy products meeting scope, schedule, budget and quality targets. There will be a high level of interaction with the Student Systems, Desktop Support, Database, and Applications teams and also cross-functional structures like the Digital District Steering Committee, Digital District Working Group, Data Governance Steering Committee. The position is also responsible for the development, implementation and governance of SFUSD's Project Management and Product Development methodologies and the organization's adoption of Agile and user-centered approaches project planning and implementation.

The 0994 PMO Executive Director Should:

Demonstrate a Leadership Mindset

- Establish a vision and strategies for the Project Management Office to help SFUSD deliver on the Digital District Plan, Vision 2025, and *Transform Learning. Transform Lives.*
- Develop and deliver executive presentations on status, metrics, and feature roadmap for the Department of Technology and the Digital District Steering Committee, and Digital District Alliance Working Group
- Develop, implement, and govern PMO processes, tools, templates, policies and metrics, and disseminates them within and across SFUSD Departments
- Define best practices, innovate on processes, and evangelize across the team, Department of Technology, and SFUSD

Manage to Results

- Monitor and enhances departmental and cross-functional project plans to ensure goals are clear, measurable, and connected to the PMO vision; holds department accountable for meeting these goals
- Make recommendations for the allocation of Department of Technology and Digital District budget resources to achieve timely, high-quality outcomes.



- Facilitate the cross-functional Digital District Alliance Working Group and Digital District Steering Committee to share and evaluate ongoing progress toward goals
- Guides and advise the Chief Technology Officer and Executive Directors in making decisions related to divisional policies and resources
- Anticipate bottlenecks, provide escalation management, anticipate and make tradeoffs, and help balance the business needs versus technical constraints

Manage Teams

- Delegate tasks and projects to PMO office members; **directs** team members to the tools and resources needed to meet individual goals
- Create professional development opportunities for PMO direct reports and others in Department of Technology
- Review work of PMO and provides ongoing timely, relevant, and constructive feedback to team members, providing general coaching and supervision
- Identify and eliminate blockers and obstacles to progress and delivery on cross-functional projects
- Assist in building departmental camaraderie through presentations at All-Team Meetings and Leadership Team meetings.
- Direct a team of program/project managers to deliver cross functional programs focused on the delivery of SFUSD's product portfolio which includes software, hardware and cloud services that meets and exceeds scope, schedule, budget and quality expectations
- Assess team bench strength, skill set and capacity in order to adjust resource plans as needed
- Actively manage and coach direct reports to drive optimal performance

Manage Relationships

- Partners frequently with Chief Technology Officer, Executive Directors, and SFUSD leadership to expand on efficiency and impact of Digital District Steering Committee and Technology Governance
- Maintain working relationships with Department of Technology, Digital District Steering Committee members, and external partners to collaborate on high-level direction of cross-departmental and District-wide projects; represents Department of Technology during such interactions
- Drive effective teamwork, communication, collaboration and commitment across multiple disparate groups with competing priorities
- Communicate with internal teams, stakeholders and partners on a regular basis. Ensure all parties have accurate and current information

Minimum Qualifications

- Bachelor's degree(BA/BS) from an accredited college or university
- Five (5) to seven (7) years of experience in project development or leadership with increasing responsibilities

Desired Qualifications

- Master's degree
- Experience with Agile development methodologies
- PMP certification
- Experience with global cloud-based product delivery is highly desired

What We Offer

SFUSD offers a competitive salary of \$114,493-\$152,658, annually, commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.



How to Apply

- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.

San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.