



Pittsburgh  
Public Schools

EXCELLENCE  
FOR ALL

*The Pathway to the Promise.™*

## **Pittsburgh Public Schools**

**We Dream Big.  
We Work Hard.  
We Promise.**

**Manager, Employee Evaluations  
1 Position Available**

## Manager, Employee Evaluation

**Reports to:** Executive Director of Employee Relations  
**Department:** Office of Human Resources  
**Residency:** City Residency Required

### Position Summary:

This person will be the main district lead on the development and implementation of a teacher dashboard and other related knowledge management systems and processes that provide information on all aspects of professional support, growth and effectiveness. Specifically, the teacher dashboard will house professional information on each teacher in the district including performance history, certification areas, professional development attended, and evaluation information and will link to the system of professional development opportunities. The dashboard will in fact recommend development opportunities to each worker based on their personal development profile. In this role, the Manager, Employee Evaluation will also plan and execute training for the teacher dashboard.

This individual will work very closely with the Executive Director and Project Managers in the Office of Teacher Effectiveness (a new project management office) in the development of the teacher dashboard as the project is part of the District's initiative to create a PPS teaching workforce which is highly effective and advances student achievement. This role will also serve as a change agent to create performance-based accountability throughout Pittsburgh Public Schools (PPS.)

### Qualifications:

Candidates must show a demonstrated commitment to holding high personal expectations as well as high expectations for our students, teachers, and staff. Candidates should demonstrate successful experience managing highly complex, cross-functional projects from strategy to implementation. Experience developing scorecards or other performance management tools a plus. Must possess effective communication (oral and written) and interpersonal skills. The candidate should be a strong user of technology including Microsoft Office applications, be familiar with and comfortable providing technical team members with user specifications for performance management tools including a teacher dashboard (e.g., helping design the user interface, reporting functionality), and using multiple databases is also required. Understanding of budget processes and vendor management is preferred. A Master's Degree or equivalent is strongly preferred.

The candidate must support the District's mission and reform agenda, *Excellence for All*. Experience in urban education is preferred but not required.

**Essential Responsibilities:***Leads*

1. Lead a cross functional team in the design and roll out of a teacher dashboard, a new tool to personalize teacher professional development in a manner that meets project timelines, milestones, and budgetary requirements
2. Planning and execution for all training related to the teacher dashboard
3. Design and implement additional new, innovative strategies to capture and utilize performance and professional development information and reporting including Act 48 hours, RISE (PPS Research-based, Inclusive System of Evaluation, in conjunction with the RISE roll-out), and Career Ladders (in conjunction with Career Ladders roll out) working closely with the Curriculum and Professional Development Office
4. Manage vendors / partners enlisted to complete development of a teacher dashboard

*Supports*

5. Collaborates significantly with the Curriculum and Professional Development Office to provide seamless interface between Human Resources and the Academic Team
6. Works closely with the Office of Teacher Effectiveness, a project management office which provides oversight and support for high priority teacher effectiveness projects
7. Other responsibilities as assigned by supervisor

**Work Environment:**

Employees of the Pittsburgh Public Schools engage in the extremely important and fulfilling job of educating students in the City of Pittsburgh. Employees must believe in, value and be committed to the educability of all; must promote the school and district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in a high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position.

- Work in close collaboration with the principal at multiple school sites
- Frequently required to work at fast pace
- Requires considerable concentration and creativity
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load.

**Work Year:** 12 Months

**FLSA Status:** Exempt

**Salary Plan:** Support Exempt, Level 7 (\$67,853 – \$78,939)

**Application Instructions:**

Interested applicants have until the posting closing date to make their application available through the Pittsburgh Public Schools Online Application System. You do this by click the appropriate link below and attaching your resume for further consideration.

**Internal Applicants:**            <https://apply.pps.k12.pa.us/internal>

**External Applicants:**        <https://apply.pps.k12.pa.us/external>

**Other Information:**

CERTAIN TRANSFERS AND PROMOTIONS, PURSUANT TO STATE LEGISLATION, MAY REQUIRE AN EMPLOYEE TO OBTAIN AN ACT 151 CLEARANCE AT A COST OF \$10, PAYABLE BY THE EMPLOYEE. NEGATIVE REPORTS WILL BE REVIEWED ON A CASE BY CASE BASIS AND APPROPRIATE ACTION WILL BE TAKEN.

The Pittsburgh Public School District is an equal opportunity education institution and will not discrimination the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Fax (412) 622-7968

**Additional Pittsburgh Public Schools background information and your pivotal role in Empowering Effective Teachers.****Our mission**

At PPS, we aspire to be one of America’s premier school districts, student-focused, well-managed, and innovative.

*Our mission - preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life – guides our work.*

**Introduction to Pittsburgh Public Schools vision for teacher effectiveness, Empowering Effective Teachers**

With 26,649 students across 66 schools, PPS is a medium-sized district serving an urban community that faces many of the same challenges as larger cities across the country—poverty, low educational attainment, and socioeconomic gaps often tied to race.

However, as a community, we have united around the goal of improving our schools and have committed to *Dream Big and Work Hard* to ensure that our students attain the necessary skills to succeed. As such, we commit that with robust, enduring district support and mutual accountability, Pittsburgh's teachers will be empowered as effective leaders to do whatever it takes to foster a culture of striving, resilience, and college-readiness so that over 80 percent of all students complete a post-secondary degree or workforce certification.

As an old industrial giant redefining itself as a medical and education center, Pittsburgh has a gut understanding of what it means to be left behind in a fast-changing economy. While we understand that a goal of having 80% of our students complete a post-secondary degree or workforce certification is audacious, it is essential to our city's renewed vitality. Galvanized by the tremendous opportunity of *The Pittsburgh Promise*, a scholarship program for PPS graduates, and catalyzed by investments in a rigorous PreK-12 curriculum and effective school leadership, we have made substantial progress in both raising student achievement at every level and laying the foundation for continued growth as a model of a PreK-16 educational system.

We recognize, however, that we will not succeed unless we not only ensure that all students are taught by highly effective teachers every day, but also change our definition of highly effective teaching to encompass both content knowledge and the self-discipline and aspirational mindsets that students need to be successful in pursuing *The Pittsburgh Promise*.

Working with the Pittsburgh Federation of Teachers, we have identified three strategic priorities, supported by a combination of initiatives that will improve student outcomes from 29% college-ready today to 50% college-ready in five years, and 80% in 11 years. The three strategic priorities are: 1) increase the number of highly effective teachers; 2) increase the exposure of high-need students to highly effective teachers; 3) and ensure all teachers work in learning environments that support their ability to be highly effective.

### **Human Resources Department as a Strategic Partner, the role of the Employee Evaluations Team**

As part of a District wide effort to implement a plan for *Empowering Effective Teachers*, HR must serve as a strategic partner. As such, PPS will create a new Employee Evaluations team within the Office of Human Resources. The team will provide capacity to help Principals support RISE implementation, oversee the roll out of a teacher dashboard, manage the tenure earning process and implement other strategies laid out in the District plan for *Empowering Effective Teachers*. The team will report to the Executive Director of Employee Relations.