

Exempt Recruitment Announcement Director of Policy & Planning

This recruitment will remain open until filled. For best consideration, please submit your application materials by 5:00 p.m. on April 17, 2018. *This posting may be closed at any time thereafter without prior notice.*

Reports to: Deputy Executive Director
Division: Policy & Planning
Classification: Exempt
Starting Salary: \$100,000 to \$115,000, DOQ

Agency Profile

The Washington Student Achievement Council is committed to increasing educational opportunities and attainment in Washington. The Council has three main functions:

- Lead statewide strategic planning to increase educational attainment.
- Administer programs that help people access and pay for college.
- Advocate for the economic, social, and civic benefits of higher education.

Our Values

Meaningful, mission-focused work * Commitment to ongoing learning and improvement * Encouragement, support and trust * Creativity and competency * Joyful work * Humor, enthusiasm, and energy * Respect for individuals' uniqueness, gifts, talents and ideas * Fidelity to our shared vision and integrity * Can-do and will-do attitudes * High-quality work.

Please see the WSAC website (<http://www.wsac.wa.gov/>) for more information about the Council's role and responsibilities.

About the Division

The Policy and Planning Division engages with diverse stakeholders to develop policies and initiatives to address key challenges impeding progress toward the state's educational attainment goals (i.e. improving affordability, removing opportunity gaps, expanding regional initiatives, and engaging adult learners). The division works in close partnership with the Research Division, and collaborates with several other agency units. Functions of the team include policy development, research, data analysis, workgroup convening, event planning, partnership development, contract management, and budget oversight.

About the Position

The Director of Policy and Planning reports to the Deputy Executive Director and provides leadership to the division and supports the strategic direction for the agency. The director is responsible for the biennial Roadmap Strategic Action Plan with legislative recommendations to reach the state's attainment goals. The position manages a team of about seven involved in policy development related to accelerated learning (i.e. dual credit, assessment, credit for prior learning, transfer); equity (i.e. supports for students of color, foster youth, Veterans, immigrants,

prison reentry); student supports (i.e. adult learners, students with disabilities, affordability); and workforce development (i.e. regional needs, career-connected learning, STEM, shortage fields). The division manages several grants and contracts from federal, state, and private sources.

The essential functions of this position include but are not limited to:

- Directing and conducting research and analysis to support policy development that supports the state's attainment goals.
- Engaging with key stakeholders including educational partners, state agencies, and community organizations to ensure policies are responsive to student needs and consistent with state goals.
- Representing the Council and the agency in a variety of settings to advocate for student success, present information, and propose solutions.
- Developing policy and program recommendations that are student-centered and address barriers faced by students from populations traditionally underrepresented in postsecondary success.
- Supporting the development of key initiatives such as an adult reengagement framework.
- Engaging in research related to the workforce, production of credentials, and issues related to student success across the educational pipeline.
- Leading the Roadmap Strategic Action Plan process to develop recommendations that are research-based, student-centered, responsive to community needs, and include diverse stakeholder input.
- Prioritizing division work to support the vision of the executive leadership, the Council and to meet the attainment goals.
- Supporting and managing staff to achieve division priorities and professional development goals.
- Assessing employees' performance, conduct timely and meaningful evaluations, clarify expectations, appreciate team contributions, and intervene as necessary in a timely manner.
- Providing oversight to the division budget.
- Providing oversight to contract management.

Knowledge and skills:

- Ability to communicate effectively with diverse groups of stakeholders including preparation of published reports and delivery of professional presentations to various audiences.
- Demonstrated knowledge of higher education, student success and workforce related issues.
- Understanding of research methods and analytical and inquisitive nature.
- Ability to work collaboratively and effectively with a broad array of teams and partners.
- A commitment to honor equity, diversity, and inclusion.
- Strong project management skills.
- Ability to flourish in a high pressure, deadline oriented environment.

Education and experience required:

- Graduate degree in social science, public policy, education, business, statistics, or other related field.
- Five or more years of leadership experience in education policy or administration.
- Broad experience working with students and professionals from diverse backgrounds.
- Experience working in highly visible environment.
- Demonstrated experience managing large, complex projects.
- Experience leading and motivating a team of professional staff.

Application Procedures

To be considered for this position, you must possess the required qualification listed above and submit a complete application package directly to the Washington Student Achievement Council. Your application package must include the following:

1. **Letter of Application** A letter of application that identifies how your experience, skills, and knowledge align with the values of the Policy and Planning division of WSAC.
2. **Resume** A chronological resume including your education and professional experience.
3. **References** Candidates will submit three references and the names and contact information for the last two employers.
4. Authorization to Release information form.*
5. Affirmative Action Form (optional)*

*These forms can be found on our website at: <http://www.wsac.wa.gov/employment>

Electronic application packages are encouraged and should be sent in **MS Word or in .pdf format only** with "Director of Policy & Planning" in the subject line. If your submission is in PDF file format, please put the optional affirmative action form in a separate file.

Email: HumanResources@wsac.wa.gov | Phone: (360) 753-7857 | Fax: (360) 704-6202

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Please Note: *Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.*

The Washington Student Achievement Council is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.