



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Program Analyst (Educator Preparation Approval Administrator)

Grade: CS-13

Division of Teaching and Learning

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

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Educators are the single most important in-school factor impacting student learning and lives. The state education agency plays a critically important role in leading towards ensuring that all DC students have equitable access to excellent educators, consistent with the Every Student Succeeds Act. The **Program Analyst (Educator Preparation Approval Administrator)** position is located in OSSE's Division of Teaching and Learning, within the Educator Pipelines, Equity and Quality (EPEQ) team, which manages critical state-level, public-facing systems related to the educator workforce. The Educator Preparation Approval Administrator will report to the Educator Preparation, Pipelines and Support Manager.

What you will do:

The Educator Preparation Approval Administrator is responsible for a wide variety of programmatic duties aimed at ensuring that state-approved educator preparation providers maintain high standards. In particular, the Educator Preparation Approval Administrator will lead the development of quality metrics, performance thresholds and public-facing reports for state approved educator preparation providers. This staff member will steward financial resources, oversee initiatives and ensure alignment with agency priorities and consistency with the Equitable Access provisions of the Every Student Succeeds Act.

Specific functions of the Educator Preparation Approval Administrator include:

- Create guidance and resources in accordance with agency-wide policies and federal statutory requirements, program regulations, non-regulatory guidance and other applicable federal guidelines related to educator preparation.
- Lead research efforts related to local, state and national best practices specific to educator preparation and propose strategic initiatives to enhance the recruitment and retention of DC educators.
- Manage OSSE's educator preparation provider (EPP) and subject area program (SAP) approval process by monitoring each EPPs program status, coordinating state visits, developing comprehensive program reports and maintaining detailed and accurate agency records.
- Collaborate with key stakeholders to ensure compliance with annual state and federal data reporting requirements.
- Lead the development of a repository of resources and guidance related to DC educator preparation and provide technical assistance to EPP leaders to support the continuous improvement of educator preparation programs.
- Propose, manage and execute a suite of strategic engagement opportunities, including annual EPP convenings, ongoing communities of practice and professional development opportunities grounded in enhancing the efficacy of educator preparation programs.
- Propose, manage, and execute strategic uses of funding in the service of strategic goals related to educator preparation.
- Advise the Director of Teaching and Learning on regulatory compliance and reporting and make proposals for new policy and guidance related to existing programs.
- Collaborates across the Division and with other Divisions within OSSE.
- Advance OSSE's commitment to equitable access to excellent educators, consistent with the Every Student Succeeds Act law.

What you bring to OSSE

- Graduation from an accredited four-year college or university with a relevant bachelor's degree;
- One year of specialized experience equivalent to the next lowest grade level in the District of Columbia government.
- Knowledge of and professional experience in the following functional areas: educator preparation, equity in educator pipelines, state approval or national accreditation.
- Demonstrated experience managing complex projects that require cross-functional collaboration between teams and agencies.
- Demonstrated experience interpreting laws or regulations into program requirements.
- Capacity to synthesize large amounts of qualitative and quantitative information to uncover trends, analyze root causes, and act strategically.
- Demonstrated experience in preparing and presenting comprehensive and detailed recommendations and solutions regarding complex issues based on analysis and evaluation.

- Demonstrated experience generating external briefs, reports, and publications related to issues in education.
- Demonstrated ability to effectively translate complex information into clear, accurate and accessible guidance for stakeholders.
- Meticulous attention to detail, with an ability to produce high-quality work in a fast-paced, dynamic environment; and
- An unapologetic commitment to ensuring that all DC students have equitable, sustained access to educators who are equipped with the knowledge, skills, and dispositions necessary to enable all DC students to succeed.

Our ideal candidate will also have:

- Experiencing working with educator preparation providers or educator development programs;
- Demonstrated experience approaching persistent challenges with curiosity and creativity;
- A growth mindset; and
- Relevant, advanced professional education from an accredited university (e.g., M.A., MAT, M.Ed., J.D., Ph.D., Ed.D.).

Interested applicants should register for the OSSE Virtual Hiring Fair.

<https://osse.dc.gov/page/hiring-fair-osse>.