dchr

Job Title: Policy Analyst, Special Populations and Programs

Grade: CS-13

Salary Range: $89,457 - $115,262

Job Summary:

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.

The Office of Special Populations and Programs within OSSE's Division of Systems and Supports, K-12, manages complex systems to meet the needs of special populations of students in the District of Columbia, as well as students educated in special settings. This office leverages state and local regulatory and fiscal supports to ensure that schools and other educational settings transform their practices to ensure student learning.

The Policy Analyst, Special Populations and Programs develops policy and guidance for the programs in the Office of Special Populations and Programs. As a key advisor to the Director of Special Populations and Programs, the Policy Analyst reviews, interprets, and contributes to agency recommendations on federal and local law and policy related to programs, including the District of Columbia's new home and hospital instruction regulations and ongoing policies related to attendance and truancy, private/nonpublic schools, and homeschooling. The Policy Analyst will contribute to a complex and dynamic area that often includes the regulatory interpretation and operationalization of new agency and city initiatives.

Duties and Responsibilities:

- Draft and revise regulations related to special populations and programs and project manage the regulation approval process.
- Interpret regulations for programmatic implementation and support throughout the process of program design and implementation.
- Advise the Director of Special Populations and Programs on regulatory compliance and reporting and make proposals for new policy and guidance related to existing programs.

Qualifications and Education

- Three or more years of experience in education policy or a related field.
- Two or more years of experience in project management and/or interpreting requirements into program design and implementation.
- Exemplary writing and editing skills, with a focus on legal/policy writing.
- Exemplary verbal communication and presentation skills, with a focus on making policy legible to program staff and the general public.
- Good facilitation skills for public engagement with stakeholders in the policy-making process.
- Knowledge of the education sector in the District of Columbia.

: 1015 Half Street SE, Washington DC, 20003
: dchr@dc.gov
: (202) 442-9700