



## 2022/2023 Cleveland Foundation Public Service Fellowship

Organization: **Cleveland Metropolitan School District**

Department: Finance

Address: 1111 Superior Ave. Cleveland, OH 44114

Supervisor: Cleveland Metropolitan School District/Varies

Position: Fellow; Full Time; Temporary; Non-Exempt

Date Reviewed: February 2023

### **Organization Summary:**

The Cleveland Metropolitan School District (CMSD) serves approximately 37,000 students in 100+ schools. Over the past several years, the Greater Cleveland community has united behind the collective goal of ensuring every child in Cleveland attends a high-quality school and every neighborhood has a multitude of great schools from which families can choose. The Cleveland Plan defines CMSD's approach to the reinvention of public education and holds our community accountable for the success of Cleveland's schoolchildren.

The Cleveland Plan is supported by Ohio House Bill 525, which provides much-needed flexibility and autonomy for the district and its schools. Our schools have autonomy over human and financial resources in exchange for accountability for performance. The Principal has primary responsibility and accountability for establishing his or her school as a high-quality, high-expectations academic center with a focus on personalized instruction, professional support for teachers, and school-wide practices that lead to measurable results.

The Cleveland Metropolitan School District has developed standards of excellence that the district applies to all parts of the organization inclusive of schools, principals, school leadership teams, networks, and central office. Alignment between Standards of Excellence (SoE) and the district's Theory of Action helps ensure that principals are able to focus on scholar achievement and that central office supports are timely and effective.

### **Our Vision for Learning in a Post-Pandemic World:**

In our pursuit of a more fair, just, and good system of education, we want each of our learners, both

each of our scholars and each of their educators, to be individually and collectively presented with academically / intellectually complex tasks that are worthy of their productive struggle and allow them authentic opportunities to demonstrate their work and their learning of academic content and transferable skills in a joyful and adventurous environment

**Position Summary:**

As a fellow with Cleveland Metropolitan School District, you will have the opportunity to work in our district offices, supporting one of our key business functions. This includes Strategic District Priorities, Operations, Human Resources, Finance, Academics, Information Technology and Community and Family Engagement. You will receive training and mentoring to develop skills and expertise needed to understand the business function and K-12 Education.

**Responsibilities and Expected Outcomes:**

Fellows will work closely with their assigned team to achieve objectives within their department. This may include routine and complex tasks. The Finance Division is seeking a Cleveland Foundation Fellow, under the leadership of the Chief Financial Officer or an Executive Director, to support the following projects:

- Implementing the District's new budget platform.
- Developing resources to support the District's financial managers and provide training to support their professional learning.
- Leading the District's implementation of an eBidding / eContracting solution.
- Leading business process improvements associated with our Finance Management and Procurement systems.

**Essential Qualifications, Credentials and Technical Skills required:**

- A self starter. Can take an idea and come up with a process, then implement. Guidance is always provided, but you need to be able to think and be smart and creative.
- Prior experience or a career goal of working in K-12 Public Education and becoming a change agent.
- Great written communication and presentation skills – able to assist in presenting to a group or present an idea to a team
- Strong work ethic. Doesn't see things as "that is not my job" but opportunities to help improve the district and make processes easy.
- Able to perform multifaceted tasks with minimum supervision
- Proficiency in use of technology to conduct evaluations, review and respond to data, conduct meetings and write reports.
- Successful with overcoming barriers to meet goals in a fast-paced and changeable environment.

**Learning objectives and/or training opportunities that you believe the intern should accomplish and/or participate in by the end of the internship:**

Leadership within the district isn't always about leading a team of people. It is also about leading projects and developing skills to collaborate with others who don't report to you while producing results. The fellow will have the opportunity to do this through working on cross functional teams as well as in working within their own team. The Fellow will be a part of a district cohort who will meet on a regular basis for leadership development, networking and to gain an understanding of K-12 education and the Cleveland Metropolitan Schools. They will also interact with other stakeholders across the district and within their department to create positive change for children.

**Working Conditions/Physical Demands**

- Expected moving, walking, and standing consistent with an office environment and occasionally lifting up to 15 pounds
- While performing the duties of this job, the employee is regularly required to stand, walk and sit; use hands to finger, handle, or feel; and reach with hands and arms
- The employee is frequently required to talk and/or hear.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the employee is exposed to a normal office environment
- Local travel may be required for training/meetings
- Travel to schools will be required; must have reliable transportation

**EEO Statement**

We believe that equity and inclusion at CMSD is an essential call to action, a catalyst to ensure value and appreciation among all our employees, so we may be fair and welcoming now and in the future. CMSD provides equal opportunities for employment, retention, and advancement of all personnel by administering all terms and conditions of employment regardless of race, color, ethnicity, ancestry, national origin, sex, disability or genetic information, age, citizenship status, military status, sexual orientation or expression, socio-economic status, title, other dimensions of identity, or any other characteristic protected by law.

The District's Policy Prohibiting Discrimination, Discriminatory Harassment, and Sexual Harassment and the District's Title IX grievance procedures, including information on how to report or file a complaint of discrimination, how to report or file a formal complaint of sexual harassment, and how the District will respond, may be accessed on the District's Civil Rights Notices webpage, available at [ClevelandMetroSchools.org/domain/105](http://ClevelandMetroSchools.org/domain/105). The District's Title IX Coordinator / Director of Equal Employment Opportunity may be reached at:

1111 Superior Avenue East, Suite 1800  
Cleveland, Ohio 44114  
(216)-838-0070  
[TitleIX\\_EEO@ClevelandMetroSchools.org](mailto:TitleIX_EEO@ClevelandMetroSchools.org)

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**Employee**

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**Date**