What are the key responsibilities of this team?

- Coordinates services for eligible children
- Identifies children with developmental delays or disabilities
- Provides training and technical assistance
- Provides direct services to families and children with Individualized Family Service Plans (IFSPs)
- Issues licenses
- Monitors licensed facilities to ensure compliance with child care licensing regulations
- Provides technical assistance to providers
- Investigates complaints
- Facilitates criminal background check process
- Administers Child Care and Development Block Grant
- Establishes eligibility policies and payment rates
- Audits compliance
- Processes monthly provider payments
- Provides funding to support quality improvement initiatives
- Supports policy development and research for DEL
- Coordinates and collaborates within District government agencies and early learning sectors — community-based organizations (CBOs), public charter local education agencies (LEAs) and DC Public Schools (DCPS)
- Collaborates with business, philanthropy, higher education, nonprofit, and government partners to ensure engagement in and support of quality initiatives
- Monitors programs, provides technical assistance, consumer education, and ongoing PD
- Develops monthly newsletters, press release and other outreach documents
- Updates DEL’s website
- Works with DEL and OSSE departments to create communication plan, strategies and documents (e.g., one-pagers, FAQs) for DEL’s initiatives
- Sets the regulatory and policy framework for Part C services
- Monitors the delivery of Part C services and complies all federal reporting requirements
- Works with LEAs to facilitate smooth and effective transitions to Part B services
- Provides PD support to CBOs and LEAs serving children 3-5 with special needs

Ensures full implementation of IDEA Part C, a comprehensive statewide system of early intervention services. Serves as the District’s point of entry for infants and toddlers with delays and disabilities, ages birth to age 3 and their families.

Licenses and monitors child development centers and homes. Ensures maintenance and enforcement of the District’s child care licensing regulations.

Sets policy for the child care subsidy program, administers subsidy payments and early learning grant awards.

Provides leadership for developing and implementing child care, pre-K, early intervention and subsidized child care policies and regulations; supports development of the DEL’s strategic plan and engages with other district agencies.

Develops and manages all DEL quality programs, including, but not limited to, Capital Quality, Quality Improvement Network, shared services and professional development (PD).

Develops and implements communications and outreach strategy.

Ensures full implementation of IDEA State Part C and Part B-619.

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Ensures full implementation of IDEA State Part C and Part B-619.
What’s the role of this team?
Provides local education agencies with federal grant funds to support academic achievement and school improvement in accordance with ESEA. Supports the charter sector with specialized planning and funding initiatives.

What are the key responsibilities of this team?
- ESEA grants (Titles I-IV)
- Public charter school finance and support (SOAR, Title V-B/CSP, Direct Loan and Credit Enhancement support for facilities)
- School improvement grants
- IDEA monitoring
- IDEA policy/guidance development
- Nonpublic special education placement
- Special education state complaints
- Education in correctional facilities (Title I-D)
- 21st Century, Community Schools, and McKinney-Vento grants
- Homeless Education Program
- Private (nonpublic) schools
- Nonpublic special education school oversight
- Homeschooling
- Other special programs
- Communications
- Policy/guidance support
- Grants management systems, including risk-based monitoring
- Fiscal monitoring support
- Budgeting and procurement
- Administrative support
What's the role of this team?

Provides local education agencies with supports that increases hiring of high-quality educators and leaders and manages programs and initiatives that support educator equity.

What are the key responsibilities of this team?

- Manages educator licensure for the District of Columbia
- Accredits educator preparation programs
- Provides models for educator evaluation programs
- Oversees the DC Faculty and Staff Data Collection and EPP data collection for Title II reporting

Provides English learner (EL) policy and program support to local education agencies (LEAs) in creating meaningful and equitable programs for ELs.

- Develops and disseminates EL policy
- Develops and delivers capacity-building training and technical assistance on EL programming and instruction
- Leads Title III Advisory Committee for the District of Columbia
- Provides standards-based training and technical assistance for LEAs
- Gives information about school-wide evidence-based models
- Provides support for special populations
- Supports science, technology, engineering and math (STEM)
- Provides support for literacy

Provides direct support to educators to increase knowledge and skills to effectively reach all learners, including students with disabilities and English learners.

- Provides standards-based training and technical assistance for LEAs
- Gives information about school-wide evidence-based models
- Provides support for special populations
- Supports science, technology, engineering and math (STEM)
- Provides support for literacy
What's the role of this team?

Establishes programs and provides services to support middle and high school students as they prepare for postsecondary education and careers.

What are the key responsibilities of this team?

- Facilitates citywide work to support access and completion
- Implements SAT School Day, OSSE Scholars, and Bride to High School
- Manages College Application Month and Adult College Completion Network
- Manages Dual Enrollment and AP course work
- Helps create new policy and procedures documents
- Supports programmatic use of data to strengthen outcomes
- Administers grants to LEAs
- Maintains linkages with industry advisory boards
- Provides CTE-based professional development
- Supports Career Academies through funding
- Assesses academic and non-academic needs
- Conducts targeted outreach
- Identifies good-fit educational options
- Provides ongoing support
- Supports re-enrollment

DC Tuition Assistance

Grant

Kenneth McGhee

Provides $30M in grants to DC students for tuition assistance at colleges and universities throughout the country.

GED / Higher Education Licensure Commission

Philip PromDaX (GED), Angela Lee (HELC)

(GED) Supports residents in obtaining the GED credential (HELC) Licenses degree-granting and non-degree granting postsecondary institutions in the District of Columbia

Policy & Planning

Byra Cole

Works with division programs to develop policy, procedures and strategic interventions that improve program efficiency and outcomes.
**Superintendent**
Dr. Christina Grant

**Deputy Assistant Superintendent**
Tia Brumsted

**Mental Health**
Claudia Price
- Supports multi-tiered school-based mental health supports, including under federal Project AWARE grant and local mental health programs.

**Healthy Schools & Wellness Programs**
Charles Rominiyi
- Creates and manages programs and resources that focus on comprehensive health and physical education and programs

**Nutrition Programs**
Lindsey Palmer
- Encourages, educates and engages district residents, educators, community partners and schools to develop sustainable wellness and nutrition strategies

**Policy & Planning**
David Esquith
- Creates regulatory and policy framework to support compliance, drive student wellness, foster innovation, and disseminate best practices across sectors

**Strategic Operations & Budget**
Melissa Smith
- Oversees operations for the Division, including procurement, human resources, finance, and auditing activities

**Early Learning**
Sara Mead

**Teaching & Learning**
Shavonne Gibson

**Postsecondary & Career Ed**
Antoinette Mitchell

**Student Transportation**
Gretchen Brumley

**Chief of Staff**
Shana Young

**General Counsel**
Kevin Stokes (Interim)

**Deputy Superintendent**
Sara Meyers

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**What’s the role of this team?**
- Supports multi-tiered school-based mental health supports, including under federal Project AWARE grant and local mental health programs.

**What are the key responsibilities of this team?**
- **Mental Health**
  - Designs and implements systems of mental health care in schools
  - Fosters cross-sector and cross-agency relationships
  - Collects and reports data
  - Technical assistance and training to school and community-based teams
- **Healthy Schools & Wellness Programs**
  - Whole child structures and supports
  - Health education
  - Physical education/physical activity
  - Reproductive and sexual health
  - Environmental literacy
  - Educator leadership development
- **Nutrition Programs**
  - USDA grant administration
  - NSLP, SBP, CACFP, Healthy Schools, Summer Meals, Healthy Tots, Food Distribution, Emergency Feeding
  - School gardens and farm to school programs
  - Monitoring and compliance for all meal programs
- **Policy & Planning**
  - Development, analysis, and execution of policy and regulations
  - Inter-governmental relations
  - COVID-19 health and safety policy
  - Program evaluation
  - Research
  - Data collection, analysis, visualization and reporting, and strategy
- **Strategic Operations & Budget**
  - Fiscal strategy, accountability, and oversight
  - Procurement
  - Personnel management
  - Operations strategy and execution
  - General office admin
What's the role of this team?
Ensures internal and external stakeholders are clear on the agency's role, its direction and priorities, day-to-day decisions and actions, and the rationale behind them

What are the key responsibilities of this team?

- Implements strategic communications plan
- Cultivates relationships with reporters and develops responses to media inquiries
- Structures channels for communicating with key audiences and stakeholders
- Publishes internal (OSSE Wire) and external newsletters (LEA Look Forward)
- Coordinates with Mayor's communications team

- Develops agency's policy agenda, including new and updated regulations, policies, and coordination with DC Council and State Board of Education
- Organizes budget and performance plan development and reporting

- Supports strategic plan implementation and progress monitoring
- Coordinates with internal and external stakeholders

- Performs strategic human capital functions including recruitment and onboarding, employee relations, HR compliance, labor relations, payroll processing, performance management, talent development
- Also leads agency diversity, equity, and inclusion strategy
- Serves as agency liaison to DCHR
- Legal review of key documents
- Legal research and advice
- Litigation and hearings
- Drafting of statutes and regulations
- Negotiation and preparation of charter school financing transactions
What’s the role of this team?

Accountability
Donna Johnson

Leads the development, implementation, and routine maintenance of the DC School Report Card and DC’s accountability system, the STAR Framework

Assessments
Danielle Branson

Leads OSSE’s Next Generation Assessment (NGA) annual test administration coordination, policy portfolio, and test integrity procedures

Data Governance
Gwen Rubinstein

Develops policies, rules, and guidelines for the management, use, and sharing of OSSE data to ensure that all data are managed, used, and handled properly and securely; provides division support for project, change, and communications management

Research, Analysis, & Reporting
Evan Kramer

Performs high-quality analysis and research to inform and provide actionable input and reports to OSSE leaders, policy makers, LEA leaders, and stakeholders

What are the key responsibilities of this team?

Accountability
- DC School Report Card
- STAR Framework
- LEA, school, parent, and community engagement on changes and impacts of the report card and accountability system
- ACCESS ELL assessment
- Assessment development
- Assessment policy
- Assessment reporting
- Collaborative assessment and program research
- DC Science assessment
- LEA support and training for assessments
- MSAA
- PARCC
- Test administration
- Test integrity
- Accountability oversight and governance
- Change management
- Communications management
- Data policy development
- Data privacy
- Data sharing agreements
- Data stewardship
- Project management
- Accountability operations
- Collaborative research
- Data analysis
- Data requests
- Federal reporting
- LEA engagement for research and analysis results and impact
- Local reporting
What's the role of this team?

- Provides day-to-day support of the agency's computer systems, service desk, email and network resources

What are the key responsibilities of this team?

- Application development
- Application support and troubleshooting
- Software development
- System architecture
- Data architecture
- Data collection
- Data quality assurance
- Data visualizations
- Master data management
- Reference data management
- Connectivity
- Device support
- Grants system development
- Internal and LEA customer support
- Server and user management
- Telecom
- Business analysis
- Change control
- Contract management
- Fiscal planning
- IT portfolio management
- IT project prioritization
- Process improvement
- Procurement and contract management
- Training and development

Supports, develops, and manages OSSE’s internal and external applications. Manages data received by OSSE to ensure that all data assets are high-quality, properly documented, and easily discoverable.
What’s the role of this team?

- Budget formulation, execution, and closeout
- DSLBD compliance
- Facilities management
- Pcard administration
- Risk management
- Fleet management
- Direct voucher processing
- Language Access
- IQ
- Travel processing
- Small purchases
- Contracts
- Local Small Disadvantaged Business Enterprise (LSDBE) compliance
- ENs
- Mediations
- EEO
- Enrollments
- Residency verification
- Training/technical assistance
- UPSFF policy
- Non-resident tuition
- CBO enrollment residency audit
- Closing charter school coordination
- EGMS
- A-133 Audit
- Agency financial closeout (grants)
- Federal fiscal reporting
- Training and technical assistance
- Simplifying processes to learn about, apply to, and enroll in public schools
- Operate the lottery application and waitlist system
- Inform LEA and school-based enrollment planning
- Executes Medicaid claiming
- Nonpublic tuition payments

What are the key responsibilities of this team?

- Provides agency-wide fiscal strategy, development, management, and oversight
- Budget & Finance
- Building Operations
- Contracts & Procurement
- Dispute Resolution
- Enrollment & Residency
- Grants Management & Compliance
- My School DC
- Non-Public Tuition & Medicaid Recovery

Operations
- Deputy Superintendent
- Operations
- Deputy Superintendent
- Jason Kim

Early Learning
- Sara Mead
- Nikki Stewart
- Shanovne Gibson
- Gretchen Brumley
- Shana Young
- Sara Meyers

Teaching & Learning
- Antoinette Mitchell

Postsecondary & Career Ed
- Heidi Schumacher

Student Transportation
- Chief of Staff

Health & Wellness

Chief of Staff
- Shana Young

General Counsel
- Kevin Stokes

Deputy Superintendent
- Sara Meyers

Assistant

Data, Assessment & Research
- Evan Kramer

Systems Technology
- Jay Huie

Systems & Supports, K-12
- Tamera Anderson
- Carlynn Fuller

Contracts & Procurement
- Tamera Anderson

Dispute Resolution
- Carlynn Fuller

Enrollment & Residency
- Aaron Parrott

Grants Management & Compliance
- Nancy Mahon

My School DC
- Amy Lerman

Non-Public Tuition & Medicaid Recovery
- Yvonne Smith

Building Operations
- Alecia Denmark

Budget & Finance
- Vacant

Contracts & Procurement
- Tamera Anderson