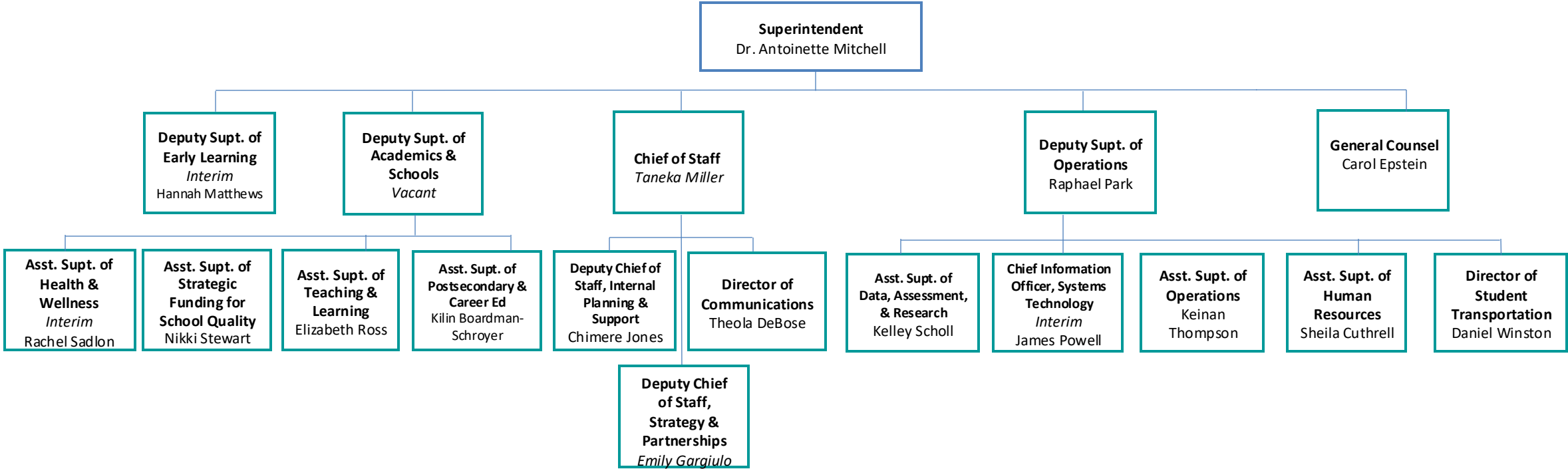
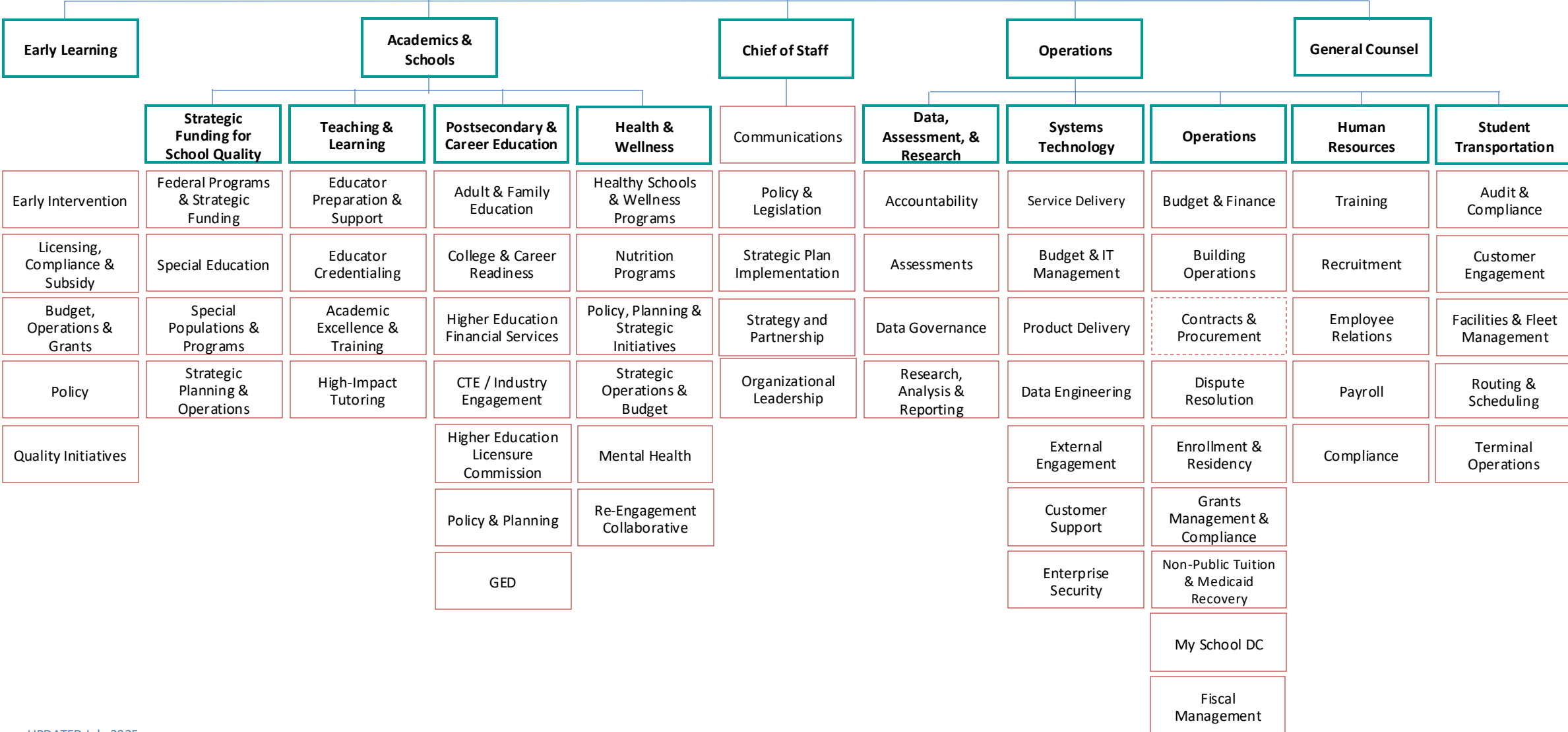
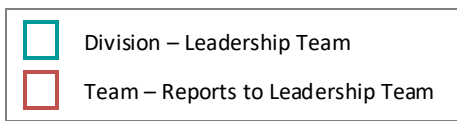
 Leadership Team





Superintendent
Dr. Antoinette Mitchell



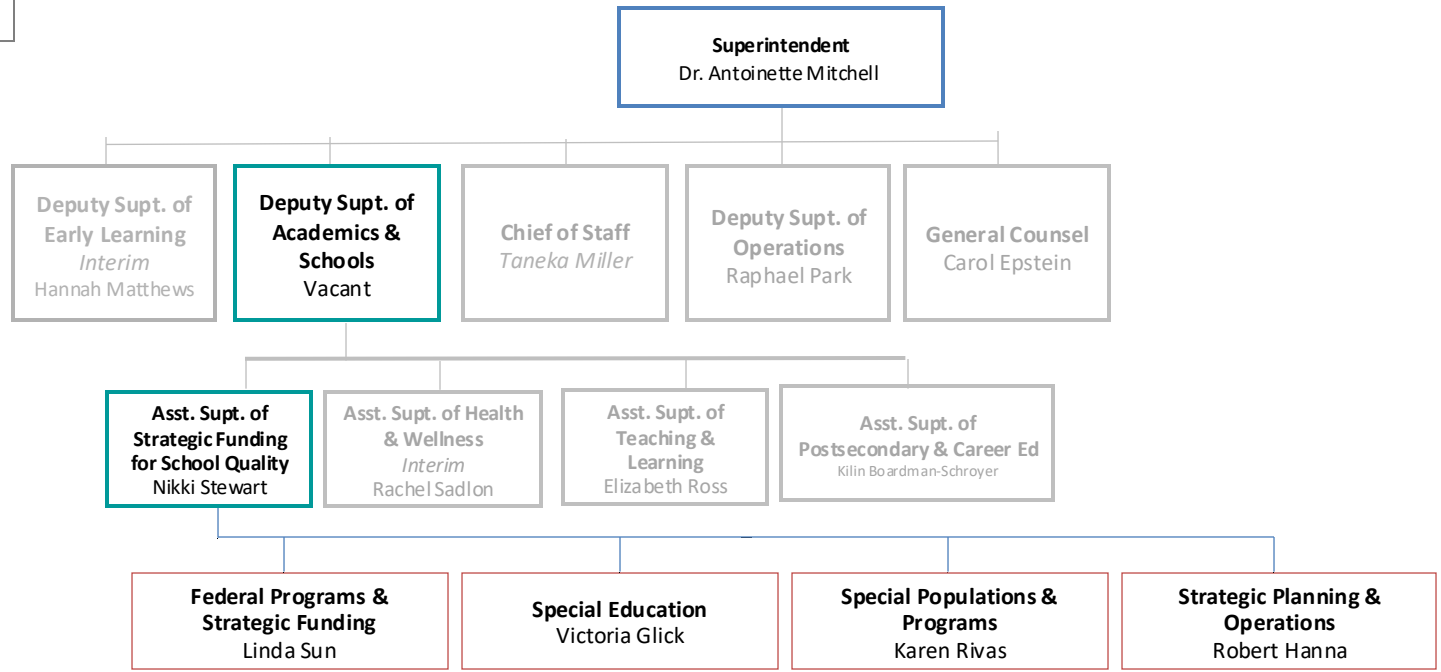
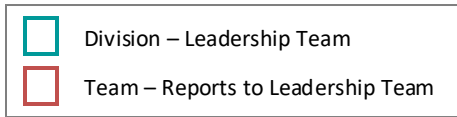


Superintendent
Dr. Antoinette Mitchell



What's the role of this team?	<p>Manages effective delivery of local Strong Start program. Serves as the District's point of entry for infants and toddlers with delays and disabilities, ages birth to age 3 and their families.</p>	<p>Licenses and monitors child development centers and homes. Monitors compliance with the District's child care licensing and child care subsidy program requirements to ensure health and safety of children in care and support equitable access in accordance with District law and regulations.</p>	<p>Oversees operations for the Division, including procurement, human resources, finance, and auditing activities and grants management.</p>	<p>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</p>	<p>Supports implementation of initiatives and grant programs to improve quality and supply of child care in the District and support continuous quality improvement across the early learning system.</p>	<p>Develops and implements communications and outreach strategy</p>	<p>Ensures full implementation of IDEA Part C, a comprehensive statewide system of early intervention services and oversees Part B-619 responsibilities.</p>
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| What are the key responsibilities of this team? | <ul style="list-style-type: none"> ▪ 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) | <ul style="list-style-type: none"> ▪ Issues licenses ▪ Monitors licensed facilities to ensure compliance with child care licensing regulations ▪ Investigates complaints ▪ Facilitates criminal background check process ▪ Establishes eligibility policies and payment rates for the childcare subsidy program and monitors DHS and provider compliance | <ul style="list-style-type: none"> ▪ Process provider payments for the child care subsidy and early childhood educator pay equity programs ▪ Fiscal strategy, accountability, and oversight ▪ Coordinates procurement and grants development for the division, ▪ Personnel Management ▪ Operations strategy & execution | <ul style="list-style-type: none"> ▪ Supports policy development and research for DEL ▪ Coordinates and collaborates with District government agencies and early learning sectors -- community-based organizations (CBOs), public charter local education agencies (LEAs) and DC Public Schools (DCPS) | <ul style="list-style-type: none"> ▪ DC LEAD ▪ CDA Scholarship Programs ▪ Early Childhood Educator Professional Development ▪ Capital Quality ▪ Quality Improvement Network (QIN) ▪ Shared Services Business Alliance ▪ Child Care Resource and Referral ▪ Research Partnerships | <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ Sets the regulatory and policy framework for Part C services ▪ Monitors the delivery of Part C services and completes 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 |
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What's the role of this team?

Provides local education agencies with federal grant funds to support academic achievement in accordance with ESEA. Supports the charter sector with specialized planning and funding initiatives.

Provides monitoring, supports, and interventions to ensure local education agencies operate in accordance with IDEA, including ensuring outcomes for students with disabilities. Manages nonpublic special education school placement and oversight.

Supports education of special populations and in special settings through grants, monitoring, technical assistance, and interagency collaboration, including home- and private-schooling, out-of-school time programming, and homeless education supports.

Creates infrastructure systems for FSQ compliance monitoring, grants management, and strategic supports for local education agencies (LEAs) to drive student achievement. Coordinates strategic, fiscal, and administrative operations.

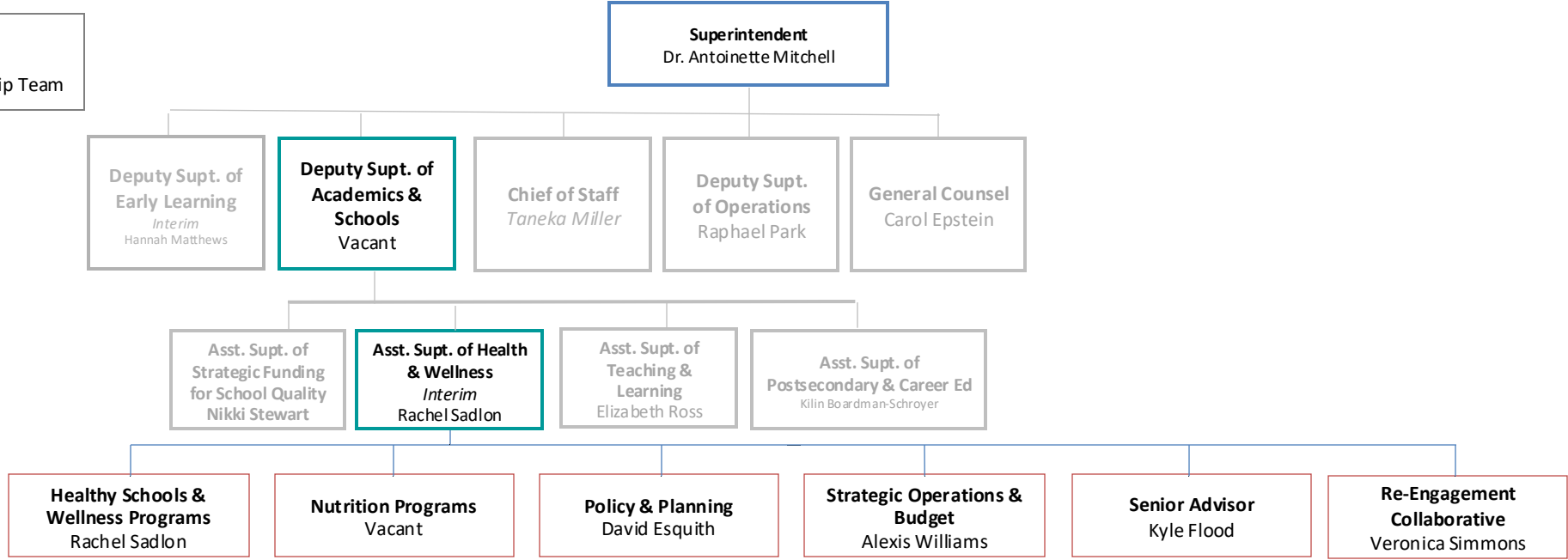
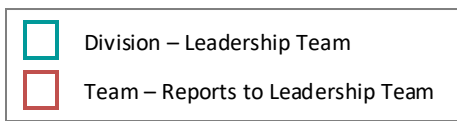
What are the key responsibilities of this team?

- ESEA grants (Titles I-IV)
- Public charter school finance and support (SOAR, Title V-B/CSP, Direct Loan and Credit Enhancement support for facilities)
- IDEA grants management

- IDEA monitoring
- IDEA policy/guidance development
- Nonpublic special education placement and oversight
- 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
- Homeschooling
- Other special programs

- Communications
- Policy/guidance support
- Grants management systems, including risk-based monitoring
- Fiscal monitoring support
- Budgeting and procurement
- Administrative support

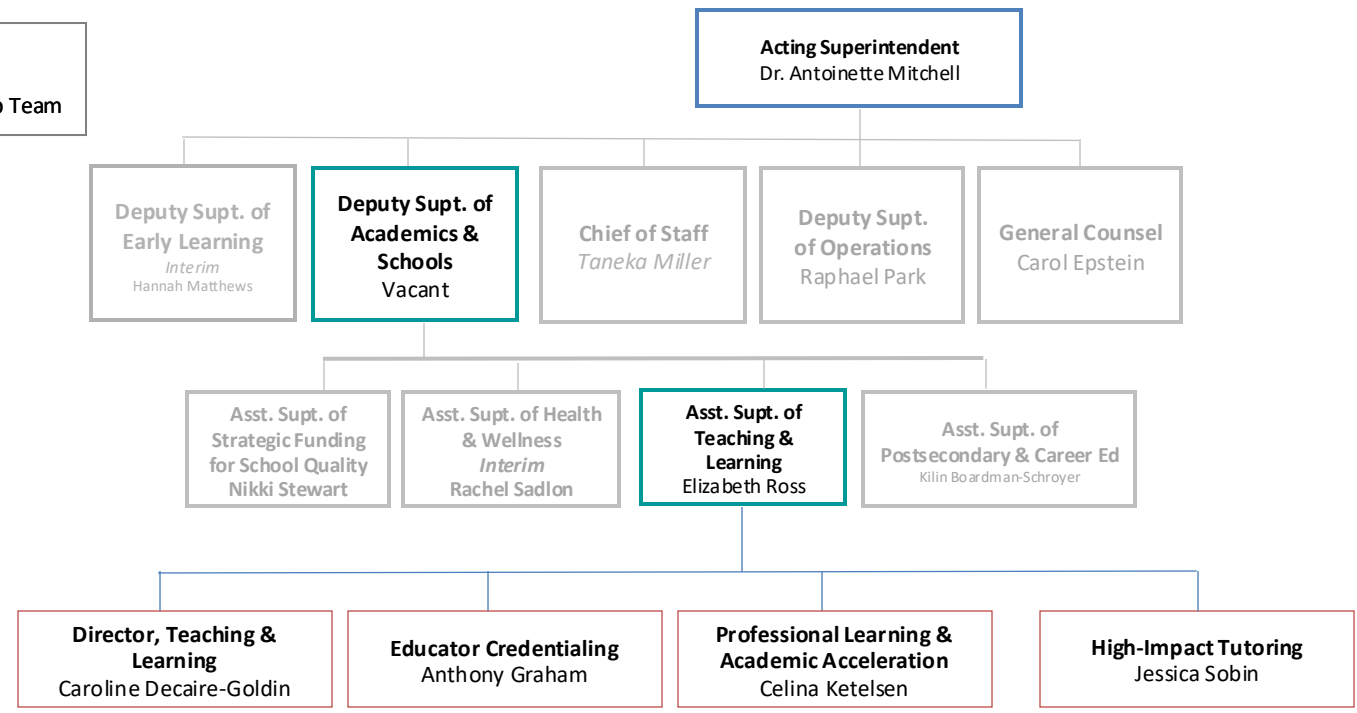
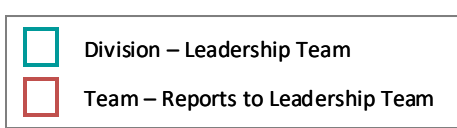


What's the role of this team?

<p>Provides schools and educators with guidance, resources, and supports to address students' comprehensive health needs through sustainable school improvement.</p>	<p>Encourages, educates and engages district residents, educators, community partners and schools to develop sustainable wellness and nutrition strategies</p>	<p>Creates regulatory and policy framework to support compliance, drive student wellness, foster innovation, and disseminate best practices across sectors</p>	<p>Oversees operations for the Division, including procurement, human resources, finance, and auditing activities</p>	<p>Oversees strategic programs that further the health, nutrition, and wellbeing of students and school staff</p>	<p>Supports LEAs with preventing student disengagement. Reconnects youth, ages 16-24, to educational options and provides wrap-around services to support re-engagement.</p>
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What are the key responsibilities of this team?

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| <ul style="list-style-type: none"> ▪ Delivers capacity building training and technical assistance on health education, physical education and physical activity ▪ Supports behavioral/mental health ▪ Provides framework and resources for educator wellness ▪ Supports environmental literacy | <ul style="list-style-type: none"> ▪ Administers and monitors compliance for USDA and DC child nutrition programs: NSLP, SBPCACFP, Healthy Schools, Summer Meals, Healthy Tots, Food Distribution, Emergency Feeding ▪ Coordinates School Gardens, Farm to School and other nutrition education programs | <ul style="list-style-type: none"> ▪ Leads development, analysis & execution of school health policy and regulations ▪ Delivers capacity-building training and technical assistance on Local Wellness Policies, emergency medication management, and other school health initiatives ▪ Leads school and student health data collection, analysis, visualization and reporting, and strategy | <ul style="list-style-type: none"> ▪ Oversees operations strategy and execution ▪ Provides office administration, personnel and procurement support ▪ Leads fiscal strategy, accountability, and oversight | <ul style="list-style-type: none"> ▪ Provides supports to LEAs implementing and sustaining evidence-driven and culturally responsive Whole Child' structures and supports ▪ Leads special school health initiatives ▪ Briefs and advises on trends in healthy schools' data, guidance, and programs at the federal and state level | <ul style="list-style-type: none"> ▪ Provides LEAs and schools with technical assistance on attendance and engagement strategies ▪ Conduct targeted outreach in collaboration with LEAs and DC Government agencies ▪ Support scholars with re-enrollment and barrier remediation |
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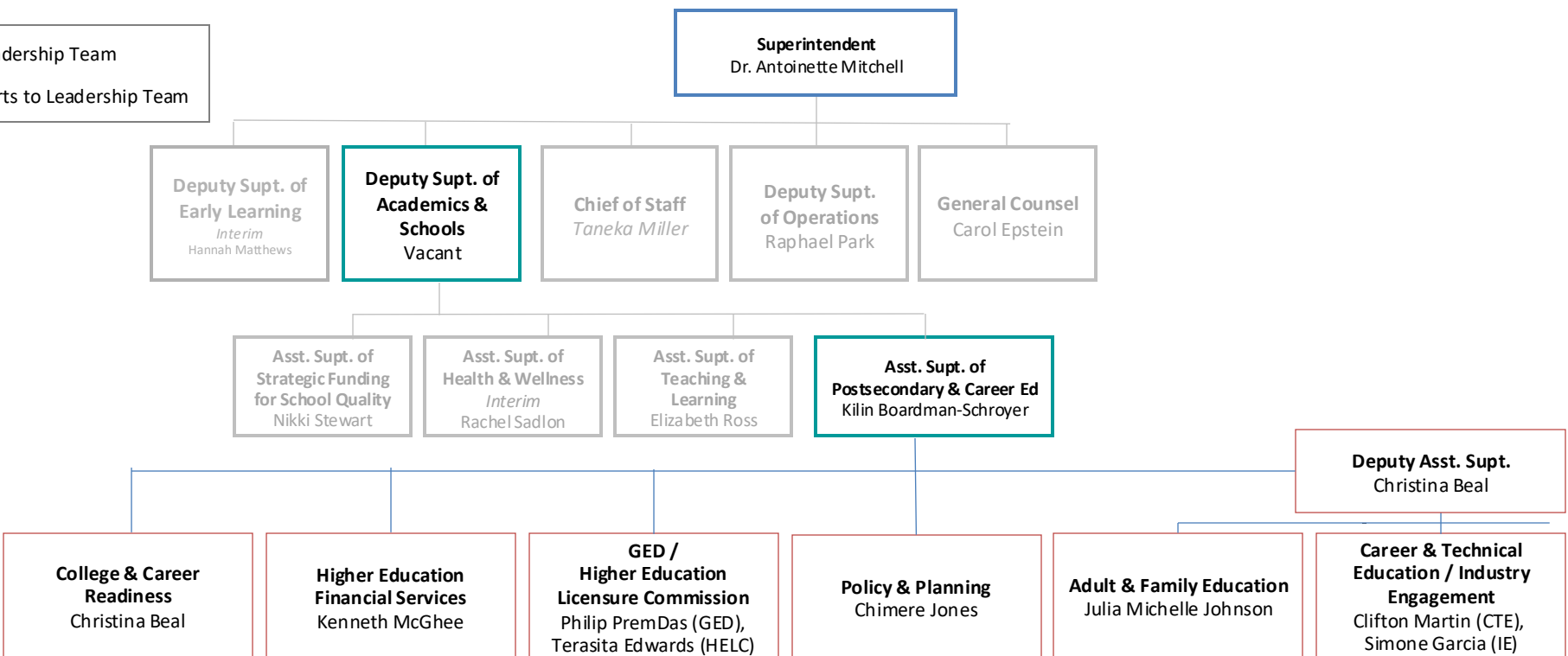
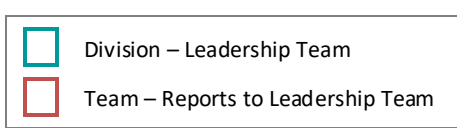


What's the role of this team?

<p>Leads OSSE's work to catalyze a sustained, high-quality, diverse pipeline of teachers and school leaders for all DC schools</p>	<p>Leads OSSE's educator credentialing for teachers, school leaders, and school service personnel</p>	<p>Leads professional learning and academic supports for teachers, leaders, schools, and LEAs</p>	<p>Leads OSSE's work to catalyze and support a smart, strong network of high-impact tutoring providers and provides direct grants to LEAs to accelerate learning for our students' furthest from opportunity and with the most acute academic needs</p>
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What are the key responsibilities of this team?

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| <ul style="list-style-type: none"> ▪ Oversees the approval of educator preparation providers and subject area programs preparing future educators ▪ Collects and reports data from educator preparation providers and subject area programs ▪ Oversees implementation of the GYO program grant ▪ Provides support to LEAs implementing and sustaining mentoring and induction programs for new teachers | <ul style="list-style-type: none"> ▪ Sets the policy and implements educator credentialing requirements for teachers, school leaders, and school service personnel in the District of Columbia ▪ Provides models for educator evaluation programs | <ul style="list-style-type: none"> ▪ Provides standards-based training and technical assistance for LEAs ▪ Supports high-quality academic standards and supports to accelerate learning in science, math, literacy and social studies | <ul style="list-style-type: none"> ▪ Provides funding resources to LEAs and tutoring providers to enable them to achieve academic growth through small-group, intensive tutoring tailored to individual student needs ▪ Fosters strategic partnerships to increase the efficiency and effectiveness of high-impact tutoring, in DC and across the country |
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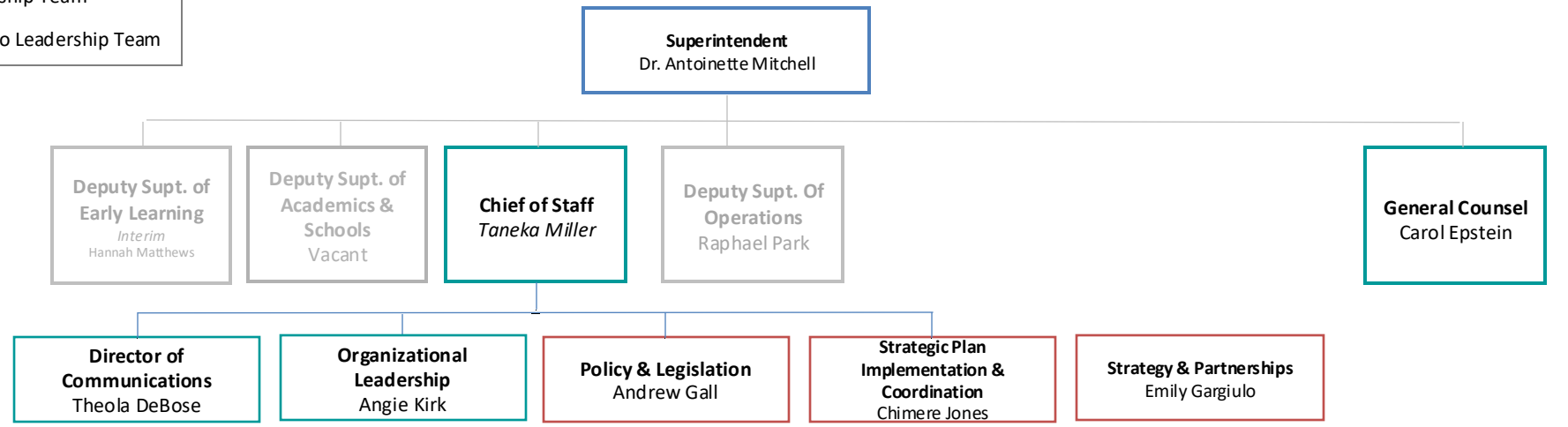
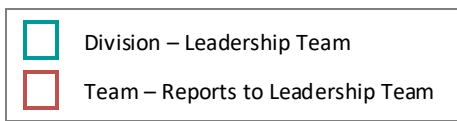


What's the role of this team?

<p>Establishes programs and provides services to support middle and high school students as they prepare for postsecondary education and careers</p>	<p>Provides grants to DC students for tuition assistance at colleges and universities throughout the country</p>	<p>(GED) Supports residents in obtaining the GED credential (HELIC) Licenses degree-granting and non-degree granting postsecondary institutions in the District of Columbia</p>	<p>Works with division programs to develop policy, procedures and strategic interventions that improve program efficiency and outcomes</p>	<p>Provides services to support adult learners in increasing literacy/numeracy levels, attain a secondary credential, earn an industry-recognized credential, and connect to a career pathway.</p>	<p>(CTE) Provides funding to support Career and Technical Education programming and establishes Career Academies (IE) Facilitates connections with industry partners.</p>
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What are the key responsibilities of this team?

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| <ul style="list-style-type: none"> ▪ Facilitates citywide work to support access and completion ▪ Implements SAT School Day, OSSE Scholars, and Bridge to High School ▪ Manages College Application Month and Adult College Completion Network ▪ Manages Dual Enrollment and AP course work | <ul style="list-style-type: none"> ▪ Administers grants to students, including DCTAG, Mayors, and DC Futures programs ▪ Maintains relationships with key stakeholders ▪ Manages fiscal reconciliation efforts ▪ Provides programmatic expertise on OneApp and the Application for Postsecondary Studies | <ul style="list-style-type: none"> ▪ Administers GED exams ▪ Administers IT certification exams ▪ Processes GED transcript and verification requests (HELIC) ▪ Addresses complaints from the public ▪ Licenses postsecondary institutions ▪ Processes transcript requests | <ul style="list-style-type: none"> ▪ Helps create new policy and procedures documents ▪ Supports programmatic use of data to strengthen outcomes | <ul style="list-style-type: none"> ▪ Administers grants to LEAs and CBOs offering integrated education and training courses ▪ Works with other agencies to provide coordinated services to adult learners | <ul style="list-style-type: none"> ▪ Administers grants to LEAs and UDC. ▪ Provides professional development and CTE standards ▪ Runs DC's Advanced Technical Centers <ul style="list-style-type: none"> • IE ▪ Maintains linkages with industry advisory boards ▪ Administers CTE internship programs |
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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

Establish and execute a shared culture and understanding around belonging which informs all aspects of our work-both internal and external.

Manages legislative affairs work with DC Council, leads engagement with the State Board of Education, and supports external relationships

Drives overall change management and improvement, in coordination with leadership team. Fosters coordination within the agency and ensures strong and effective relationships with external partners

Leads portfolio of special projects, partnership development, and agency resource alignment.

Provides legal counsel to the agency and represents the agency in legal matters pertaining to its functions.

What are the key responsibilities of this team?

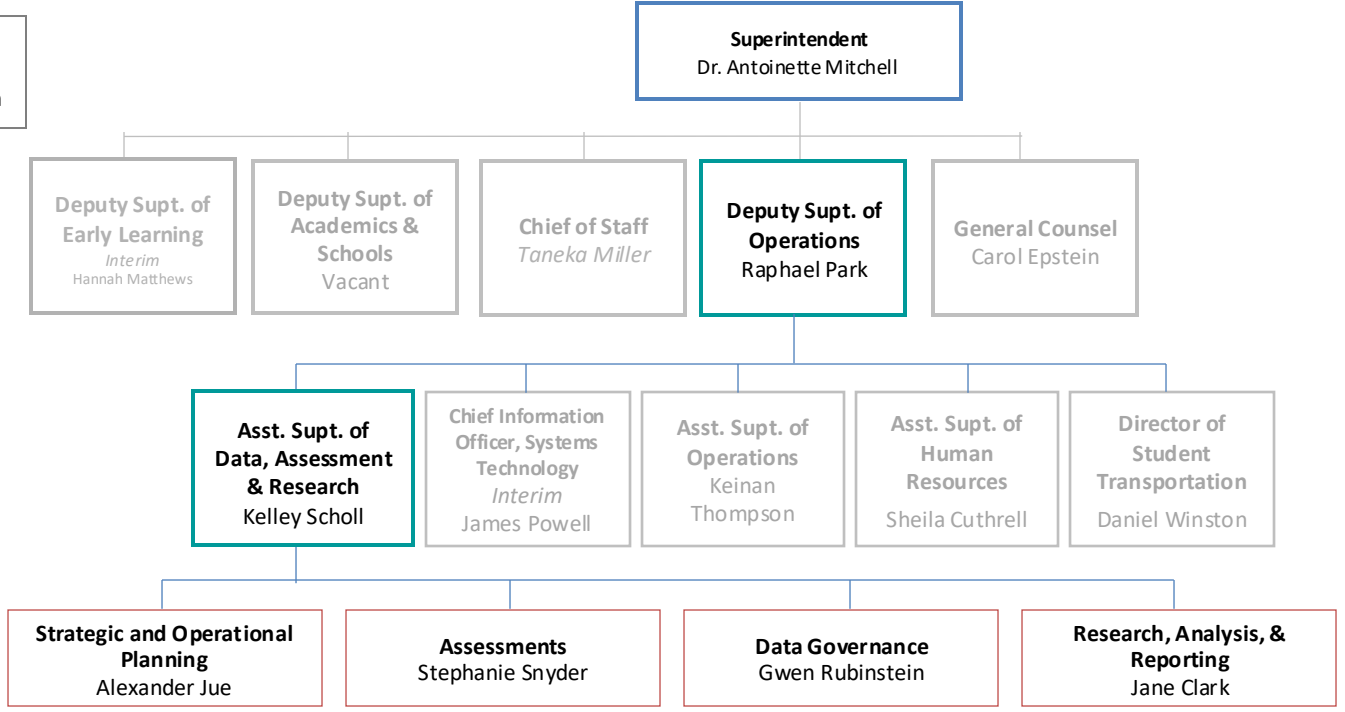
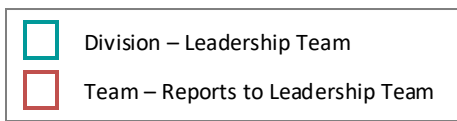
- Implements strategic communications plan
- Cultivates relationships with reporters and develops responses to media inquiries
- Structures channels for communicating with key audiences and stakeholders
- Publishes internal (OSSE Wire) and external newsletters (LEA Look Forward)
- Coordinates with Mayor's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

- Create and execute OSSE's organizational action plan
- Use quantitative and qualitative data to drive organizational efforts within OSSE
- Partner with other agencies and stakeholders to enhance organizational strategy

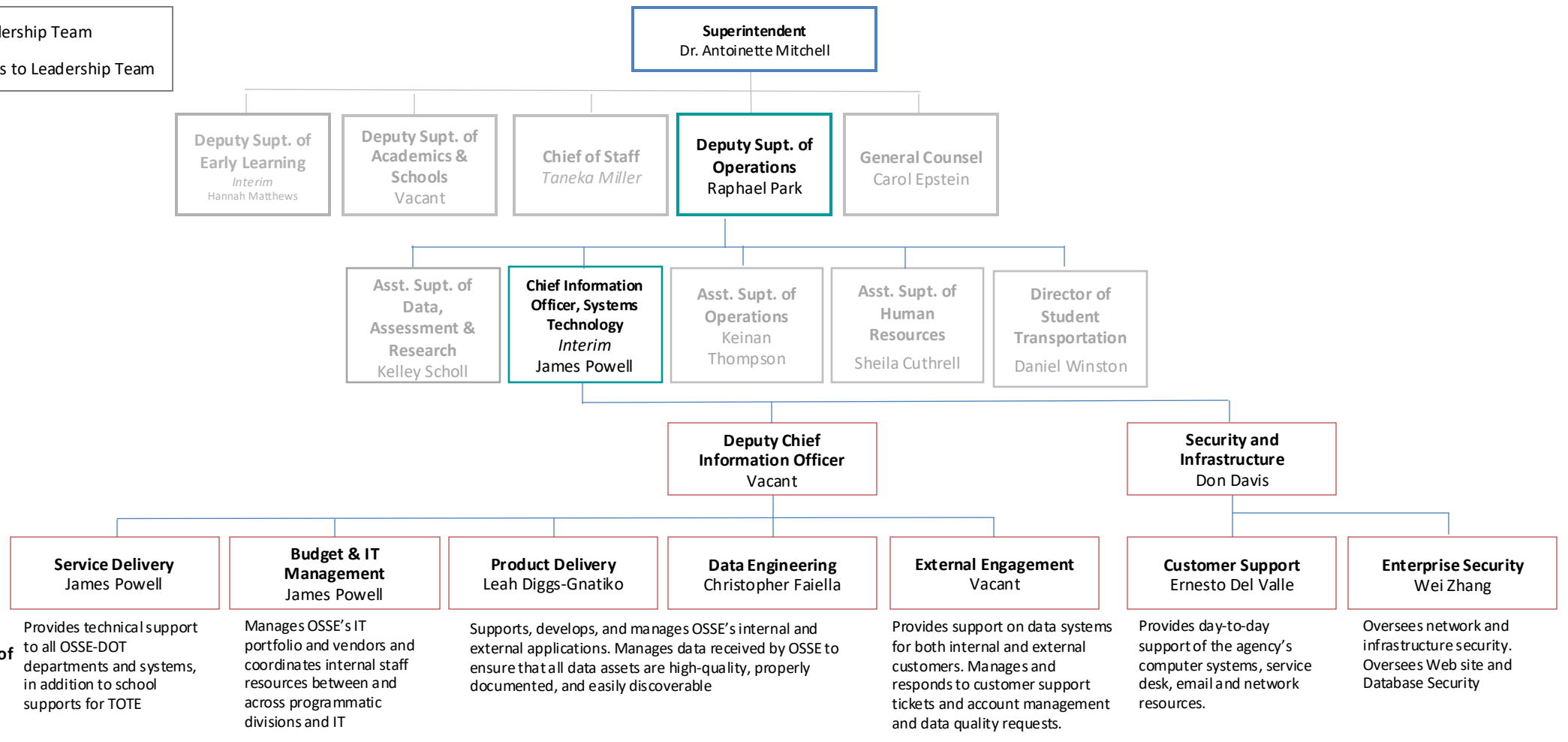
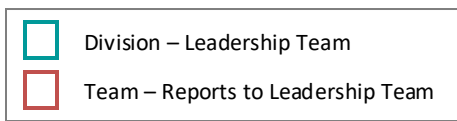
- Develops agency's policy agenda, including new and updated regulations, policies, and coordination with DC Council and State Board of Education
- Organizes budget and performance oversight plan development and reporting

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

- 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?	Provides policy, communications, and planning support related to strategic data priorities, including the DC School Report Card.	Leads annual development, administration, and reporting of OSSE's suite of statewide Next Generation Assessments, including: ACCESS, DC CAPE, DLM, MSAA, and NAEP.	Leads agency-wide data governance and privacy work, including developing data policies, guidelines and trainings for the legal and ethical use and sharing of OSSE data.	Performs high-quality reporting, analysis, and research to inform DC education policy and practice and provide actionable information for OSSE leaders, policy makers, agency partners, and public stakeholders.
What are the key responsibilities of this team?	<ul style="list-style-type: none"> ▪ DC School Report Card ▪ ESSA State Accountability Plan ▪ Course Data Collection ▪ Division-wide policy, communications, and stakeholder engagement support 	<ul style="list-style-type: none"> ▪ Statewide assessment policy, development, administration, and reporting ▪ LEA support & training for assessments ▪ Test security & integrity 	<ul style="list-style-type: none"> ▪ Data governance and data stewardship ▪ Data incident response ▪ Data privacy ▪ Data sharing agreements 	<ul style="list-style-type: none"> ▪ Federal and local reporting ▪ Program analysis and evaluations ▪ Data request fulfillment ▪ Research projects and partnerships ▪ Public data resources



What's the role of this team?

Provides technical support to all OSSE-DOT departments and systems, in addition to school supports for TOTE

Manages OSSE's IT portfolio and vendors and coordinates internal staff resources between and across programmatic divisions and IT

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

Provides support on data systems for both internal and external customers. Manages and responds to customer support tickets and account management and data quality requests.

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

Oversees network and infrastructure security. Oversees Web site and Database Security

What are the key responsibilities of this team?

- Quickbase support and maintenance
- Helpdesk support for schools and transportation requests
- GPS and phone support

- Business analysis
- Change control
- Contract management
- Fiscal planning
- IT portfolio management
- IT project prioritization
- Process improvement
- Procurement and contract management
- Training and development

- Application development
- Application support and troubleshooting
- Software development
- System architecture
- Grants system development

- Data architecture
- Data collection
- Data quality assurance
- Data visualizations
- Master data management
- Reference data management

- Internal and LEA customer support
- Stakeholder Engagement
- Data Quality

- Connectivity
- Device support
- Server and user management
- Telecom

- Network Security
- Infrastructure Security
- Data Security

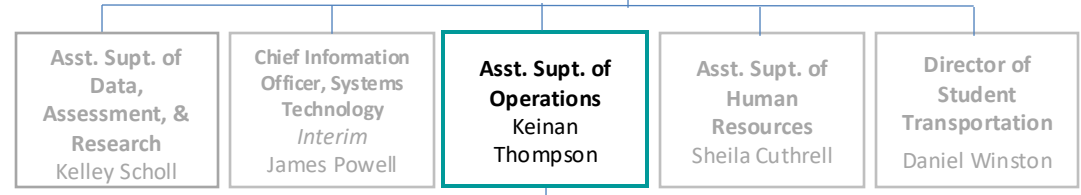
Division – Leadership Team
 Team – Reports to Leadership Team

Superintendent
Dr. Antoinette Mitchell



What are the key responsibilities of this team?

What's the role of this team?



Provides agency-wide fiscal strategy, development, management, and oversight

Provides operational and facility logistical support to all OSSE divisions

Provides contracting and procurement support and services to OSSE divisions; staff report directly to the District of Columbia OCP (effective 12/14)

Conducts due process special education hearings, residency fraud hearings, mediation, and Equal Employment Opportunity oversight

Oversees the annual enrollment audit, manages residency verification, investigates residency fraud, oversees charter school closures

Provides the agency with grants management, fiscal, and compliance support

Operates the common application and lottery for DCPS and public charter schools, governed by the Common Lottery Board

Manages non-public tuition payments and Medicaid recovery

Coordinates development of the annual operating and capital budget to ensure appropriate resources are allocated to support OSSE DOT. Manages all procurement and related division fiscal reporting activities

- 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

- Hearings
- Mediations
- EEO

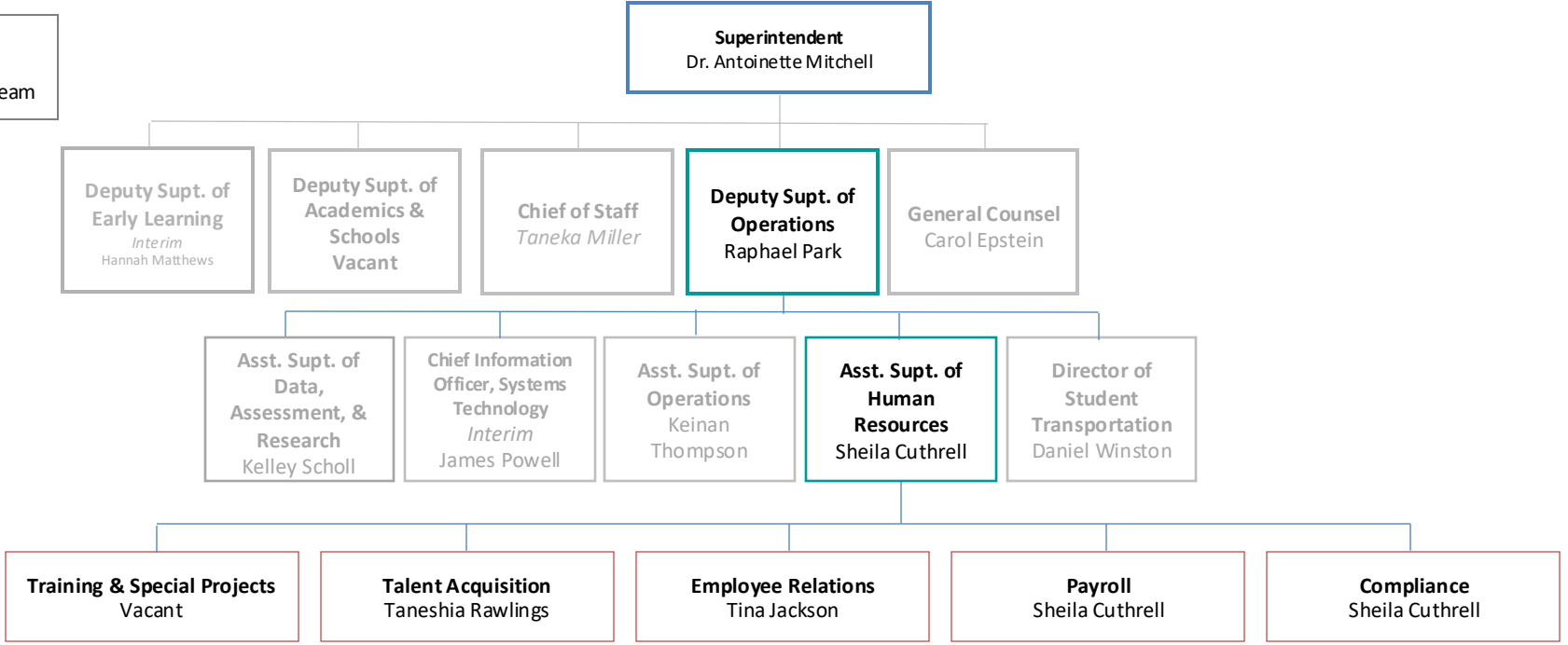
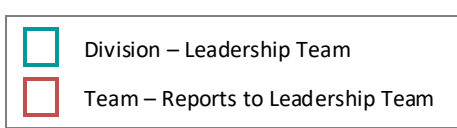
- Enrollment audit
- Residency verification
- Training/technical assistance
- UPSFF policy
- Non-resident tuition
- CBO enrollment, residency audit
- Closing charter school coordination

- EGMS
- A-133 Audit
- Agency financial close out (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

- Budget development and monitoring
- Procurements / Reimbursements
- Fiscal policy / reporting
- Contract administration



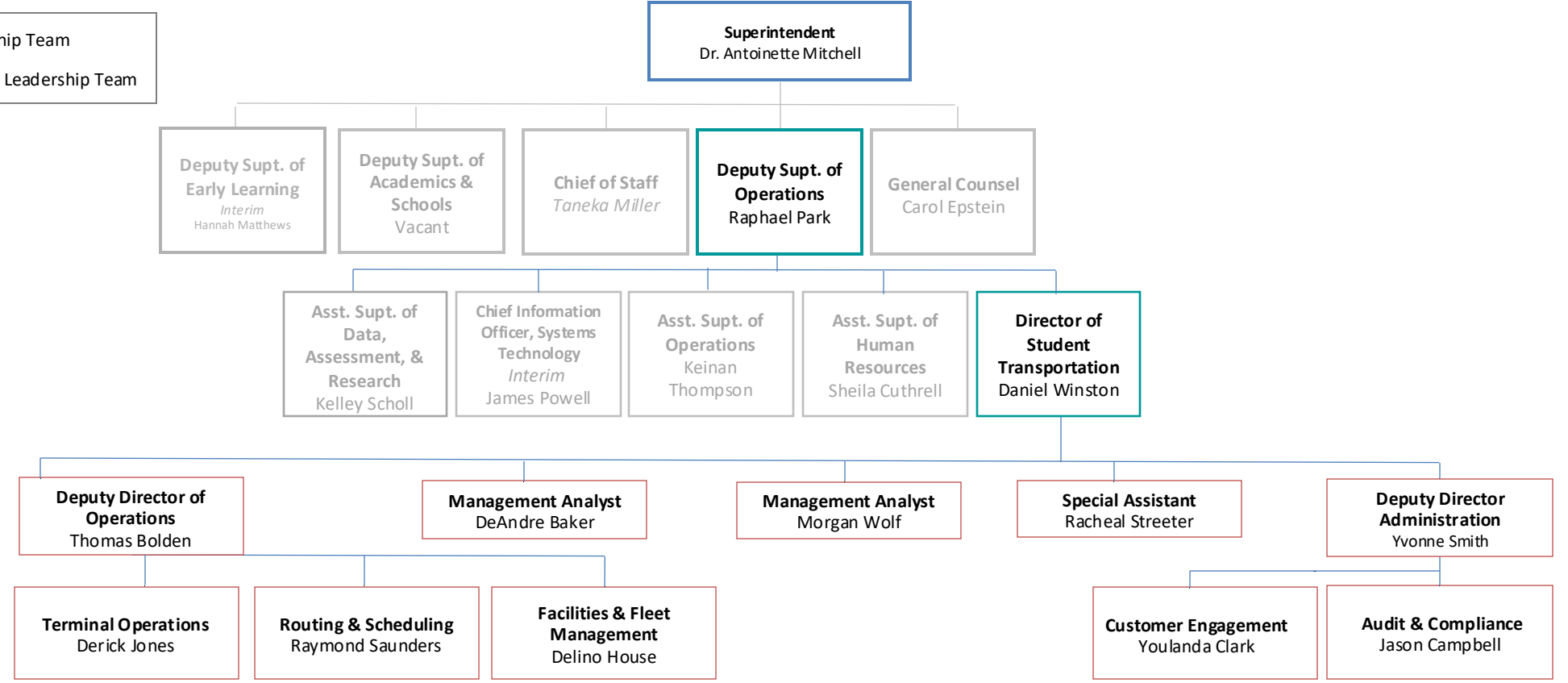
What's the role of this team?

	<p>Provides career assistance and guidance around specific agency training needs Coordinates training program enrollment and activities for employees.</p>	<p>Finds and attracts qualified applicants for open positions. Administers all hiring actions.</p>	<p>Helps prevent and resolve workplace problems a ensures equitable enforcement of policies.</p>	<p>Reconciles timesheets to ensure timely and accurate pay, calculating reimbursements, bonuses, overtime and holiday pay.</p>	<p>Manages the suitability and screening process for employees and/or candidates who hold or will hold a safety, protection, or security sensitive position.</p>
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What are the key responsibilities of this team?

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| <ul style="list-style-type: none"> ▪ Career Coaching ▪ Leave Programs ▪ Professional Development ▪ Performance Management ▪ Organizational/Workforce Development ▪ Talent Development Strategy | <ul style="list-style-type: none"> ▪ Recruitment ▪ Onboarding ▪ ID Badges ▪ New Hire Orientations ▪ Reassignments ▪ Merit Increases/Promotions | <ul style="list-style-type: none"> ▪ Disciplinary Action ▪ Grievances ▪ Investigations ▪ Labor Relations ▪ Workers Comp ▪ Sexual Harassment ▪ Reinstatement | <ul style="list-style-type: none"> ▪ PeopleSoft Timesheets ▪ Employment Verifications ▪ Student Loan Programs | <ul style="list-style-type: none"> ▪ Drug and Alcohol Testing ▪ Background Checks ▪ CDL Drivers Certification |
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Division – Leadership Team
 Team – Reports to Leadership Team



What's the role of this team?

Management and support of all School Bus Drivers, School Bus Attendants, and daily operations at each of the four school bus terminal locations

Plans bus routes that are compliant with operational and regulatory requirements, conducts analysis for performance improvement, and communicates routing details to supporting departments

Maintains all terminal facilities to ensure safety and compliance with all standards and coordinates the inspection, maintenance, and retirement of all OSSE-DOT vehicles

Provides all inbound and outbound communications to stakeholders (parents, schools, advocates) regarding student transportation services. Provides first call resolution support for complaints

Conducts internal investigations to ensure compliance with all applicable laws and policies. Resolves all escalated complaints

What are the key responsibilities of this team?

- Management of school bus drivers and attendants that transport eligible students with disabilities

- Creates and optimizes routes and schedules for the safe and efficient transport of more than 3,000 students with disabilities

- Facility maintenance at each school bus terminal
- Maintenance and inspection of the more than 700 school buses in fleet

- Inbound & outbound call support
- Provides general and bus status information
- Receives transportation service concerns

- Investigations
- Complaint resolution
- Training