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 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

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.

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

- 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
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What’s the role of this team?

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

Licensing & Compliance
- Licenses and monitors child development centers and homes.
- Ensures maintenance and enforcement of the District’s child care licensing regulations.
- 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
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Operations & Grants Management
- 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 subsidized child care policies and regulations;
- Supports development of the DEL’s strategic plan and engages with other district agencies.

Policy, Planning & Research
- Provides leadership for developing and implementing child care, pre-K, early intervention 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.

Quality Initiatives
- Develops and manages all DEL quality programs, including, but not limited to, Capital Quality, Quality Improvement Network, shared services and professional development (PD).
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- Provides PD support to CBOs and LEAs serving children 3-5 with special needs

Communications
- Develops and implements communications and outreach strategy.
- Ensures full implementation of IDEA State Part C and Part B-619

Early Intervention
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What's the role of this team?

Provides local education agencies with a combination of meaningful supports and interventions to accelerate school improvement and student outcomes, in accordance with IDEA and ESEA.

What are the key responsibilities of this team?

- Risk-based monitoring
- Grants to support school improvement
- Title I-A, II-A, III-A, IV-A, and ICY grant administration
- IDEA programmatic monitoring
- Parent outreach (ESEA and IDEA)
- 21st Century Grant
- McKinney-Vento Homeless Assistance
- Homeschooling
- Private schools
- Policy & regulation development
- Office of Public Charter School Finance & Support (SOAR & Title VB)
- Special Education State Complaint Office
- Nonpublic placement oversight
- Nonpublic school monitoring
- Interagency coordination: CFSA, DBH, DYRS
- Interagency school support
- Community Schools
- Title I-D
- Division support (e.g., staff onboarding, equipment, travel, training)
- Division budgeting and procurement
- Fiscal monitoring support
- IDEA fiscal policy, grant applications, fiscal oversight
- Medicaid claiming
- Nonpublic tuition payments
What's the role of this team?
Manage programs and initiatives that support educator equity including the DC Staffing Data Collaborative.

What are the key responsibilities of this team?
- Manages the DC Staffing Data Collaborative and Equitable Access Plan
- Conducts data analysis and research to determine equity gaps and supports needed
- Provides local education agencies with supports that increase hiring of high quality educators and leaders.
- Provides direct support to educators to increase knowledge and skills to effectively reach all learners, including students with disabilities and English learners.
- Oversees the DC Staffing Data Collaborative and Equitable Access Plan
- Conducts data analysis and research to determine equity gaps and supports needed
- Provides local education agencies with supports that increase hiring of high quality educators and leaders.
- 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
- Provides support for special populations
- Provides support for literacy
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?
- Implements Dual Enrollment, SAT Day, SAT Prep, OSSE Scholars
- Manages College Career and Credential Network, College Awareness Month, Adult College Completion Network and other programs
- Administers grants to students
- Maintains relationships with key stakeholders
- Manages fiscal reconciliation efforts
- Manages assistance programs
- Provides programmatic expertise on new OneApp
- Helps create new policy and procedures documents
- Supports programmatic use of data to strengthen outcomes
- Administers grants to CBOs offering adult education courses
- Works with other agencies to provide coordinated services to adult learners
- Administers GED exams
- Administers grants to LEAs
- Provides CTE-based professional development
- Supports Career Academies through funding
- Maintains linkages with industry advisory boards
- Conducts targeted outreach
- Assesses academic and non-academic needs
- Identifies good-fit educational options
- Supports re-enrollment
- Provides ongoing support
- Licenses postsecondary institutions
- Addresses complaints from the public
- Processes transcript requests

What’s the role of this team?
Provides $30M in grants to DC students for tuition assistance at colleges and universities throughout the country

What’s the role of this team?
Works with division programs to develop policy, procedures and strategic interventions that improve program efficiency and outcomes

What’s the role of this team?
Provides services to support adult learners in increasing literacy levels, and obtaining GED, postsecondary education or job training

What’s the role of this team?
Provides funding to support Career and Technical Education programming, establishes Career Academies and supports certification attainment for high school students

What’s the role of this team?
Reconnects youth, ages 16-24, to educational options and provides wrap-around services to support reengagement

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What's the role of this team?
Provides funding to support Career and Technical Education programming, establishes Career Academies and supports certification attainment for high school students
Conducts internal investigations to ensure compliance with all applicable laws and policies. Resolves all escalated complaints.

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

Coordinates the inspection, maintenance, and retirement of all OSSE-DOT vehicles.

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

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

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

- Investigations
- Complaint resolution
- Training
- Inbound & outbound call support
- Provides general and bus status information
- Receives transportation service concerns
- Facility maintenance at each school bus terminal
- Maintenance and inspection of the more than 700 school buses in fleet
- Creates and optimizes routes and schedules for the safe and efficient transport of more than 3,000 students with disabilities
- Management of school bus drivers and attendants that transport eligible students with disabilities
- Quickbase support and maintenance
- Helpdesk support for schools and transportation requests
- GPS and phone support
- Budget development and monitoring
- Procurements / Reimbursements
- Fiscal policy / reporting
- Contract administration
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?
- 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
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?
- Strategic communications plan implementation
- Relationships with reporters; responses to media inquiries
- Structures and channels for communicating with key audiences and stakeholders
- Internal and external newsletters: OSSE Wire, LEA Look Forward
- Coordination with Mayor’s communications team

Strategic Plan Implementation & Coordination
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

- Strategic plan implementation progress monitoring and support
- Effective and consistent coordination with internal and external stakeholders
- Agency’s policy agenda, including new and updated regulations, policies, an coordination with DC Council and State Board of Education
- Budget and performance plan development and reporting

Talent & Human Resources
Executes agency’s approach to recruit, develop, and retain talent. Sets up structures for ongoing feedback and performance management, including building capacity within existing staff members

- Recruitment process
- Employee relations
- Performance management
- Staff capacity building
- Coordination with DCHR

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

- 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

General Counsel
Shana Young
Sarah Jane Forman
Deputy Superintendent
Sara Meyers

Superintendent
Hanseul Kang

Early Learning
Elizabeth Groginsky
Systems & Supports, K-12
Elisabeth Morse
Sharon Gaskins (Interims)
Teaching & Learning
Shavonne Gibson
Postsecondary & Career Ed
Antoinette Mitchell
Student Transportation
Gretchen Brumley
Health & Wellness
Heidi Schumacher
Chief of Staff
Shana Young
General Counsel
Sarah Jane Forman
Deputy Superintendent
Sara Meyers
Communications
Lida Alikhani
Strategic Plan Implementation & Coordination
Sarah Martin (Deputy Chief of Staff)
Talent & Human Resources
Pete Siu
Superintendent

Hanseul Kang

What’s the role of this team?

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

What are the key responsibilities of this team?

- Assessment development
- Assessment policy
- PARCC
- DC Science assessment
- MSAAA
- ACCESS ELL assessment
- Test administration
- Test integrity
- Assessment reporting
- Collaborative assessment and program research
- LEA support and training for assessments

Assessments
Danielle Branson

Data Governance & Program Management
Vacant

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; and provides division support for project, change, and communications management.

- Data sharing agreements
- Data privacy
- Data policy development
- Data stewardship
- Project management
- Change management
- Communications management
- Accountability oversight and governance

Data Management & Applications
Stephanie Davis

Manages data received by OSSE to ensure that all data assets are high-quality, properly documented, and easily discoverable; and develops applications and visualizations to support data validation, analysis, reporting, and data access.

- Data collection
- Data quality assurance
- Data architecture
- Reference data management
- Master data management
- Data visualizations
- Data applications development
- SLED
- Statewide Student Information Systems (SIS)

Research, Analysis, & Reporting
Laura Maurizi

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

- Data requests
- Federal reporting
- Local reporting
- Collaborative research
- Accountability operations
- Data analysis
- LEA engagement for research and analysis results and impact

Data, Assessment & Research
Darrell Ashton

Systems Technology
Tom Fontenot

Operations
Vacant

Early Learning
Elizabeth Groginsky

Teaching & Learning
Shavonne Gibson

Postsecondary & Career Ed
Antoinette Mitchell

Student Transportation
Gretchen Brumley

Health & Wellness
Heidi Schumacher

Chief of Staff
Shana Young

General Counsel
Sarah Jane Forman

Deputy Superintendent
Sara Meyers
**What's the role of this team?**

Supports, develops, and manages OSSE's internal and external applications

**What are the key responsibilities of this team?**

- Application support and troubleshooting
- Change control
- Software development
- System architecture
- Device support
- Server and user management
- Telecom
- Connectivity
- Business analysis
- Process improvement
- Fiscal planning
- Contract management
- Technology planning
- Strategic guidance
- IT procurement authority
- Enterprise coordination
What's the role of this team?
Provides operational and facility logistical support to all OSSE divisions

What are the key responsibilities of this team?
- 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