

Title: School Selection Appeals Team
Department: Student Rights and Responsibilities
Reports To: Deputy Chief, Student Rights and Responsibilities

Summary

Provides support to the Office of Student Rights and Responsibilities on School Selection Appeals. Works in collaboration with the central office appeals team to review student appeals to criteria-based schools. Works independently on assigned projects and tasks. Provides critical assistance in the design and creation of documents which will be used for strategic planning and management purposes.

Duties

- ☐ Conducts independent research on a variety of departmental related topics.
- ☐ Conducts in-depth analyses of data and makes recommendations to supervisory staff.
- ☐ Sets up and maintains databases.
- ☐ Writes a variety of documents and narrative reports.
- ☐ Collecting data and completing surveys and evaluations.
- ☐ Meets with and interviews various District personnel to obtain information.
- ☐ Develops systematic groupings of data/information.
- ☐ Performs process mapping/workflow analysis and design.

Qualifications

- ☐ Analytical skills.
- ☐ Excellent writing skills.
- ☐ Well developed organization skills with attention to detail.
- ☐ Proficient in Microsoft Word and Excel.
- ☐ Must be self-directed and able to work independently.
- ☐ Must be able to perform task with limited supervision.
- ☐ Ability to multi-task and handle detailed assignments.
- ☐ Ability to maintain confidentiality.

Position Timeline:

- November 15th – February 1st

Application Procedure

if you are interested in this position, please email a letter of interest and resume to Wyneshia Foxworth at wfoxworth@philasd.org with the subject line "School Selection Appeals Team.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.