SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Director, Charter Schools Office

REPORTS TO: Chief Business Officer

DEPARTMENT: Office of Charter Schools

CLASSIFICATION: Classified Management

FLSA: Exempt

SALARY GRADE: 034

ISSUED: June 25, 2019

BASIC FUNCTION:
Responsible for providing leadership to the charter school office; direct, control and organize the charter school authorization process; plan, direct, coordinate, organize, and implement academic, operational and fiscal oversight of district-approved charter schools as mandated by applicable state and federal legislation and the district’s policies; and functioning as the liaison to the District for school and community charter schools petitioners.

REPRESENTATIVE DUTIES:

Direct, control and organize the charter school authorization process. E

Direct the formation and implementation of academic, fiscal and operational accountability guidelines for district-approved charter schools. E

Direct the formation and implementation of guidelines for the annual charter schools programmatic, fiscal and operational site visits including expectations, processes for verification, and recommendations for correcting deficiencies. E

Review existing and pending legislation related to charter school programs, requirements and guidelines; recommend origination, modification, or support of legislative measures. E

Oversee the monitoring of the development and implementation of the Local Control Accountability Plans (LCAPs) at district-authorized charter schools, as well as the terms and elements of each school’s charter. E

Coordinate and oversee collaborative work between charter school staff and staff from various district departments to conduct annual site visits, analyze and report data, prepare reports, and present analyses and findings for the Board of Education, district staff, charter school staff, community groups, state and federal agencies, outside organizations, and other groups. E

Serve as liaison with other district and charter school administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. E

Provide technical expertise and information to district and charter school staff regarding assigned functions; provide leadership for the development of policies, procedures, and programs; advise district and charter school staff of unusual trends or problems and when appropriate take corrective actions. E

Monitor academic, fiscal, and operational programs based on district and state standards for renewal/revocation of charters. E
Oversee site visits to charter schools to monitor academic and fiscal programs and organizational viability in compliance with charters, charter law, and state educational code. E

Provide information and support to charter schools regarding district programs. E

Direct formal reviews of startup and renewal charter petitions, as well as revisions. E

Oversee the verification of charter schools’ grant activities and expenditures. E

Represent the district on charter-related district committees, work groups, and task forces, and at community meetings. E

Select, supervise, train and evaluate assigned classified staff; provide for continuing departmental staff training in charter school programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure compliance with staffing and licensing requirements. E

Monitor expenditures of funds within assigned area of responsibility. E

Operate a computer and assigned software programs; operate other office equipment as assigned. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE

A combination equivalent to a master’s degree and seven years of directly related experience in school district or California charter schools administrative leadership, academic programs, charter programmatic audit, charter law, and charter grant writing. Doctoral and/or law degree is desirable but not required.

LICENSES AND OTHER REQUIREMENTS

Valid California driver’s license.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
Effective strategies, theories, techniques, and methods of professional and organizational development.
Planning, organization and direction of procedural guidelines related to charter schools.
Existing and pending legislation related to charter schools.
Applicable laws, codes, regulations, policies, and procedures.
Preparing complex financial studies.
Oral and written skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Provide leadership and direction.
Plan, develop, organize, and administer programs for charter schools.
Make presentations and deliver compliance training to district and charter school staff.
Analyze problems, make decisions, and be responsible for those decisions.
Exercise sound judgment in preparing justifications and making recommendations.
Communicate effectively orally and in writing.
Work independently with little direction.
Train and supervise others.
Operate a computer and assigned office equipment.
Establish and maintain effective working relationships with other agencies, the public, and district staff.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS

ENVIRONMENT:
Office Environment.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Issued 6.25.19
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