

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Manager, Charter Schools	<b>REPORTS TO:</b>	Deputy Superintendent
<b>DEPARTMENT:</b>	Office of School Support Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	030
<b>REVISED:</b>	July 18, 2013		AASD Represented

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**BASIC FUNCTION:**

Plan, direct, coordinate, organize, and implement oversight of district-approved charter schools as mandated by applicable state and federal legislation and in accordance with district policies and guidelines; manage a district department and supervise assigned staff.

**REPRESENTATIVE DUTIES:**

Establish and implement district oversight policies and procedures, and accountability guidelines for charter schools. *E*

Direct the formation and implementation of guidelines for the annual charter schools programmatic audit including expectations, processes for verification, and recommendations for correcting deficiencies. *E*

Identify current and possible charter school operation budgeting and financial management needs. *E*

Identify and/or develop comprehensive budget and cash flow projection templates that meet oversight requirements. *E*

Work closely with the district's Finance Division in the oversight of charter school budgeting and financial planning activities, monitor budget expenditures, and provide feedback regarding deficiencies in the charter schools' budgets. *E*

Perform system analyses for various work processes and recommend changes for improving efficiency and design management control systems and work processes. *E*

Prepare complex financial, statistical, and analytical reports and statements. *E*

Review, analyze, and report on business implications of all legislation pertaining to charter schools. *E*

Coordinate pre-submission review for startup and renewal charters, and assist the director in convening the Instructional Review Team for charter applications. *E*

Review contracts of external providers for charter schools in program improvement status, i.e., IIUSP, CSRD, and High Priority programs. *E*

Develop, conduct, and arrange compliance training activities for charter school participants, including seminars, workshops, and occasional site visits. *E*

Coordinate and oversee collaborative work between charter school staff and district staff to conduct programmatic audits, analyze and report data, prepare reports, and present analyses and findings for the Board of Education. *E*

Serve as liaison between charter school staff and district staff, community groups, state and federal agencies, outside organizations, and other groups. *E*

Monitor programs for charter schools that have been given conditional oversight status. *E*

Monitor the compliance of charter schools with the Coordinated Compliance Review. *E*

Provide information and support to charter schools regarding District programs. *E*

Represent the charter school program on district committees and work groups. *E*

Participate at meetings involving parent/community groups and others to provide information regarding charter schools. *E*

Select, supervise, and evaluate assigned classified staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a bachelor's degree and five years of progressively responsible, directly related recent experience in California charter schools administrative leadership, academic programs, charter programmatic audit, charter law, and/or charter grant writing. Supervisory experience is preferred and a master's degree is highly desirable but not required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and availability of private transportation.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of procedural guidelines related to charter schools.  
Existing and pending legislation related to charter schools.  
Preparing of complex financial studies.  
District organization, operations, policies, and objectives.  
Policies and objectives of assigned program and activities.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration and supervision  
Applicable laws, codes, regulations, policies, and procedures.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, and administer the business activities for the school district.  
Exercise sound judgment in preparing justifications and making recommendations.  
Supervise, train, and evaluate the performance of assigned staff.  
Review existing and pending legislation related to procedural guidelines and the Charter Schools' Program and recommend origination, modification, or support of legislative measures.  
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.  
Communicate effectively both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school site environments.

**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; bending, stooping, reaching overhead; lifting light objects.