

DIRECTOR, CHARTER SCHOOLS

DEFINITION

Oversees and directs the activities related to the District's responsibilities over charter schools as required by law.

TYPICAL DUTIES

- Directs and provides oversight of charter schools to ensure proper processes and procedures are implemented and followed.
- Facilitates communications and cooperation among the District, charter schools, the State Department of Education, and other public and private entities.
- Provides advice and counsel to the Superintendent of Schools, Cabinet/Senior Staff, Board of Education, and related District offices regarding charter school issues.
- Serves as a liaison to the appropriate District offices regarding instructional and operational initiatives and projects.
- Oversees the annual process to provide reasonably equivalent District facilities to charter school students pursuant to Proposition 39 (Education Code Section 47614 et seq) and District Policy.
- Reviews charter school petitions/proposals and makes recommendations pursuant to legal and policy criteria, and provides information to District Leadership.
- Oversees the staff responsible for providing services for charter schools and meets with staff to identify and resolve problems and review and evaluate methods, and procedures.
- Represents District Leadership at various meetings and/or conferences regarding issues related to charter schools.
- Attends and participates in various meetings and stays abreast of trends and legislative issues related to charter schools.
- Resolves complaints and concerns of teachers, students, and parents that are not resolved at the school level.
- Establishes and maintains communication with parents and the community regarding educational matters, community concerns, and school operations related to charter schools; promotes appropriate collaboration among stakeholders and increased accountability for results.
- Assists in preparing and administering a budget for Charter Schools Division and maintains responsibility for its control and administration.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Charter Schools manages, coordinates, and administers the activities of the Charter Schools Division.

A Senior Executive Director of Strategy creates, communicates, executes, and monitors strategic initiatives and policies and is responsible for managing assigned departments and functions of the District including, but not limited to, data and accountability, program evaluation, strategic initiatives, schools of choice, and enrollment.

SUPERVISION

General direction is received from the Senior Executive Director of Strategy. General supervision is exercised over lower-level certificated, and classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, and negotiated contracts and consent decrees that affect charter schools
- Working knowledge of current instructional programs and curriculum
- Operation, services, activities, and guidelines of charter schools
- Pertinent federal, State, and local regulations relating to charter school
- Research findings and trends relating to charter schools
- Trends in external programs and charter schools
- Basic procedures, methods, and techniques of budget control
- Developments, literature, and sources of information related to Title I programs
- Modern principles and practices of program development and implementation
- Budget preparation and control
- Budget development and implementation
- Principles of training, employee evaluation, employee relations, and progressive discipline
- Principles of public relations

Ability to:

- Communicate effectively both orally and in writing, with various stakeholders, District staff and community representatives/constituents, both individually and as a group
- Manage and ensure completion of various deliverables within specified statutory and/or assigned timelines and in complex environments
- Cope effectively with crisis and/or controversial situations
- Think and plan strategically while meeting current deliverables
- Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups
- Make formal presentations in public meetings and at staff briefings
- Develop and translate policies and procedures into practical applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. An advanced degree is preferred.

Experience:

Five years of management level experience overseeing programs, schools, or operations that include policy development and implementation. Public sector experience, including related to charter schools, is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
05-08-25
RGK