

CHARTER SCHOOLS OPERATIONS MANAGER

DEFINITION

Manages and coordinates District staff in the implementation of various District policies, programs, and projects relating to charter schools, including Proposition 39, co-located charter school operations support, and private site operations oversight; and manages and implements internal Charter Schools Division operations.

TYPICAL DUTIES

Manages and oversees the staff responsible for the coordination, planning, development, and implementation of various District policies, programs, and projects relating to charter schools. Provides strategic leadership for the day-to-day management of the Operations Unit in the Charter Schools Division, which includes various projects and overseeing the unit's implementation of the District's Proposition 39 program. Manages internal operational needs of the Division (e.g. data gathering and analysis systems, knowledge management). Represents and acts on behalf of the Charter Schools Division leadership, as directed. Addresses operations related matters concerning charter school occupancy on District sites (e.g., Public School Choice). Coordinates and facilitates regular meetings for the entire Operations Unit to support and advance all related deliverables in an accurate, timely, and comprehensive manner. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Charter Schools Operations Manager leads and manages the unit that coordinates and administers the implementation of all aspects of the Proposition 39 annual process, supports the school operations at all co-located campuses, and provides support for all general facilities matters for independent charter schools.

A Charter Schools Operations Coordinator manages, coordinates and administers the implementation of various charter school programs or projects, which may include Proposition 39, as well as the development and direct application of innovative operations, processes, procedures and services to appropriately support new program designs and operational consistency across all division programs.

SUPERVISION

General supervision is received from the Administrative Coordinator of the Charter Schools Division or the Charter Schools Director. General supervision is exercised over the Charter Schools Operations Coordinators and support staff.

CLASS QUALIFICATIONS

Knowledge of:

District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, and negotiated contracts, consent decrees, and litigation related to Proposition 39
Principles and practices of strategic planning
Community-based organizations, educational agencies, law enforcement agencies, and other local, State, and federal agencies related Proposition 39 and Small School operations
Operations, services, activities, and guidelines of Charter Schools, Pilot Schools, Small Learning Communities and other small school designs
Research findings and trends relating to Charter School Operations and Co-locations
Basic procedures, methods, and techniques of budget preparation and control
Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
SIS, DSS, PowerSchool, and other commonly used student information systems
Principles of supervision and training

Ability to:

Effectively interpret and implement the education code regarding Proposition 39, school operations, and the use of District property
Effectively estimate multiple project requirements and organize resources to meet goals and deadlines
Effectively manage sensitive issues and find resolutions to complex problems, including problem-solving and/or negotiations with internal and external parties
Analyze certificates of occupancy for private sites, and related documents
Communicate effectively with stakeholders, colleagues, and other District personnel and community representatives, both individually and as a group
Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups
Communicate clearly and concisely in writing
Develop and translate policies and procedures into practical applications
Manage sensitive issues and find resolutions to complex problems
Contribute to strategic planning and establish objectives and respond effectively to varying demands that may arise in the implementation of Proposition 39 and related Operations duties.
Synthesize, analyze, and present data to a variety of stakeholders

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, public policy, political science, urban planning, education, or a related field. A master's degree in one of the above-mentioned fields is preferable.

Experience:

Five years of management-level experience with responsibility for managing, coordinating, and/or administering programs and operations for an organization that provides educational services. Two years of experience in Charter School operations or school district operations is preferable.

Special:

A valid California Driver License and the availability of private transportation or the ability to utilize an alternative method of transportation.

Fluency in Spanish is preferable

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.

New Class

06-17-21

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