

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, CHARTER SCHOOLS

Purpose Statement

Under administrative direction, the Coordinator, Charter School, is responsible for assisting in the charter schools authorization process and oversight; coordinate assigned activities with other units, divisions, the public, and outside agencies; research and track data and legislation pertaining to charter schools; provide technical assistance in an array of areas which include instruction, student services, human resources, and governance, serve as the liaison for school and community charter school petitioners; and provide highly responsible and complex staff assistance to administrative staff as assigned.

Essential Functions

- Recommends and assists in the implementation of goals, objectives, and strategic plan pertinent to charter schools authorization activities for the purpose of providing specialized services and assuring compliance with applicable regulations, policies and procedures.
- Serves as liaison for school and community charter school petitioners: convene and oversee panels of SDCOE administrators to review charter school petitions for accuracy, compliance, and efficacy; inform charter school petitioners regarding Board dates, progress, and decisions; prepares reports relevant to charter school petitions and matters.
- Acts as a resource to charter petitioners, parents, and the public; responds to requests and disseminates current information regarding charter school topics and issues.
- Researches, monitors, and tracks legislation pertaining to charter schools.
- Performs oversight responsibilities for charter schools authorized by the SDCOE, in the statutory identified areas which include but are not limited to instruction, student services, human resource operations, and governance.
- Represents SDCOE at conferences and departmental meetings.
- Plans and exchanges information with other professionals within the charter school area; acquire and deliver effective services within the program; identifies opportunities for improving service delivery methods and procedures; reviews potential improvements with appropriate management staff; implement improvements.
- Makes presentations to program staff, community-based organizations, and others who are interested in and may be of assistance to the program.
- Researches and responds to questions and concerns from SDCOE staff and the public regarding charter schools.
- Attends and participates in professional group meetings; stays abreast of trends and legislative issues related to charter schools.

- Develops recording and documentation systems as needed.
- Maintains records pertaining to charter schools; compile reports and statistical information needed for evaluation and planning of duties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

KNOWLEDGE of:

Services, activities, and guidelines of charter schools;

Pertinent federal, state, and local legislative regulations;

California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office;

Recent research findings and trends relating to charter schools;

Current trends in charter schools;

Recent developments, current literature, and sources of information related to charter schools.

SKILL and ABILITY to:

Perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions;

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in profession;

Develop and translate policies and procedures into practical applications;

Establish and maintain effective working relationships with various constituencies;

Interpret and explain laws, codes, contracts, policies, and procedures;

Develop and present training materials;

Prepare clear and concise correspondence, reports, and other written materials;

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;

Communicate clearly and concisely, both orally and in writing;

Meeting deadlines and schedules;

Present information effectively in front of both large and small groups.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Five (5) years of significant, directly related and progressively responsible experience in an educational or charter school setting with experience in facilitating trainings, analyzing charter proposals and petitions, conducting research, analysis and proposing recommendations. Management or supervisory and administrative responsibilities required.

Education: A Bachelor’s degree from an accredited college or university in education, educational law, school administration or related field.

Equivalency: Any combination equivalent to: a bachelor’s degree from an accredited college or university in education, educational law, school administration or related field and five (5) of significant, directly related and progressively responsible experience in an educational or charter school setting with experience in facilitating trainings, analyzing grant proposals and charter applications, providing technical assistance in the area of teacher credentialing, conducting research and analysis and proposing recommendations. Management or supervisory and administrative responsibilities required.

Required Testing
N/A

Certificates
Valid California Driver’s License

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background Clearance
Drug Test
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 045

Personnel Commission Approved: October 16, 2019

Revised: N/A