

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, Charter Schools

Purpose Statement

The job of Senior Director, Charter Schools is responsible for directing the charter school authorization process; researching and tracking data and legislation pertaining to Charter Schools; functioning as the liaison to the County Office for school and community charter school petitioners; providing oversight to assigned activities; and serving as a primary resource for charter school issues across San Diego County.

Essential Functions

- Serves as the liaison for school and countywide charter school petitioners to County Office resources and information.
- Facilitates a panel of SDCOE administrators to review charter school petitions for accuracy, compliance, and efficacy and updates charter school petitioners regarding Board dates, progress, and decisions.
- Prepares reports relevant to charter school petitions and matters.
- Represents SDCOE at the state and local levels regarding charter school issues and at charter school appellate hearings.
- Coordinates the division, staffing, and operational activities for the Charter School Unit, including planning, prioritizing, selecting, train, assigning, supervising, and reviewing the work of staff responsible for providing services for Charter Schools.
- Identifies and resolves problems by reviewing and evaluating work products, methods, and procedures to provide quality services to stakeholders.
- Leads charter school oversight for San Diego County Office of Education authorized charters.
- Attend and participate in professional learning opportunities to stay abreast of trends and legislative issues related to charter schools.
- Monitors pending legislation and trends for the purpose of making recommendations to senior leadership and remaining compliant with local, state, and federal requirements pertaining to Charter Schools.
- Represents SDCOE at conferences and departmental meetings.
- Identifies opportunities for improving service delivery methods and procedures and makes recommendations to appropriate management staff to maintain quality of service.
- Participates in the development and administration of budget and project funds for charter schools for staffing, equipment, materials, and supplies.
- Directs the monitoring of and approval of expenditures, and recommends adjustments as necessary.
- Establishes and maintains collaborative relationships with charter school providers and community-based agencies.
- Researches and responds to questions and concerns from business, instructional and administrative staff regarding charter schools.
- Maintains all required records pertaining to charter school program services.
- Compiles reports and statistical information needed for evaluation of program effectiveness 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

SKILLS required: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups, district leadership and all levels of staff; preparing and maintaining accurate records.

KNOWLEDGE required: pertinent federal, state, and local codes, policies, regulations and/or laws related to the operation, services, and activities of charter schools; current trends and research relating to charter schools; principles of program development and project management, and pertinent computer software applications.

ABILITY required: to gather, collate, and/or classify data; work with data utilizing defined but different processes; to make presentations to individuals, groups, and community partners involved in the charter school process; to work with a significant diversity of individuals and/or groups. Independent problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working effectively under time constraints.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. 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, frequent climbing and balancing, frequent 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.

Education Bachelor's degree from an accredited college or university with major course work in education, administration studies, or a related field.

Experience: Five (5) years of increasingly responsible experience in the areas of school budgets and curriculum; and program development and implementation in public or government entities, including two years of experience supervising and evaluating staff.

Equivalency Any combination of experience and education equivalent to a bachelor's degree from a regionally accredited college or university with major course work in education, administration studies, or a related field and five (5) years of increasingly responsible experience in the areas of school budgets and curriculum, program development and implementation in public or government entities, including two years of experience supervising and evaluating staff.

Required Testing

N/A

Continuing Educ./Training

N/A

Certificates

Valid CA Driver's License

Clearances

Criminal Justice Fingerprint/Background
Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 53

Personnel Commission Approved: January 31, 2018