



COMPTON UNIFIED SCHOOL DISTRICT

501. S. Santa Fe Ave. Compton, CA 90221

TITLE: Director of Charter Schools Program
REPORTS TO: Superintendent
DEPARTMENT: Educational Services
CLASSIFICATION: Certificated Management
FLSA: Exempt
WORK YEAR: 12 months / 223 work days
SALARY: Salary Schedule P, Range 12

I. DESCRIPTION OF POSITION

Under the direction of the Superintendent, the Charter Schools Program Administrator manages, coordinates, and administers the activities related to the District's efforts in developing, overseeing, and renewing Charter Schools as required by law. The Charter Schools Program Administrator manages, coordinates, and administers the activities of the Charter Schools Division.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provide Charter School oversight to ensure proper processes and procedures are implemented and followed, act as a liaison to Charter School administrative staff and provide guidance as needed, and ensure required information is provided to the District in a timely manner;
- B. Facilitates communications and cooperation among the District, charter schools, the State Department of Education, the Secretary of Education, and other public and private agencies;
- C. Provides advice and counsel to the Board, Superintendent, and Principals regarding charter school issues;
- D. Oversees the activities of Principals, ensuring compliance with Board policies and the Superintendent of Schools directives; advises Principals regarding implementation of programs and day-to-day personnel and operational concerns of Charter Schools;
- E. Serves as a liaison to the appropriate District organizations regarding improvements, planning, building, maintenance, and operations of physical facilities of Charter Schools;
- F. Reviews Charter School proposals and makes recommendations as appropriate and provide information to the Superintendent and Board of Education regarding impact of Charter School proposals;
- G. Plan, prioritize, select, train, assign, supervise, and review the work of staff responsible for providing services for Charter Schools and meet with staff to identify and resolve problems and review and evaluate methods, and procedures;
- H. Represents the Superintendent at conferences and departmental meetings regarding issues related to Charter Schools;
- I. Attends and participates in professional group meetings and stay abreast of trends and legislative issues related to Charter Schools;
- J. Resolves complaints and concerns of teachers, students, and parents that are not resolved at the school level;

- K. Establishes and maintains communication with parents and the community regarding educational matters, community concerns, and school operations; promotes collaboration among stakeholders and increased accountability for results; interacts effectively with Parent/Community Advisory Councils; and ensures that all parent education involvement activities promote and are aligned with District Charter Schools policy;
- L. Assists in preparing and administering a budget for Charter Schools Division and maintains responsibility for its control and administration;
- M. Supervises and evaluates the performance of subordinate personnel and
- N. Performs related duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a California clear multiple or single subject teaching credential
- B. Possession of a valid California administrative services credential
- C. Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field
- D. Three or more years of successful teaching experience
- E. Three or more years of successful experience in a responsible administrative position, preferably including experience as a site principal
- F. Three years of professional-level experience with responsibility for managing, coordinating, or administering educational programs and operations for a school district, of which two years must have been in Charter School operation is desirable

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, and negotiated contracts and consent decrees as these affect Charter Schools
- B. Working knowledge of current instructional programs and curriculum
- C. Operation, services, activities, and guidelines of Charter Schools
- D. Pertinent federal, State, and local legislative regulations relating to Charter Schools
- E. Recent Research findings and trends relating to Charter Schools
- F. Current trends in external programs and Charter Schools
- G. Basic procedures, methods, and techniques of budget control
- H. Recent developments, current literature, and sources of information related to Title I programs
- I. Community-based organizations, educational agencies, law enforcement agencies, and other local, State, and federal agencies related to the program
- J. Modern principles and practices of program development and implementation
- K. Knowledge of and skill in budget preparation and control

Ability to:

- A. Communicate effectively with stakeholders, colleagues, and other District personnel and community representatives, both individually and as a group
- B. Cope effectively with crisis and/or controversial situations
- C. Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups
- D. Ability to make formal public presentations
- E. Develop and translate policies and procedures into practical applications
- F. Make presentations to program staff, community based organizations, and others who are interested in and may be of assistance to Charter Schools
- G. Communicate clearly and concisely, both orally and in writing

V. WORKING CONDITIONS

Environment:

District offices and school sites

Physical abilities:

Hearing and speaking to exchange information and make presentations

VI. SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. 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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

The Compton Unified School District is an equal opportunity employer and in compliance with federal and state laws, does not **discriminate in employment practice** on the basis of race; actual or perceived, color, national origin, ethnic group ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, sexual identity, gender expression, sex or association with a person or a group with one or more of these actual or perceived characteristics at any district site and/or activity.