



Job Description
Revised/Updated: February 2024

Job Title: **Director, Charter Partnerships**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Typical Work Year: **10 months (209 days)**

Job Code: **030911**
 FLSA Status: **Ex - P**
 Pay Range: **L14**

SUMMARY:

Responsible for the District’s charter school authorizing and accountability process including managing day-to-day oversight of all Adams 12 authorized charter schools, and for developing recommendations for the Superintendent and Board of Education about decisions and policies that apply to charter schools. Provides leadership and administrative expertise to support quality charter school authorizing systems and practices, and works to foster collaborative partnerships between charter schools and the district. Works closely with charter leaders and charter school boards to ensure implementation of policies and practices that comply with district policies, state, and federal law, and alignment with District Board of Education priorities for charter schools, including practices related to governance, finance, academic achievement, equity, and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervises management and day-to-day oversight of district authorized charter schools, including supervising the Charter Liaison for Special Populations. Responds to charter leader questions and concerns regarding implementation of district policy and practices, and stakeholder questions and concerns regarding charter matters.	D	30%
2. Coordinates and monitors systems to ensure implementation of strong educational, governance, financial, school safety, and equitable practices for all charter schools. Monitors school performance toward meeting legal and contractual obligations through development and implementation of quality assurance processes.	D	15%
3. Attends and facilitates monthly charter school principal meetings and district leadership meetings and, as appropriate, Board of Education meetings.	M	10%
4. Coordinates with district staff and charter leaders to update contractual obligations including annual fees and services, admission and enrollment timelines and procedures, as well as the annual benchmarks and assurances accountability monitoring system.	A	10%
5. Leads new charter school application and/or charter renewal consideration processes, ensuring appropriate collaboration of community and district stakeholder groups, including the District Accountability Committee, in such proceedings. Leads the development of charter contracts. When necessary, leads procedures related to charter school closures or transfers to a different authorizer.	A	10%
6. Provides clear direction and interpretation of state and federal law and District policy to stakeholders in relation to charter schools, and monitors impact on services delivered by charter schools. Works closely with district legal counsel as needed on charter related issues.	W	5%
7. Works cross-functionally, assisting district staff with working with relevant charter school staff, including acting as a liaison to support with requesting, gathering, and interpreting information.	M	5%
8. Creates and presents annual school review reports and decision recommendations for the Board of Education and the Superintendent.	A	5%
9. Attends relevant and available professional learning opportunities regarding best practices in quality charter school authorizing and updates to and implementation of state and federal law. Represents district interests on regional, state, and national charter school related organizations.	M	5%
10. Conducts professional learning opportunities for individual or small groups in charter schools or in the district as needed in relation to charter partnership issues.	A	4%
11. Performs other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s Degree in Education Administration or related field.
- Minimum of five (5) years of experience in teaching and/or school administration required.
- Experience as a Principal preferred.
- Knowledge or experience with charter schools required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado Principal or Administrator License from the Colorado Department of Education preferred.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Educational Leadership.
- Knowledge of charter school contracts.
- Understanding of state laws and district policies, specifically including those related to charter schools.
- Skills in group decision-making, problem solving and resource allocation.
- Knowledge of Colorado and general case law related to education.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microsoft Word, Google applications and various other office software.
- Internet Search Engine and E-mail.
- District Student Information Systems
- District Financial Systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Deputy Superintendent	30901

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Charter Liaison, Special Populations	1	030912

BUDGET AND/OR RESOURCE RESPONSIBILITY: None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	X			
Walk	X			
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	