Adams 12 Five Star Schools

Job Description
Revised/Updated: September 2024

Job Title:	**Charter Liaison, Special Populations**	Job Code:	**030912**
Job Family:	**Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L12**
Typical Work Year:	**10 months**		

SUMMARY: Responsible for day-to-day oversight and monitoring of all Adams 12 Five Star School District authorized charter schools. Ensures all charter schools adhere to district policies and applicable state and federal laws including: Special Education, Section 504, English Language Development, Discipline and Attendance, and Gifted Education. Assists with the annual performance review process for charter schools, renewal processes for charter schools, and new applications submitted to the district. Responsible for submitting recommendations about monitoring and compliance to the Director of Charter Partnerships. Makes recommendations to charter school administration to improve outcomes for students enrolled at charter schools.

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. Assists with coordination and implementation of all school-wide programs and processes governed by federal and state legal requirements in the areas of Special Education and Section 504 of the Rehabilitation Act including, but not limited to, the following: • Collaboration and coordination with the district's Student Support Services team • Continuum of multi-tiered support systems • Collaboration with and coaching charter special education teams • IDEA and ECEA expectations including the provision of a continuum of services, coordination of services with outside vendors, the eligibility process and annual IEP reviews, manifestation determinations, and fiscal compliance • Section 504 of the Rehabilitation Act under IDEA expectations including the eligibility process, plan development, and manifestation determinations • Dispute resolution • Ensuring confidentiality of records • Parent, family and student engagement and communication	D	50%
2. Partners with the Director of Charter Partnerships to establish and maintain productive charter partnerships. This includes, but is not limited to: • Providing timely, actionable supports and communication to charter school administration during recurring meetings and on a daily basis on topics such as parent and student concerns, district processes and communication, school year planning • Identifying opportunities for improving structures for charter partnership support • Analyzing relevant data and trends and reviewing existing policies, contracts, and waivers to identify strengths and weaknesses and forecast opportunities and threats	D	10%
3. In collaboration with the district English Language Learners department, assists with coordination and implementation of federal and state legal requirements district policy, and monitoring impact of services delivered by the charter schools including, but not limited to, the following: • Assessment, identification, placement, and designation changes • Allocation of funds • Parent, family and student engagement including parental rights and communication in their preferred language • Implementation of an effective Multi-lingual Learners program including compliance with English Language Development requirements and hiring of qualified personnel	D	5%
4. In collaboration with the district Gifted and Advanced Academics department, assists with coordination and implementation of federal and state law, district policy, and monitoring impact of services delivered by the charter schools including, but not limited to, the following: • Parent, family and student engagement and communication • Identification, Advanced Learning Plans, monitoring, and early access • Identification of qualified personnel	D	5%
5. In collaboration with the district Student Engagement and Initiatives department, provides clear direction and interpretation of federal and state law, district policy, and monitors services delivered	A	5%

	by the charter school discipline and attendance practices including ensuring adherence to district policies governing student conduct and attendance.		
6.	In collaboration with the Director of Charter Partnerships, prepare and present written reports for the charter school's annual performance review, renewal applications, and new charter applications.	M	5%
7.	Attends professional learning opportunities with regard to high quality charter authorizing practices including charter school law, contracts, renewals, and applications. Represents the district at regional and state charter authorizer groups.	M	5%
8.	Confers with staff counsel and other designees to provide regular updates with regard to each school's compliance with federal and state law, as well as district policies and the charter contract.	M	5%
9.	Conducts professional learning opportunities for individual or small groups in the aforementioned areas required by federal and state law.	M	5%
10.	Attend monthly charter school partnership meeting, District Accountability meeting, charter school board meeting, and Board of Education meetings when applicable.	M	4%
11.	Performs other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree in Education Administration or related field required.
- Minimum of three (3) years' experience in teaching and/or school administration required.
- Minimum of three (3) years' experience in the delivery or oversight of delivery of Special Education, Section 504 administration preferred.
- Experience in one or more of the following areas: English Language Development program monitoring, Gifted and Talented program monitoring, district discipline and attendance policies preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado Principal or Administrator License from the Colorado Department of Education preferred.
- Must possess, or be able to obtain from, or be in process with, the Colorado Department of Education (CDE) for a valid Colorado Educator license within 30 days of hire. Endorsement in Special Education, Special Populations or related services preferred.
- License endorsement in CLD preferred
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of all charter school contracts.
- Understanding of state laws, contractual obligations and district policies.
- Ability to work collaboratively with others in the areas of decision making, problem solving and conflict resolution.
- 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.
- Excellent interpersonal, communication and problem solving skills.
- Skilled at providing professional development to adult learners.
- Knowledge of evidence based programming and service delivery for students with unique learning needs.
- Excellent organization skills. Ability to manage a variety of tasks in many settings on a daily basis.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of Microsoft Word or other word processing software,
- Operating knowledge of Google Applications including email.
- Operating knowledge of internet search engines
- Operating knowledge of district student information and financial systems required within 2 months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Charter Partnerships	030911

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no direct reports		

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	