

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Charter Schools

Purpose Statement

The job of Executive Director, Charter Schools is responsible for planning, organizing, supervising, and directing the charter school oversight activities and operations for the San Diego County Office of Education; 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; and serving as a primary resource for charter school issues across San Diego County.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Directs and coordinates activities and operations related to charter schools, for the purpose of supporting compliance with laws and practices related to the operation and oversight of charter schools.
- Conducts research and investigations on behalf of the County Superintendent regarding charter schools.
- 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.
- Develops, manages, and conducts trainings, presentations, and workshops for charter schools and charter school authorizers.
- 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

Knowledge and Abilities:

KNOWLEDGE of:

Human centered and socially conscious leadership;

Pertinent federal, state, and local codes, policies, regulations and/or laws related to the operation, services, oversight, and activities of charter schools;

Federal Program Monitoring legislation, regulations and CDE implementation guidelines;

Effective management and administrative techniques for planning, budget preparation and control, program implementation and modification, purchasing and contract administration;

Effective strategies for establishing and maintaining positive relationships with district leadership, county offices of education, CDE and other state agencies;

Current trends and research relating to charter schools;

Principles of program development and project management;

Pertinent computer software applications.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;
 Design and prepare computer spreadsheets to analyze data;
 Develop and manage budgets;
 Facilitate and negotiate resolution of complex issues and varying interests;
 Plan, coordinate, and direct projects and preparation of reports;
 Plan, organize and administer oversight and monitoring programs;
 Plan, organize and maintain systems and processes;
 Prepare and deliver oral presentations;
 Research and evaluate data, maintain records, and prepare written reports;
 Analyze and evaluate situations accurately and adopt an effective course of action;
 Communicate effectively both orally and in writing;
 Ensure proper and timely resolution of issues, concerns and conflicts;
 Interpret, apply, and explain rules, regulations, policies and procedures;
 Supervise, train, guide and evaluate the performance of assigned personnel;
 Work confidentially and with discretion.

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 A 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

Certificates

Valid CA Driver’s License

Continuing Educ./Training

Required to maintain licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical exam including drug screen
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 56

Personnel Commission Approved: Sept. 16, 2024