



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Coordinator Special Area- Coordinator of Charter School Data and Accountability
Reports to:	Chief of Schools
Job#	8474
Payroll/Personnel Type:	12 Month
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible
Starting Salary:	\$73,000

Position Summary:

Saint Louis Public Schools is seeking a Charter School Coordinator to assist with compliance, quality assurance monitoring, and evaluation of the charter schools that SLPS will sponsor. The candidate must ensure compliance and quality assurance monitoring to maintain SLPS sponsorship qualifications with the Missouri Department of Elementary and Secondary Education. This position supports the Associate Superintendent, School Innovation, Turnaround, and Charter Partnerships in managing the requirements of the charter school performance evaluation and is responsible for conducting ongoing data analysis of sponsored charter schools.

Essential Functions:

- Coordinate the day-to-day operations of district-wide charter school sponsorship
- Review and analyze charter school applications for the demonstrated understanding of required compliance with state standards.
- Review existing schools' compliance as part of school renewal applications.
- Review academic, financial, and operational data and information provided by sponsored schools to ensure they are following federal and state laws, charter school regulations, policies, and performance contracts; refer noncompliance issues to the Associate Superintendent, School Innovation, Turnaround, and Charter Partnerships
- Collect, analyze, present, and disseminate accurate and easily consumable data on school enrollments, student characteristics, and academic outcomes for use by SLPS and sponsored schools to support public reporting, school monitoring, and renewal recommendations
- Assist in the coordination of external evaluation of sponsored schools in accordance with SLPS and DESE policies
- Assist in the preparation of evaluation checklists and letters to sponsored schools detailing areas of non-compliance related to annual evaluation
- Assist in the production of evaluation reports, working directly with SLPS staff and consultants to synthesize data and create reports according to set deadlines; edit any such reports to ensure that conclusions and evidence clearly articulate and are consistent with the standards and policies of the SLPS, DESE, and Missouri charter school statutes
- Respond to inquiries and provides technical assistance to charter schools relating to the compliance data system, performance framework requirements, annual reports, and school-specific requirements.
- Interpret and explain applicable federal and state legislation, rules, regulations, and procedures to school staff, management, boards, and others.
- Provide overall planning, direction, and implementation of charter school sponsorships
- Collaborate closely with district staff to maintain DESE compliance to ensure successful implementation



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Serve as the primary state and local contact for charter school sponsorship
- Prepare reports as needed and/or requested
- Leads and facilitate ongoing planning efforts of staff and partner organizations to achieve desired outcomes
- Participate in all meetings and seminars as required by DESE
- Develop and submit all reports required by DESE and the Board of Education
- Collaborate closely with internal and external program evaluators
- Manage and oversee project budgets
- Collaborate closely with charter schools
- Provides leadership in technical areas as designated
- Collaborate with individual sites, district departments, and the Development Office to expand community partnerships
- Participate on local and state committees related to charter school sponsorship
- Facilitate partnerships with appropriate public and private agencies that provide services related to the funding of charter school sponsorship
- Other duties assigned

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to gather, analyze and produce a high volume of information in a timely and accessible manner, and the ability to effectively communicate the information to a variety of stakeholders
- The ability to review, analyze, and interpret, federal and state laws, rules, regulations, policies, and procedures as related to public education
- The ability to analyze and evaluate data to formulate recommendations
- The ability to establish and maintain effective working relationships with sponsored school staff, SLPS staff, and the general public
- Ability to task analyze complex tasks and create/explain action steps
- Skill in editing and proofreading
- Skill in the use of Microsoft Office including, but not limited to Excel, Word, and PowerPoint
- Demonstrates the drive and desire to propel improved academic outcomes for all students through high-quality sponsoring practices.
- Possess a strong work ethic and ability to work independently in task completion
- Possess strong writing skills
- Evidence of good oral and written communication skills
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to analyze and apply data

Experience:

- General knowledge of the principles and practices of public administration, including budgeting, fiscal administration, purchasing, program planning, policy formulation, and general administrative systems
- General knowledge of charter schools, public school choice, school reform programs, theories, and practices



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- General knowledge of general governmental budgeting, fiscal management; accounting, auditing; procurement/contract principles and procedures; and related fiscal practices Charter school authorizing/sponsorship experience
- Basic knowledge, understanding, and connection to the history and socio-economic conditions of neighborhoods making up the SLPS district and general understanding of the community organizations serving families and children who live there
- History of Project Management
- Ability to coordinate and manage multi-faceted projects and to provide follow-up and compliance monitoring and support.

Education:

- A Bachelor's Degree with two to five years of experience in public policy, education, business, research, or another relevant field (required)
- Master's Degree (preferred)
- Missouri Teacher Certification (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	



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CAREER OPPORTUNITY

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.