

JOB DESCRIPTION
San Diego County Office of Education

PROJECT SPECIALIST, CHARTER SCHOOLS

Purpose Statement

The job of Project Specialist, Charter School is responsible for collaborating with school districts, educational organizations, and state agencies to develop, implement and promote effective charter school oversight, processes, and best practices while ensuring compliance with relevant legislation and statute.

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

- Assists with the development and implementation of oversight processes, requirements, and best practices.
- Assists in the identification of charter school authorizer needs and the most effective methods of meeting needs.
- Supports SDCOE oversight monitoring and processes.
- Provides surge capacity for charter school oversight during high volume cycles (e.g. petition reviews, appeals, etc.).
- Collaborates with a variety of groups or individuals (e.g. school districts, California Department of Education, county offices of education, public school organizations, etc.) for purposes of gaining knowledge around charter schools, charter authorization, and charter school oversight.
- Collect and analyze oversight data to identify trends across SDCOE, San Diego County and California (e.g. audit findings, compliance indicators, LCAP completeness, etc.).
- Oversee countywide charter school and authorizer processes (e.g. Independent Auditor Selection, LCAP submissions, Audit Report submissions, etc.).
- Assists with data exports/imports across multiple systems to support oversight indicators, trends, and charter renewal metrics.

- Maintains and updates charter school oversight software systems (e.g. Epicenter, ReportWell, etc.), and similar platforms.
- Monitors legislation impacting charter schools, authorization of charter schools and charter school oversight.
- Plans, organizes, and develops management reports to communicate trends, data analysis, project milestones and accomplishments.

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:

Charter school oversight practices;

School district organization;

Legal statutes pertaining to charter schools, charter school authorization and charter school oversight.

ABILITY TO:

Schedule activities, meetings, and/or events;

Work with others in a wide variety of circumstances;

Work with a significant diversity of individuals and/or groups;

Work with a variety of data;

Analyze issues and create action plans;

Adapt to changing work priorities;

Communicate with diverse groups;

Work flexible hours;

Maintain confidentiality;

Communicate effectively orally and in writing;

Work effectively independently and as part of a team.

Working Environment:

ENVIRONMENT:

Duties are typically performed in a remote office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: A bachelor’s degree in business, operations, education or related field.

Experience: Three (3) years of experience working as a charter school authorizer, or with school districts and/or charter schools in the area of charter school oversight.

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in business, operations, education, or related field, and three (3) years of experience working with school districts and/or charter schools in the area of charter school oversight.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical exam including drug screen

Tuberculosis Clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 035

Personnel Commission Approved: April 15, 2026

Revised: N/A