

MANAGEMENT JOB DESCRIPTION

CHARTER SCHOOLS COORDINATOR

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources, the Charter Schools Coordinator provides leadership, coordination, oversight, technical assistance, and operational support related to the District's authorized charter schools. The Coordinator serves as a primary District liaison to charter school administrators, governing boards, staff, families, and community partners and assists in ensuring that authorized charter schools operate in accordance with applicable federal and state laws, California Education Code, approved charter petitions, Memoranda of Understanding, District policies, and other applicable requirements.

The Charter Schools Coordinator coordinates the District's charter school oversight responsibilities; monitors compliance and accountability requirements; supports charter petition renewal, amendment, and monitoring processes; coordinates communication between the District and charter schools; and assists charter school leadership in addressing operational, educational, governance, and compliance matters. The position works collaboratively with District departments and charter school leadership to facilitate effective communication, identify areas of concern, provide technical assistance, monitor corrective actions, and support continuous improvement while recognizing the legal and operational autonomy of charter schools.

ESSENTIAL JOB FUNCTIONS:

- Serves as the primary District liaison for assigned charter schools and maintains regular communication with charter school administrators and governing boards.
- Coordinates and monitors the District's oversight responsibilities for authorized charter schools in accordance with applicable law, approved charter petitions, Board policies, agreements, and District procedures.
- Coordinates the District's charter petition review, renewal, amendment, material revision, and other authorization processes as assigned.
- Supports the development, review, and implementation of Memoranda of Understanding, agreements, procedures, and other documents governing the relationship between the District and its authorized charter schools.
- Assists the Assistant Superintendent of Human Resources in preparing Board of Education reports, recommendations, presentations, correspondence, and other materials related to charter schools.
- Reviews charter school policies, reports, plans, budgets, data, and other required documentation for completeness, accuracy, and compliance.
- Develops and maintains annual charter school oversight calendars, monitoring schedules, compliance checklists, and documentation systems.

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- Coordinates the collection, review, and organization of required charter school compliance and accountability documentation.
- Monitors charter school progress toward applicable academic, operational, fiscal, governance, and accountability requirements.
- Coordinates the District's review of charter school Local Control and Accountability Plans (LCAPs), annual updates, and related accountability documents.
- Assists in monitoring charter school educational programs and student services, including special education, English learner services, enrollment, attendance, student discipline, health and safety, and other applicable requirements.
- Coordinates with District departments regarding charter school human resources, fiscal services, facilities special education, student services, curriculum and instruction, technology, transportation, risk management and other operational matters.
- Identifies potential areas of noncompliance or concern and communicates findings and recommendations to the Assistant Superintendent of Human Resources and appropriate charter school leadership.
- Coordinates the development and monitoring of corrective action plans and follows up to ensure timely resolution of identified concerns.
- Serves as a liaison with the California Department of Education, San Diego County of Education, and other governmental or educational agencies regarding charter school matters as assigned.
- Assists with the review and response to complaints, concerns, investigations, appeals, audits, and other matters involving authorized charter schools.
- Monitors changes in California charter school law, regulations, California Department of Education requirements, and other applicable requirements and communicates relevant changes to District and charter school leadership.
- Performs other related duties as assigned by the Assistant Superintendent of Human Resources.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Education and Experience:**
Any combination equivalent to:
 - Bachelor's degree from an accredited college university in education, educational administration, public administration, business administration, or a related field.

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- Minimum of three years of progressively responsible experience in education, charter school administration, school district operations, educational compliance, program administration, or a closely related field.
- Experience working with charter schools, school district administration, educational accountability, or state and federal education requirements is highly desirable.
- Experience in a school district, charter school, county office of education, or other public educational agency is highly desirable.
- Master's degree in education, educational administration, public administration, or a related field is desirable.
- Administrative, supervisory, or project-management experience is desirable.
- **Credential:**
 - Multiple Subjects Credential, Single Subject Credential, Education Specialist, Pupil Services or Equivalent.
 - Administrative Services Credential desirable.
- **Knowledge and Abilities:**
 - California charter school laws, regulations, authorization and oversight requirements.
 - California Education Code and applicable federal education laws and regulations.
 - Charter petitions, LCAPs, annual updates, accountability requirements, and compliance monitoring.
 - School district organization, governance, policies, and administrative procedures.
 - Educational programs and student support services.
 - School finance, budgeting, fiscal reporting, and accountability principles.
 - Student enrollment, attendance, discipline, special education, English learner services, and related student support requirements.
 - Data collection, analysis, monitoring, and reporting practices.
 - Principles of effective communication, collaboration, facilitation, and conflict resolution.
 - Current educational trends, legislation, regulations, and issues affecting charter schools.

Management Salary Schedule Range: I
BOARD APPROVED: 09/09/26