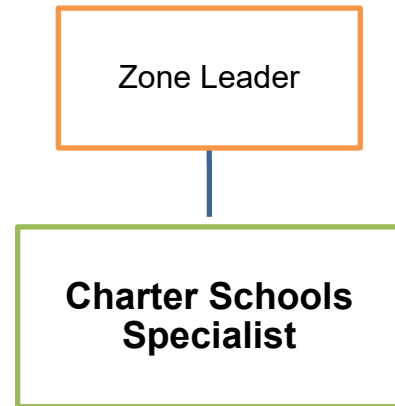


CHARTER SCHOOLS SPECIALIST

Job Title:	Charter Schools Specialist
Initial:	July 8, 2021
Revised:	
Work Year:	220 days
Office:	Education
Department:	iConnect Zone
Reports To:	Zone Leader
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 4

Related Organization Chart



POSITION SUMMARY: The Charter School Specialist is responsible for providing day-to-day general support and oversight to all District 49 (D49) authorized charter schools and managing charter school assurance systems. Serving as a part of the Zone-level team, the Charter School Specialist helps monitor charter school compliance with contractual and legal obligations and acts as a liaison between D49 charter schools and various district departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provide day-to-day support to all D49 charter school and charter school leadership, district administrators and departments interacting with D49 charter schools.
- Monitor approved charter schools’ educational, governance, and financial policies and practices through the Schoology Submissions compliance-monitoring platform.
- Gather relevant data for and coordinate with D49 district administration to ensure successful completion of Annual Performance Reviews (APR), Annual Site Visits, Security Walk-Throughs, and Intensive Financial Audits for all D49 charter schools.
- Track, generate and communicate to the Zone Leader (ZL), reports on charter schools to ensure compliance with contractual obligations and state and federal law.
- Facilitate training for district staff, charter school leaders, and application review teams to ensure thorough understanding of D49 processes and requirements for charter schools.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Collect and manage data regarding school performance, demographic trends, regional needs, and equity and access issues.
 - Collaborate with Zone Academic Administrator to produce reports that support program evaluation, subgroup achievement parity, and strategic academic planning.
 - Coordinate new charter school application process materials, training, team reviews, interviews, and final evaluation reports. Assist in the evaluation of new charter school plans and plans for schools in renewal.
 - Organize and manage the document collection of tools and resources for charter school authorizing.
 - Support the ZL in the development of fee structures and financial models for each department in D49 that supports the work of charter schools.
 - Develops positive and constructive relationships with students, parents, teachers, other staff members, and the community.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibility.

Budget Responsibility: Works in conjunction with iConnect Zone administrators to design and implement efficient budgetary strategies that best serve the needs of students while enhancing portfolio options.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Bachelor's degree or equivalent experience.
- Master's degree preferred.

Experience:

- 3 – 5 years of experience in a related field working with schools and/or community services with students, parents, families and staff.

Knowledge Skills & Abilities:

- Understanding of the unique needs and desires of charter schools and charter school operators.
- Innovative, creative, problem solver.
- Demonstrate understanding of interconnectedness, function and potential of Zone wide systems.
- Ability to maintain effective working relationships with supervisors, administrators, teachers, other staff members, students, and parents.
- Caring attitude toward students, families, and colleagues.
- Excellent interpersonal skills.
- Commitment to collaborative decision making.
- Effective written and oral communication skills.
- Ability to improve instruction and the learning environment.
- Comprehensive knowledge of charter school operation standards, charter contracts, instruction practices, and public education.
- Effective data collection and analytic skills.
- Possess strong planning, prioritization, and implementation skills.
- Must acquire operating knowledge of district budgeting software within 3 months after hire.
- Effective technology skills.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Teaching certificate preferred

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office, school environment or out in the community at events.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.