

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR I - CHARTER SCHOOLS**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, provides programmatic and fiscal oversight of charter schools approved by the Santa Clara County Board of Education; manages regulatory and compliance aspects of assigned charter schools; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provides programmatic and fiscal oversight of charter schools; manages regulatory and compliance aspects of assigned charter schools; establishes and implements oversight policies, procedures and accountability guidelines for charter schools; establishes timelines for the charter review team to complete reviews.

Conducts programmatic and fiscal reviews; analyzes data and prepare reports; presents analysis and findings for Board review; meets with staff team to plan and assess processes, procedures, challenges and related matters; reviews the work of independent auditing firms.

Conducts regular and periodic site visits to monitor County Office charter sites; organizes and leads school site visiting teams; provides team members with required documentation for school site visits.

Analyzes charter petitions and coordinates the analyses of charter petitions for the Board of Education review; coordinates legal, fiscal and programmatic reviews of charter petitions received by the County Office; oversees the charter renewal processes to assure compliance, completeness and adherence to established timelines and guidelines; utilizes the charter matrix.

Develops, organizes and implements pertinent training for charter school administrators in areas related to compliance, accreditation, master scheduling, school culture/staff climate, effective parent-school communications, safety/risk management and other areas as needed; assures proper certification and professional development requirements are met, monitored and evaluated; notifies staff of deficiencies and deadlines for compliance.

Supports the continued operation of quality charter schools; conducts research and review information related to developing and supporting high quality charter schools; coordinates the sharing of quality practices among charter and non-charter schools.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; participates in recruiting and selecting consultants.

Provides technical expertise, information and assistance to the Deputy Superintendent regarding charter schools activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services related to charter schools.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; plans, organizes and supports the development of templates, forms and implementation of standardized processes.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for the charter schools function within the County Office; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; coordinates budgetary, regulatory and programmatic compliance of charter school grants and/or supplemental funding allocations in collaboration with business services personnel.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; develops agendas and coordinates the development of minutes; participates on assigned committees.

Maintains current knowledge, learning and expertise in areas related to charter school legislation, Education Code and related matters.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of charter schools activities and operations.

Education code related to charter school.

Board and administrative regulations.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Provide programmatic and fiscal oversight of charter schools.

Conduct reviews and analyze and report data.

Manage regulatory and compliance aspects of assigned charter schools.

Evaluate charter proposals and petitions.

Coordinate monitoring and oversight of charter schools across branches.  
Direct and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree in education or related field and five (5) years teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid California Elementary or Secondary Teaching Credential  
Valid California driver’s license

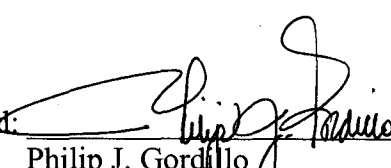
**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials

Approved:  \_\_\_\_\_ 7/01/2011 \_\_\_\_\_  
Philip J. Gordillo Date  
Executive Director of Human Resources