

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR-CHARTER SCHOOLS

BASIC FUNCTION:

Under the direction of the Director III-Charter Schools and in accordance with charter law, supports, monitors and coordinates charter schools sponsored by the Santa Clara County Office of Education (SCCOE); serves as liaison between the SCCOE and charter schools; provides technical, specialized, consultative, advisory and planning services in assigned instructional area; provides direction and leadership to interpret data in the development and implementation of strategic plans for charter schools; serves as a resource to program representatives and the SCCOE.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supports the Director III-Charter Schools in the charter petitioning and renewal/non-renewal process; draws on the experience of appropriate SCCOE personnel to ensure that decisions are made in the best interest of students; within the guidelines of charter law, supports and monitors the instructional programs of charter schools; manages the integration of charter school accountability measures into the SCCOE's management system; and manages all regulatory and compliance aspects of quality charter schools; coordinates the sharing of quality practices among charter and non-charter district schools; organizes and leads school-site visiting teams; and enhances and sustains relationships among individuals involved with charter schools, those involved with non-charter district schools and central office personnel.

Facilitates relationships between charter schools and the SCCOE that meet the financial needs of the SCCOE and meet the service needs of the charters; oversees the development of the standardized processes, templates and forms; establishes goals and performance measures for the SCCOE and manages the charter office team to meet those goals.

Provides technical, specialized, consultative, advisory and planning services in assigned instructional area; plans, organizes and provides technical advisory services in the development and implementation of programs and projects related to assigned instructional area or federal and State mandates.

Provides direction and leadership to interpret data in the development and implementation of strategic plans for charters schools; provides information, consultation and materials concerning assigned instructional area.

Provides technical information and assistance to the Director III-Charter Schools regarding assigned functions; assists in the formulation and development of policies, procedures and programs; assists with departmental and divisional planning activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Operates a computer and assigned software programs; operates other office equipment as assigned;

drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and inter-departmental meetings as assigned; provides subject area expertise and technical assistance as needed; attends and participates in SCCOE recognition events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

K-12 curriculum and public school environments;
Principles and practices of effective management;
Quality instructional practices and professional development in these practices;
Assessment design and analysis;
Collecting and assembling data and navigating assigned software systems;
Budget preparation and control;
Technical aspects of field of specialty;
Oral and written communication skills;
Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Collaborate with charter schools and SCCOE departments;
Set goals and act strategically in achieving those goals;
Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools;
Serve as a resource to program representatives and the SCCOE;
Conduct special studies and in-services;
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;
Maintain records and files;
Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, assigned instructional area, or related field and five (5) years of educational leadership experience, including experience and detailed knowledge of charter schools.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching or Pupil Personnel Services Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work
Evening or variable hours to attend meetings or conferences

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
Sitting or standing for extended periods of time

Approved: Anisha Munshi, Ed.D. 8/23/19
Assistant Superintendent-Personnel Services Date

Approved: 10/16/13
Revised: 2/26/14 Title changed from Coordinator-Innovative Schools Office to Administrator-Charter Schools
Revised: 6/1/16 Changed reporting structure from Chief Strategy Officer to Director III-Charter Schools