

Santa Clara County Office of Education

CLASS TITLE: ASSISTANT DIRECTOR-CHARTER SCHOOLS

BASIC FUNCTION

Under the direction of the Director III-Charter Schools, provides programmatic and fiscal oversight of charter schools approved by the SCCOE; manages regulatory and compliance aspects of assigned charter schools.

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 County Office personnel to ensure that decisions are made in the best interest of students; supports and monitors the instructional programs of charter schools within the guidelines of charter law; manages the integration of charter school accountability measures into the County Office's management system; 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.

Assists in 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; and establishes timelines for the charter review team to complete reviews.

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

Analyzes charter petitions and coordinates the analyses of charter petitions for the County 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; and 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.

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

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.

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.

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 County Office recognition events.

OTHER DUTIES

Performs related duties similar to the above in scope and function as required.

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;
Education code related to charter schools;
Board and administrative regulations

ABILITY TO:

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 County Office;
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

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;
Possession of an English Learner Authorization preferred

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: Anisha Munshi 5/4/18
Anisha Munshi Date
*Director-Human Resources

*Authorized by the County Superintendent of Schools Margaret New 5/31/18