Docusign Envelope ID: BA584C74-325F-8720-80B2-81B3234F7C60

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR - CHARTER SCHOOLS

BASIC FUNCTION:

Under the direction of an assigned supervisor, guides and directs 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:
Coordinates and directs 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.

Monitors, interprets and coordinates the implementation of new legislative requirements affecting charter school oversight.

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

Coordinates supplemental reviews with appropriate SCCOE departments, including Credentialing and Facilities, to support comprehensive charter school oversight.

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.

Oversees the annual reporting process and coordinates the development, preparation, and submission of required annual reports.

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 ensure compliance, completeness and adherence to established timelines and guidelines; utilizes the charter matrix.

Prepares reports and presents findings to the Santa Clara County Board of Education; monitors and coordinates charter school appeal processes to ensure compliance with applicable timelines, procedures, and requirements.

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; ensures proper

Docusign Envelope ID: BA584C74-325F-8720-80B2-81B3234F7C60

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 reviews information related to developing and supporting high-quality charter schools; coordinates the sharing of quality practices among charter and non-charter schools.

Analyzes, reviews, and interprets legislation affecting charter schools; represents the SCCOE and presents information related to charter school oversight and authority at local, regional, and state conferences.

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.
Reviews and evaluates systems, tools, and resources that support charter school authorizing, oversight, monitoring, and compliance activities.
Provides technical expertise, information and assistance to the Superintendent or designee regarding charter schools activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Anticipates and assesses policy, governance, and community considerations related to charter school oversight; provides guidance to support effective decision-making and implementation.

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.
Implements technology solutions to support accurate, efficient, and secure recordkeeping related to assigned charter school oversight activities.
Directs and guides in various fund and grant development, planning and implementation activities; conducts negotiations for contract services; develops coordinates contract work within the office; Ensures contract reports comply with applicable requirements; manages and maintains contract content to support accurate documentation, implementation, and reporting.

Directs the evaluation and research function; supervises research analyst staff; coordinates, implements, analyzes and monitors research projects and initiatives.

Coordinates responses to legal actions and complaints related to charter school oversight for schools authorized by the Santa Clara County Board of Education, in consultation with appropriate legal counsel and County Office leadership.

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 assigned functions 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

Docusign Envelope ID: BA584C74-325F-8720-80B2-81B3234F7C60

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:
Perform related duties as assigned

KNOWLEDGE, ABILITIES AND COMPETENCIES:

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;
Research and evaluation design and procedures;
Budget preparation and control;
Contract development;
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;
Serve in an advisory capacity to the Superintendent, Deputy Superintendent, Board of Education, County Office personnel and public officials;
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

Docusign Envelope ID: BA584C74-325F-8720-80B2-81B3234F7C60

LEADERSHIP TEAM COMPETENCIES:
Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:
Any combination equivalent to a 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

Signed by:
DBF949FF8GD4401...
11/6/2026 | 9:46 AM PST

Approved: Kanika D. White, Ed.D. Date
Associate Superintendent-Personnel Services

Signed by:
AEFF8FA0C5E741B...
11/10/2026 | 1:16 PM PST

Authorized: Dr. David M. Toston, Sr. Date
County Superintendent of Schools