

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - CHARTER SCHOOLS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, 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 County 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 Santa Clara County Office of Education (SCCOE) 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 County Board of Education review; coordinates legal, fiscal and programmatic reviews of charter petitions received by the SCCOE; 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 County Superintendent of 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.

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.

Participates in various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work within the SCCOE.

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

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 SCCOE; 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;
County Board and administrative regulations;
Budget preparation and control;
Research and evaluation design and procedures;
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, County Board of Education, SCCOE 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

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 8/22/19
 Anisha Munshi, Ed.D. Date
 Assistant Superintendent-Personnel Services

Revised 10/1/12: reporting structure - removed Deputy Superintendent; added Chief Strategy Officer.
 Revised 3/24/16: reporting structure - removed Chief Strategy Officer; added Associate Superintendent.
 Revised 7/27/16: reporting structure – removed Associate Superintendent; added Chief Academic Officer.
 Revised 8/22/19: reporting structure – removed Chief Academic Officer; added County Superintendent of Schools.