

**Santa Clara County Office of Education**

**CLASS TITLE: ASSOCIATE DIRECTOR-CHARTER SCHOOLS**

**BASIC FUNCTION**

Under the direction of an assigned supervisor, 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 Executive Director-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 assistand projects related to assigned instructional area or federal and State m

Provides direction and leadership to interpret data in the development and impleme  
for charters schools; provides information, consultation and materials concerning as

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, ABILITIES AND COMPETENCIES:**

**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;

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