

Under the direction of the County Superintendent of Schools, provides programmatic and fiscal oversight of charter schools authorized by the Santa Clara County Board of Education; assists the County Superintendent with the development of board agenda items; convenes authorizers to discuss topics of shared interest among authorizers; monitors State and federal law pertinent to charter schools and recommends changes in policy and regulations; manages regulatory and compliance aspects of assigned charter schools; supervises

ESSENTIAL DUTIES:

Provides programmatic and fiscal oversight of SCCBOE authorized 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 d team members with required documentation for school visits.

Develops, organizes and implements pertinent training, compliance, accreditation, master scheduling, communications, safety/risk management and other professional development requirements are met, meeting deadlines for compliance.

Supports the continued operation of quality charter schools.

recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed for 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 related to charter schools.

Monitors State and national research and policy briefs to understand the charter school landscape and update the County Superintendent.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Advises the County Superintendent regarding charter schools financing, policies, organizational structures, etc.

Ensures the County Board of Education receives training at least annually with regard to their role as authorizer.

Ensures the completion of reports such as the annual data book to provide information to the County Board of Education and public.

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.

Represents the county Superintendent as requested at meetings and events.

OTHER DUTIES:

Performs related duties as assigned

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;

