

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Coordinator, Charter Schools	<b>REPORTS:</b>	Associate Superintendent, Curriculum, Instruction, Innovation, and Support
<b>DEPARTMENT:</b>	Curriculum, Instruction, Innovation, and Support	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	02/21/2019	<b>SALARY:</b>	Range 23

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**BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Curriculum, Instruction, Innovation, and Support manages, directs, and coordinates the authorization, operation, activity, program, and procedure of charter schools, which may include Proposition 39; assures compliance with applicable laws, policies, rules, and regulations; acts as a liaison between the District and charter school(s); evaluates programs and conducts need assessments in order to determine goals and objectives for charter schools; and provides oversight for charter school issues.

**REPRESENTATIVE DUTIES:**

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

1. Monitors the development, implementation, and refinement of policies, procedures, and guidance related to all aspects of charter school functions, including charter school authorization and reauthorization, oversight, and dissemination of information. **(E)**
2. Develops systems to collect, codify, and disseminate effective practices to charter schools. **(E)**
3. Identifies the need for internal policies, processes, procedures and guidelines between departments and charter schools.
4. Monitors the instructional programs of the charter schools operating in the District within federal, state, charter and local law (i.e. LCAP). **(E)**
5. Reviews records and manages all regulatory and compliance aspects of quality charter schools. **(E)**
6. Identifies, reviews, and executes solutions to annual facilities offers related to Proposition 39. **(E)**

7. Maintains public relations for charter school programs or projects, which may include Proposition 39. **(E)**
8. Represents the District in matters related to charter schools and prepares follow up documentation including memoranda, correspondence, items for board action, and reports for superintendent. **(E)**
9. Reviews and monitors assigned budgets of charter schools.
10. Confers and serves as a resource person to all division directors in the District to ensure that timelines, requirements, and needs are met. **(E)**
11. Assures accurate and timely dissemination of information. **(E)**
12. Evaluates personnel verification for all applicable staff (credential, TB, fingerprinting, etc.).
13. Serves on committees as appropriate or assigned by immediate supervisor. **(E)**
14. Researches, maintains, and keeps informed of current trends in the operation of charter schools and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures related to charter schools. **(E)**
15. Attends conferences, District meetings, board meetings, and other professional development activities related to the field.
16. May assist in addressing facilities related matters in the public-school choice resolution process.
17. Engages executive cabinet in addressing issues in operational charter schools.
18. Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

**EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Bachelor's degree required in education or related field and five years of increasingly responsible experience as an educational leader. Master's degree in related field preferred.

Experience with and detailed knowledge of charter schools, including familiarity with applicable state and federal laws desired. At least three years of successful teaching experience.

Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher is desirable.

Possession of a valid California administrative credential authorizing service as an administrator is required.

Employment eligibility that may include fingerprints, health (tb), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must have the ability to obtain and maintain insurability status under the District's vehicle insurance policy. Must be willing to attend evening, night, and weekend meetings.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, and negotiated contracts. Research methods and report writing techniques;
- Record-keeping techniques;
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty;
- Principles of organization, operation, and supervision;
- Principles, practices, trends, goals, and objectives of public education;
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties;
- Budget preparation and control;
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities; and
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

### **Ability to:**

- Research and interpret state and federal laws and regulations;
- Administer assigned budgets and allocate funds;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Operate a computer terminal and audio-visual equipment;
- Communicate effectively, both orally and in writing;
- Write in a clear and concise manner for broad public appeal and interpretation;
- Gain cooperation through discussion and persuasion;
- Coordinate and supervise the work of others;
- Analyze situations carefully and adopt an effective course of action;
- Interpret, apply, and explain administrative and board policies, laws, regulations;
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions;
- Work independently with minimum direction and supervision; work under pressure;
- Understand, analyze, and prepare comprehensive narrative and statistical reports;
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies while performing assigned duties; and
- Supervise and evaluate the performance of assigned staff.

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

- District office environment and school sites;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public; and
- Indoor and outdoor environment.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

**HAZARDS:**

- Common workplace safety situations;
- Stress from work complexities;
- May be exposed to contact with uncooperative or abusive individuals;
- Extended viewing of computer monitor; and
- Working around and with office equipment having moving parts.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Charter Schools and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the division of human resources.

Board approved: February 21, 2019