

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

SUPERVISOR OF CHARTER SCHOOLS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in the assigned content area or educational level.
- (3) Certification in Educational Leadership, School Principal, or Professional School Principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and apply laws, policies and rules to charter schools. Considerable knowledge of School Board Administrative Policies and Procedures. Ability to communicate effectively with school personnel, students, parents and the public. Has the ability to organize, implement and evaluate programs in charter schools. Skills in written and oral communication. Ability to use computers and electronic media presentation software and equipment. Ability to collect, organize, analyze, and interpret data.

REPORTS TO:

Chief Finance Officer

JOB GOAL

Responsible for the management and procedural aspects of Charter School Programs. Serves as the District Liaison for Community Assistance in implementing Charter Schools.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Ensure that charter schools adhere to all applicable state and federal laws and regulations.
- * (2) Monitor the implementation of the schools's application and contract.
- * (3) Provide coordination and oversight among and between departments in the provision of "administrative and educational services" (contracted or otherwise provided by the district) to charter schools as prescribed in state statute.
- * (4) Collect and analyze data related to charter school goals, policies and procedures.
- * (5) Serve as the school district's primary contact for charter schools.
- * (6) Provide technical assistance to both district and charter schools in

SUPERVISOR OF CHARTER SCHOOLS (Continued)

the interpretation of federal regulations and district procedures.

Communication

- * (7) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- * (8) Interact with parents, outside agencies, businesses, and the community to enhance understanding of the role and organizational procedures of charter schools.
- * (9) Use a variety of communication techniques and tools to enhance collaboration and communication.
- * (10) Coordinate the application process for applicants (individuals, organization, or groups) who apply for charters.
- * (11) Communicate through proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- * (12) Promote awareness of charter schools as prescribed by law.

Proactive Orientation

- * (13) Actively promote and participate in the pursuit of the District vision and mission.
- * (14) Be proactive in recognizing and solving charter school problems.
- * (15) Exercise proactive leadership in organizing resources to approve and monitor charter school applications, contracts and student performance goals as outlined in charter school contracts.

Critical Thinking

- * (16) Access, analyze, interpret, and use data in decision-making.
- * (17) Plan and prepare strategies which support and monitor charter school annual goals and plans.
- * (18) Use technology effectively.
- * (19) Consider different perspectives, alternative options, and consequences of each in making decisions.

Continuous Improvement

- * (20) Set high standards for self and others and encourage reaching higher standards.
- * (21) Provide for his/her professional growth through reading, workshops, seminars, conferences, membership in appropriate professional organizations, and advanced course work.
- * (22) Participate in District management meetings and other activities to enhance professional development.
- * (23) Keep abreast of current research, trends, methods, and practices related to charter schools.

Facilitation

- * (24) Adjust strategies to accommodate unexpected situations.
- * (25) Build teams to accomplish plans, goals, and priorities.
- * (26) Work with parents to resolve complaints or concerns.
- * (27) Serve as a liaison to all planning and advisory committees as related to charter schools.
- * (28) Collaborate with other professionals to ensure ongoing evaluation

SUPERVISOR OF CHARTER SCHOOLS (Continued)

of the charter schools.

Managerial

- * (29) Assist in the preparation of all required District and State reports associated with charter schools.
- * (30) Monitor charter schools to ensure building code and fire code statutes are being followed.
- * (31) Coordinate transportation needs for charter schools.
- * (32) Monitor the accurate and timely completion of data collection and reporting requirements.
- * (33) Assist in the collection and monitoring of the charter schools's financial resources.
- * (34) Perform other duties as assigned by the Superintendent.

Constancy of Purpose

- * (35) Develop positive school/community relations and serve as liaison between the district, school and the community.
- * (36) Serve as a district representative at emergency shelters as determined by the Superintendent.

Decisiveness

- * (37) Make and share decisions in a timely manner.
- * (38) Respond quickly in emergency situations.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. Position will end at the conclusion of the grant for which this person was assigned.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action

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| Approved | <u>10/17/00</u> |
| Revised | <u>10/5/04</u> |