



Job Title Charter School Compliance Specialist

Reports To:	Program Coordinator, TL Charter	FLSA:	Exempt
Typical Schedule:	245 days/7.5 hours	Job Code:	TBD
Bargaining Unit:	NNB	Salary Schedule:	80N

JOB GOAL

Responsible for ensuring compliance of charter schools with district, state, and federal requirements and laws. This includes monitoring charter school activities and acting as a liaison with community members regarding charter school concerns.

ESSENTIAL DUTIES & RESPONSIBILITIES *The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be construed as an exhaustive list of all duties and responsibilities required of those in this position.*

1. Monitor charter school activities to ensure compliance with all applicable district, state and federal laws and regulations.
2. Monitor the implementation of charter school applications and contracts.
3. Coordinate and monitor the submission of monthly and annual billing for fee-based services to charter schools received through electronic and print formats.
4. Coordinate, monitor and review the charter school application and renewal processes.
5. Receive and investigate complaints about charter schools from parents, community members, or employees of the school and act as a liaison for resolution.
6. Monitor the accurate and timely completion of reporting requirements.
7. Monitor pre- and post-opening charter school requirements, including Certificate of Occupancy, fire inspection, health inspection and other requirements.
8. Attend state and/or local professional meetings to stay informed on current developments as they pertain to the charter schools.
9. Assist with defining and interpreting goals for the department of charter schools.
10. Collaborate with certification staff in human resources to ensure compliance with teacher credentialing rules and regulations.
11. Perform site visitations to monitor and ensure adherence to charter school's governing rules, regulations, and laws.
12. Provides other related duties as assigned.

MINIMUM REQUIREMENTS *Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

KNOWLEDGE, SKILLS & ABILITIES

- General knowledge of education practices, procedures, and/or laws.
- Ability to analyze data and use data-driven decision making to monitor accountability of charter schools in governance, finance and operations, and basic school operational requirements
- Knowledge of federal, state, and local rules, regulations, statutes, and policies related to charter schools.
- Ability to work collaboratively with others and facilitate groups to consensus.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media.
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes.

EDUCATION, TRAINING & EXPERIENCE

- Bachelor's degree from an accredited institution
- Three years of related experience

CERTIFICATES, LICENSES, & REGISTRATIONS

None

PREFERRED QUALIFICATIONS

- Knowledge of public educational school choice, legislation, and statutory requirements for charter schools.
- Valid Florida's Educator's Certificate
- Five years related experience

SUPERVISORY RESPONSIBILITY
None
PHYSICAL REQUIREMENTS
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.
PHYSICAL ACTIVITY <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</i>
While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands/fingers to handle, or feel; reach with hands and arms. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
WORKING CONDITIONS
Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.
MACHINES, TOOLS, EQUIPMENT
<ul style="list-style-type: none"> • General office equipment, including personal computers, fax machines, copiers, telephones, etc.
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p>

Pasco County Schools will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.