

Job Title: **Director, Charter Partnerships**
Job Family: **Certified**
Pay Program: **Administrative**
Typical Work Year: **10 months (209 days)**

Job Code: **030911**
FLSA Status: **Ex - P**
Pay Range: **L14**

SUMMARY:

Responsible for managing day-to-day oversight of all Adams 12 authorized charter schools, and for developing recommendations for the Superintendent and Board of Education about decisions and policies that apply to charter schools. Provides leadership and administrative expertise to support quality charter school authorizing systems and practices, and works to foster collaborative partnerships between charter schools and the district. Works closely with charter leaders and charter school boards to ensure implementation of policies and practices that comply with state and federal law, and alignment with District Board of Education priorities for charter schools, including practices related to governance, finance, academic achievement, equity and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervises management and day-to-day oversight of district authorized charter schools. Responds to stakeholder questions or concerns regarding charter matters.	D	35%
2. Ensures implementation of strong educational, governance, financial, school safety and equitable practices for all charter schools. Monitors school performance toward meeting legal and contractual obligations through development and implementation of quality assurance processes.	D	25%
3. Attends and facilitates, when appropriate, monthly charter school principal meetings, charter school site visits, district leadership meetings, and Board of Education meetings as appropriate.	W	10%
4. Provides clear direction and interpretation of federal and state law, district policy, and monitors impact on services delivered by charter schools. Works closely with district legal counsel as needed on charter related issues.	W	5%
5. Assists district finance staff with oversight of charter school financial matters, including systems to support transparency regarding services provided to or available for purchase by charter schools from the district.	M	5%
6. Leads new charter school application and/or charter renewal consideration processes, ensuring appropriate collaboration of community and district stakeholder groups, including the District Accountability Committee, in such proceedings. When necessary, leads procedures related to charter school closures or transfers to a different authorizer.	A	5%
7. Creates and presents school review reports and decision recommendations for the Board of Education and the Superintendent.	A	5%
8. Attends professional learning opportunities regarding quality charter school authorizing best practices. Represents district interests on regional, state and national charter school related organizations.	M	5%
9. Conducts professional learning opportunities for individual or small groups in charter schools or in the district as needed in relation to charter partnership issues.	M	4%
10. Performs other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree in Education Administration or related field
- Minimum of three (3) years' experience in teaching and/or school administration required
- Experience as a Principal preferred
- Knowledge or experience with charter schools preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Must possess or be able to obtain a valid Colorado Principal or Administrator License from the Colorado Department of Education.

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Educational Leadership.
- Knowledge of charter school contracts.
- Understanding of state laws and district policies, specifically including those related to charter schools.
- Skills in group decision-making, problem solving and resource allocation.
- Knowledge of Colorado and general case law related to education.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microsoft Word or other word processing software,
- Internet Search Engine, E-mail,
- District Student Information Systems
- District Financial Systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Deputy Superintendent	30901

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Charter Liaison, Special Populations	1	030912

BUDGET AND/OR RESOURCE RESPONSIBILITY: None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	X			
Walk	X			
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	