

Job Title: **Charter Liaison, Special Populations**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Typical Work Year: **10 months**

Job Code: **030912**
 FLSA Status: **Ex - Adm**
 Pay Range: **L 12**

SUMMARY:

Responsible for day-to-day oversight and monitoring of all Adams 12 Five Star School District authorized charter schools to ensure all charter schools administration is implementing with fidelity applicable Adams 12 policies and state and federal educational programming mandates. Ensures all charter schools adhere to district policies, federal and state laws that apply to each charter school. This includes Special Education, Section 504, English Language Development, Discipline and Attendance, and Gifted Education. Provide recommendations for the annual review process for charter schools, renewal processes for charter schools, and new applications submitted to the district. Responsible for submitting recommendations about monitoring and compliance to the Superintendent (or designee) and Board of Education about adherence to district policy, state and federal Law. Provides General Counsel (or designee) any evidence of material noncompliance with applicable law or district policy. Makes recommendations to charter school administration to improve outcomes for students enrolled at charter schools.

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. Assists with coordination and implementation of instructional activities, admission practices, and all other school-wide programs governed by federal and state law. This includes all aspects of Special Education and Section 504 of the Rehabilitation Act including the following: coordinating pre-referral interventions and communicate with the pre-referral team (MTSS); establishing and reviewing initial evaluation and re-evaluation procedures; budget oversight, IDEA ECEA fiscal compliance, IEP development and review meetings; implementing procedural safeguards; reviewing student discipline records; dispute resolution; ensuring confidentiality of Special Education records; coordinating services with special education vendors; manifestation determination review requirements and ensuring adherence to section 504 of the Rehabilitation Act under IDEA including plan development and implementation.	D	40%
2. Provides clear direction and interpretation of federal and state law, district policy, and monitors impact on services delivered by the charter school in the area of Language Development including the following program elements: identification and placement; designation changes to existing students; allocation of funds; family and parent engagement including parental rights; assessment and accountability; implementing an effective ELL program including compliance with ELD requirements; hiring of qualified personnel; parent communication in their preferred language and translating communications per federal law requirements.	D	20%
3. Provides clear direction and interpretation of federal and state law, district policy, and monitors impact on services delivered by the charter school in the area of, Gifted Education including the following program elements: Parent, Family and Student Engagement and communication; identification procedures; advanced learning plans; programming; evaluation and accountability; personnel; budget; reports; recordkeeping; procedures for disagreements; monitoring and early access.	D	10%
4. Provides clear direction and interpretation of federal and state law, district policy, and monitors impact on services delivered by the charter school in the area of, Discipline and Attendance including ensuring adherence to district policies governing student conduct and attendance.	D	5%
5. Creates written reports for the charter school's annual review and/or renewal.	A	5%
6. Attends professional learning opportunities with regard to charter school law, contracts, renewals, and applications.	M	5%
7. Confers with staff counsel, the School Leadership Executive Director to provide regular updates with regard to each school's compliance with federal and state law, as well as district policies and the charter contract.	M	5%

8. Conducts professional learning opportunities for individual or small groups in the aforementioned areas required by federal and state law.	M	5%
9. Attends monthly charter school principal meetings, District Accountability Meetings for Charter Review, and Board of Education meetings when applicable.	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
- Minimum of three (3) years’ experience in the delivery or oversight of delivery of Special Education, Section 504 administration, ELD program monitoring, GT program monitoring and district discipline and attendance policies.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Must possess or be able to obtain a valid Colorado Principal or Administrator License from the Colorado Department of Education.
- License endorsement in Special Education preferred
- License endorsement in CLD preferred
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Educational Leadership.
- Knowledge of all charter school contracts.
- Understanding of state laws, contractual obligations and district policies.
- 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.

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:	Schools Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no direct reports		

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	