

The University of Missouri - St. Louis announces the following full-time position:
Coordinator—Charter School Sponsorship Program

The duties and responsibilities of this position (include but are not limited to)

- Ensure that all university-sponsored charter schools are in compliance with all applicable state and federal laws; monitor compliance with executed contract.
- Create, revise and implement annual accountability document templates, biennial review tools and oversee implementation of review tools by the review team; select and train review teams for biennial review of each sponsored charter school.
- Collect and analyze data related to charter school goals, policies and procedures; create and use monitoring plans to utilize in the making of decisions regarding school and board operations, including but not limited to, renewal, charter suspension, revocation and non-renewal; create action plan for intervening on school and board operations.
- Plan and conduct site visits for purposes of compliance and oversight; meet with school and board leaders to discuss observations and issues of compliance.
- Keep current on public charter school laws, sponsorship best practices; attend and participate in conferences and meetings of area and state sponsors.
- Read and evaluate proposed charter applications and make sponsorship decisions.

Skills

- Knowledge of federal and state laws regarding public charter schools
- Knowledge of k-12 program evaluation and assessment
- Ability to work collaboratively, and adapt to unexpected situations
- Ability to prioritize and manage multiple projects simultaneously
- Ability to maintain confidentiality and make data-driven decisions

Minimum Qualifications

- Master's Degree from an accredited educational institution with a recognized teacher education program
- Three years of K-12 experience
- Have own transportation to travel to multiple school sites in St. Louis City

Position Start Date: January 2012

Application Deadline: Review of applications begins January 5, 2011, and continues until the position is filled.

Please send letter of interest, vita and contact information for three references to graduate@umsl.edu or :

University of Missouri - St. Louis

One University Blvd

421 Woods Hall

St. Louis, MO 63121

Attn: Charter School Coordinator Search

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