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Position Class: 1263
Sal Schedule: 450
EEO/AA Code: H10/1D
FLSA: exempt

PROGRAM DIRECTOR (ACADEMIC AFFAIRS - CHARTER SCHOOL SPONSORSHIP)

JOB DESCRIPTION

Job Summary: Under administrative direction, monitors and evaluates charter school and school board compliance with all charter requirements including academic, organizational, financial, statutory and regulatory requirements; manages University services in support of school and board operations.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

1. Advances and revises as appropriate the University's vision for charter school sponsorship; works with senior institutional leaders to determine the role of sponsorship in institutional strategic planning and goal-setting; develops a strategic plan for sponsorship aligned with University mission and goals that advances the University in its strategic directions.
2. Develops and revises school and board annual accountability plans and requirements; regularly monitors and evaluates compliance with requirements; compiles, evaluates and reports on school and board compliance data; makes recommendations about whether to and how to intervene in board and/or school operations including decisions regarding charter suspension, revocation, and/or non-renewal.
3. Regularly attend and participate in charter school board meetings, retreats and other charter board and school faculty, staff and parent meetings as appropriate; plans and implements professional development programming for charter board members and school personnel.
4. Conducts compliance visits; directs the compilation of site visit reports and recommendations for needed change in sponsored schools and with the school's board of directors.
5. Directs the work of University faculty, staff, and students to support sponsorship in terms of both compliance, financial accountability of state funding expenditures by the University, and University provision of services to sponsored programs; performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge and support of the University's mission, values and vision
- Knowledge of program assessment/evaluation processes
- Knowledge of federal and state laws governing public schools in general and charter schools in particular
- Knowledge of public and private K-12 school funding sources, as well as budgeting and financial management processes and regulations/requirements
- Strong writing and public speaking/presentation skills
- Analysis and problem solving skills

- Ability to effectively communicate the University's mission, values, and vision to internal and external constituencies
- Ability to gain and foster the respect and collaboration of University faculty and staff as well as charter school board members and employees
- Ability to gain and foster the respect and collaboration of peers at other sponsoring institutions, the State Department of Education officials, and local and state legislators and community leaders
- Ability and willingness to prioritize and manage multiple projects simultaneously
- Ability to work alone, one-on-one, or as part of a larger team
- Ability to maintain confidentiality
- Ability to work nights and weekends
- Organized and detail-oriented

Education and experience equivalent to:

Master's degree; supplemented with three (3) years of related work experience.