

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, CHARTER SCHOOLS SUPPORT & OVERSIGHT

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Student Services, organize, coordinate, and execute oversight activities including annual site visits, programmatic audits, and charter renewals; provides oversight and support for charter schools located in Ventura County; review any new petitions brought to the Ventura County Board of Education on appeal after being denied by local school districts or seeking to establish a countywide charter school; and support local districts with charter issues.

The Director of Charter School Support and Oversight also oversees the Student Competitions and Fundraising Department. This includes evaluating the effectiveness of all student competitions and fundraising efforts as well as supervising personnel assigned to this department. In addition, this position assists in the coordination of logistics, planning, event management and awards ceremonies for all student competitions.

REPRESENTATIVE DUTIES:

Coordinates the oversight and monitoring of charter schools authorized by VCBE;

Coordinates and facilitates charter school petition analysis for new and renewal Charters;

Prepares reports for the superintendent and the Ventura County Board of Education;

Prepares draft Memorandums of Understanding between VCOE and VCBE approved Charter Schools for staff and ultimately Board consideration;

Provides regular updates on status of VCBE-approved charter schools and pending petitions;

Provides job-alike opportunities and assistance to VCBE-approved charter schools by working directly with Charter Schools individually and in group settings;

Coordinates fiscal oversight of VCOE's Charter Schools;

Develops, coordinates, and delivers workshops on charter school authorization, monitoring, and operations;

Works with VCOE staff to coordinate charter school monitoring and program reviews;

Communicates with VCBE-approved Charter Schools regarding compliance with rules and regulations governing charter schools;

Interprets and analyzes current and proposed state and federal legislation related to charter schools;

Prepares specialized reports, surveys, and other descriptive information for review and distribution;

Assists in researching and preparing drafts and revisions of recommended policies, regulations, and procedures as they relate to charter schools;

Represents VCOE at charter school events and meetings;

Assists in planning and logistical support related to all Student Competitions and Fundraisers;

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Education Code, California Administrative Code and policies, rules, and regulations of the office;

Processes, policies, and procedures used in the consistent and effective administration and advancement of the specified project;

Federal, state and local laws, codes, regulations and requirement pertaining to Charter Schools;

Federal and state K-12 curriculum and instruction guidelines and policies;

State Mandated Assessments;

State and Federal Accountability models including LCAP and DASS;

Appropriate methods of program planning and group facilitation;

Professional development methods and techniques;

Educational techniques and resources utilized in test data analysis and application;

Special education laws, programs, and services.

ABILITY TO:

Coordinate a wide variety of diverse project activities and services; provide effective leadership in their application to address user needs;

Establish and maintain effective working relationships with a variety of individuals and groups;

Identify and analyze complex situations and recommend viable solutions;

Prioritize multiple tasks and maintain a flexible work environment;

Prepare specialized reports as requested by superintendent, board members, and others;

Develop and implement policies and procedures as they relate to charter school authorization and oversight;

Plan, coordinate, and facilitate meetings, workshops, and conferences;

Select, train, supervise, and evaluate personnel;

Communicate effectively in written and oral form.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in Education, Public or Personnel

Administration, or a related field, and five years of management level experience. School site or charter school administrative experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Teaching Credential and Administrative Services Credential preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

Is subject to inside environmental conditions; subject to driving to County sites to conduct work; may be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment;

Hearing and speaking to exchange information and to conduct presentations;

Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:

Exposure to community members, students, parents, and personnel who may become disorderly.