

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CHARTER SCHOOLS ASSISTANT

**SALARY SCHEDULE: SSP-8**

**COST CENTER: INTEGRATED INSTRUCTIONAL SERVICES, Office of Charter Schools (9016)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) College-level coursework in office management, business administration or related discipline preferred.
- (3) Minimum of two (2) years of experience as an administrative assistant/secretary or office manager.
- (4) Must receive a minimum score of 80 on the Microsoft Word test; 65 on the Excel test.
- (5) Experience in contract management, records management or compliance monitoring protocol preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to gather technical and contract-related information to prepare charter school application documentation and reports. Ability to use data bases and other procedures for tracking and monitoring charter school compliance requirements. Ability to become familiar with and understand state statutes, rules and district policies as they relate to charter schools. Proficiency in the use of computers, specific software, and other technology. General working knowledge of schools and/or District. Good oral and written communication skills. Good organizational skills. Ability to meet and interact with the public

**REPORTS TO:**

Supervisor, School Choice and Charter Schools

**JOB GOAL**

To provide administrative support and assistance related to charter school operations, compliance monitoring and the charter application and contract processes. To perform the duties of the position to support the functions of the Office of School Choice, Virtual School and Charter Schools.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform all charter school support activities to ensure the district is in full compliance with applicable regulations, district policies and department procedures relating to charter school programs and operations for current charter schools.
- \* (2) Plan and prepare annual timeline, application forms and documents for the district's charter school application and renewal processes.
- \* (3) Review charter school applications for technical errors and omissions; prepare discrepancy reports; notify applicants and coordinate re-submittal of materials, as needed.
- \* (4) Schedule and coordinate the Charter Review Committee meetings, the Orientation/Training Session, the Capacity Interviews and School Board Work Session with charter applicants.
- \* (5) Collect and synthesize Charter Review Committee feedback and maintain records of committee member's reviews and findings.
- \* (6) Identify and cross-reference the appropriate Florida State Statute to document and support charter application review reports.
- \* (7) Assist in the preparation of the Charter Application Preliminary Findings Reports and the Final Evaluation and Final Ratings Reports.

- \* (8) Enter all school board agenda items for charter applications, renewals and charter contracts and charter amendments.
- \* (9) Assist in the preparation of the charter contract. Coordinate and track document revisions during contract negotiations between the district, the school and the school board attorney's office.
- \* (10) Assist with the collection and preparation of documentation in the event of a charter appeal to the School Board's denial of a charter application.
- \* (11) Maintain the district's Charter School website page with updated information.
- \* (12) Assist in the monitoring of the charter schools' compliance with district/state requirements by maintaining databases to track schools' submittal of Opening of Schools checklist and the quarterly and annual required charter school documents.
- \* (13) Maintain the charter contracts and amendments. Keep track of charter contract terms and renewal cycles.
- \* (14) Assist with the scheduling and preparation of the monthly charter school principals meeting by preparing agendas and materials and, scheduling presenters.
- \*(15) Respond to requests from the public, governmental agencies, charter applicants, service providers, and departments public documents related to school choice and charter schools.
- \*(16) Assist with all aspects of School Choice department operations as required.
- \*(17) Keep supervisor informed of potential problems or unusual events.
- \*(18) Demonstrate initiative in the performance of assigned responsibilities.
- \*(19) Model and maintain high ethical standards.
- \*(20) Follow attendance, punctuality, and proper dress rules.
- \*(21) Maintain confidentiality regarding district matters.
- \*(22) Maintain positive relationships with students, parents, staff and community members.
- \*(23) Participate in workshops and training sessions as required.
- \*(24) Follow all School Board policies, rules, and regulations.
- \*(25) Exhibit the interpersonal skills necessary as an effective team member.
- \*(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other tasks as assigned by the Department Supervisor.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No.**

\*Essential Performance Responsibilities