

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, SCHOOL CHOICE AND CHARTER SCHOOLS

#### SALARY SCHEDULE: ADMINISTRATIVE – D

#### COST CENTER: RESEARCH, ASSESSMENT AND EVALUATION, SCHOOL IMPROVEMENT AND, SCHOOL CHOICE (9015) QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2)  Certification in Administration/Supervision and/or Educational Leadership preferred.
- (3) Minimum of three (3) years successful experience in a educational leadership position.
- (4) Experience as a school based or district administrator preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, rules, and regulations governing charter schools and school choice programs in the State of Florida. Knowledge of the state and local school choice and charter school application processes. Knowledge of the legal requirements relating to charter content and charter school operations and accountability procedures. Ability to oversee the planning, implementation, monitoring, and evaluation of the school choice, student reassignments, and charter school programs. Positive communication skills. listening skills and mediation skills. Organizational and time management skills.

#### REPORTS TO:

Executive Director of  Research, Assessment and Evaluation, School Improvement, and School Choice

#### JOB GOAL

To provide oversight and supervision for the application, approval, charter negotiation, coordination and operation of all district charter schools , virtual school, school choice programs, and student re-assignments.

#### SUPERVISES:

- Secretary
- Assigned personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Oversee district charter school operations and compliance with the provisions of each school's charter and applicable statutes and regulations.
- \* (2)  Supervise the charter school application and renewal processes for the school district including  serving as the chair of the Charter Review Committee.
- \* (3) Serve as the Charter School Liaison between the School District, prospective charter applicants, charter principals and governing boards, the State Department of Education, and the community at large.

**SUPERVISOR, CHARTER SCHOOLS (continued)**

- \* (4)     Represent the School District before the Charter Appeals Commission and the State Board of Education in cases where the denial of the charter application is appealed.
- \* (5) Supervise the negotiation of the charter contract between the School District and each approved charter school within the timelines prescribed by Florida Statute.
- \* (6) Provide relevant and timely information and ongoing assistance to charter schools to support their efforts to implement quality programs and improve student achievement.
- \* (7)     Monitor the compliance of charter schools with all state and district protocol for school operations, curriculum, instruction, assessment, school improvement, finance, health and safety requirements
- \* (8) Monitor the timely submission of all reports required by Florida Statute and/or the school's charter.
- \* (9)  Assist in the development and approval of any amendments to existing charters that are sought by either party or required by changes in statute or regulation.
- \* (10)  Prepare recommendations to the Superintendent and the School Board for charter school non-renewal or termination pursuant to FS 1002.33, including all documentation and notification necessary to effect such non-renewal or termination
- \* (11) Serve as the district's School Choice Liaison between the district, state, parents, and the community.
- \* (12) Supervise the planning and implementation of all School Choice programs, including Home Education, McKay Scholarship, and the NCLB/AYP Choice programs.
- \* (13) Oversee the operations and functions of the Sarasota Virtual School to ensure compliance with all state and district requirements for the virtual school program.
- \* (14) Keep well informed on current policy and federal/state requirements related to Charters, School Choice, student record (FERPA), and other matters related to area of responsibility.
- \* (15) Assist in the development of policies and guidelines related to student registration and student records.
- \* (16) Assist with the analysis of accountability data for the evaluation and reporting of student achievement in school choice programs and charter schools.
- \* (17) Demonstrate initiative in performance of assigned responsibility
- \* (18) Model and maintain high ethical standards
- \* (19) Follow attendance, punctuality and proper dress rules.
- \* (20) Maintain confidentiality regarding school matters.
- \* (21) Keep the immediate supervisor informed, through proper channels, of potential problems or unusual events.
- \* (22) Respond to inquiries and concerns in a timely manner.
- \* (23) Prepare all required reports and maintain all appropriate records.
- \* (24) Follow all School Board policies, rules and regulations.
- \* (25) Exhibit interpersonal skills to work as an effective team member.
- \* (26) Demonstrate support for the School District and its goals and priorities.) Perform other incidental tasks consistent with the goals and objectives of this position or as assigned by the immediate supervisor

**PHYSICAL REQUIREMENTS:**

**SUPERVISOR, CHARTER SCHOOLS (continued)**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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. 11**

\*Essential Performance Responsibilities