



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, Charter Schools Management/Support
JOB CODE: E-137
CLASSIFICATION: Exempt
PAY GRADE: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Portfolio Services Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Ensure that The School Board of Broward County, Florida meets its obligations, relative to charter schools, as outlined in Florida Statutes and School Board Policy.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Charter Schools Management/Support shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~develop~~ Develop strategies and provide leadership in implementing ~~district~~ District procedures for charter schools.
- Coordinate the review of new charter school applications and program review of renewal charter schools and prepare timely recommendations to The School Board, as specified within Section 1002.33, Florida Statutes, to approve or deny.
- Prepare for and participate in proceedings before the Charter School Appeal Commission and/or the State Board of Education in consultation with the Office of the General Counsel regarding the District's denial of a charter school application.
- ~~oversee~~ Oversee the preparation of all documents, required by law and policy, for the establishment and monitoring of charter schools.
- ~~ensure that the charter is innovative and consistent with the state education goals established by Florida statute.~~
- ~~ensure~~ Ensure that charter schools have the opportunity to participate in the state's education accountability system by ~~monitoring measures of actual performance.~~ Report findings to The School Board and Department of Education, as required by applicable law.
- ~~report~~ Monitor each charter school's progress towards goals that have been established under applicable law and the charter agreement.
- Coordinate the District's monitoring of revenues and expenditures of each charter school in accordance with applicable law and the charter agreement.
- ~~ensure~~ Ensure that technical assistance is provided to parents and community participants relative to the ~~district's charter school policy~~ applicable federal and state law.
- ~~maintain~~ Maintain all records, files and other such data as may be generated for compliance with laws regarding charter schools.
- ~~provide~~ Provide knowledge and expertise in the development, organization and implementation of District division's monitoring of charter schools.
- Provide training and informational opportunities to District employees regarding district-wide monitoring of the charter schools in accordance with applicable law and their charter agreements.
- ~~coordinate~~ Coordinate charter school implementation by working with appropriate ~~district~~ District staff from ~~transportation, budget, personnel, curriculum, etc.~~ all divisions.
- Negotiate and draft charter school agreements, renewal agreements and amendments thereto as necessary in compliance with applicable law using available contract templates and in consultation with the Office of the General Counsel.
- Prepare for and participate in any mediation sessions ordered by the State Department of Education for any charter school dispute and provide support for the Office of General Counsel in the preparation for and conduct of such proceedings.

- Prepare notices and supporting documentation, in consultation with the Office of the General Counsel, when it is necessary to consider renewal, non-renewal or termination of an existing charter school and provide support for any resultant administrative hearing.
- assist approved charter schools with implementation plans and provide required assistance to charter schools, public schools, and communities which may be affected. Provide assistance to charter schools as required by Section 1002.33(20)(a), Florida Statutes, and provide information to district schools and communities that may be impacted by new charter schools.
- perform Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate, successfully Participate in the any training programs offered to increase enhance the individual's skills individual skills and proficiency related to the assignment job responsibilities.
- review Review current developments, literature and technical sources of information related to job responsibilities.
- ensure Ensure adherence to good applicable safety rules and procedures.
- follow Follow applicable federal and state laws, as well as School Board policies and State Board rules.
- perform Perform other duties as assigned by the Chief Portfolio Services Officer, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution. with Florida certification in educational leadership, and/or administration and supervision
- Minimum A minimum of five (5) years within the last ten (10) years of progressively more responsible experience and/or training in the a field related to the title of the position.
- Valid Florida Educational Leadership Certification in the following discipline(s): Administration and Supervision, and Educational Leadership.
- Requires knowledge and applied experience in Florida's charter school legislation, educational research, educational planning, Broward County's charter school policies and procedures, and school based administration.
- Demonstrated knowledge of Florida's charter school laws, educational research, educational planning, as well as state and federal laws applicable to the operations of a Florida charter school, Broward County's charter school policies and procedures, contract negotiations practices, and the provision of support for legal proceedings.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Experience in school-based administration, experience as a liaison between charter school communities and a school district.
- Bilingual skills preferred.

SUPERVISES: Coordinator, Charter Schools and other employees as assigned

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with School Board Members, Superintendent, District leadership, parent organizations, educational institutions, industry, service, community, and government agencies to oversee monitor charter schools on behalf of The School Board of Broward County, Florida.

PHYSICAL REQUIREMENTS:

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 School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with School Board Policy.

Board Adopted: 06/17/08

Revised: 10/01/2012

2012-2013 Organizational Chart

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