

Position: Charter Commission Deputy Director - Accountability

Reports to: CSC Executive Director

Classification: 12 Month, Full-time, Professional

Location: This position requires moderate state and local travel, and some national travel. Travel will increase as number of sponsored schools grows.

Division: Office of Quality Schools

Section: Charter Schools Commission

Pay Range: \$75,000 - \$95,000

Work Schedule: During peak times, hours may extend before and after business hours and weekends.

POSITION SUMMARY:

The mission of the Missouri Charter Public School Commission is to actively increase the number of high-quality charter public schools in Missouri. The Commission meets its mission by sponsoring quality applications, preserving the school's autonomy, protecting the public's interest and disseminating best and promising practices in authorizing.

Deputy Director – Accountability and Renewal supports the Executive Director in monitoring and overseeing the day-to-day management of various issues related to charter school quality and the expansion of public school choice. This position advocates for strong accountability measures to ensure that all Missouri charter school students have access to high-quality schools. The Deputy Director will have exceptional interpersonal skills, a strong compliance background, and political deftness to push forward the design of accountability and renewal services offered by the Commission.

KEY RELATIONSHIPS:

Works closely with the Executive Director, other Commission staff and Commissioners. Acts as a liaison between the Commission and external partner organizations including Boards of Directors of sponsored charter schools and charter management organizations. Acts as a liaison between the Commission and multiple internal offices in the Missouri Department of Elementary and Secondary Education.

ESSENTIAL FUNCTIONS:

The applicant must have the ability to perform the essential functions below either with or without reasonable accommodation.

Policy

- Manage oversight and accountability of the Commission sponsored charter schools.
- Manage contracted services, provides oversight and accountability services.
- Provide policy analysis and recommendations to the Executive Director on issues such as charter school renewal, grade and enrollment expansions, intervention and closure.
- Prepare high-level reports and presentations for the Executive Director, Commission and other groups on behalf of the Executive Director.
- Work cross-functionally to ensure that the policies within the Commission support the opening and operation of quality charter schools.
- Create and refine charter school accountability framework. Assess and align best practices of charter school oversight to continue to refine and further develop policy, practices, and metrics related to accountability standards, to further enhance the evaluation of school performance and oversight annually and at renewal.

Advocacy

- Assist in the interpretation of programs, philosophy and policies of the Commission to schools and community.
- Along with the Executive Director, facilitate relationships with the DESE and State Board of Education to ensure that Commission's charter school recommendations are properly received.
- Promote and maintain a positive climate by ensuring that all interactions with staff, schools, agencies, and the public are prompt and courteous.
- Develop relevant relationships with charter school sponsors/authorizers and their learning communities.

- Represent the Commission at community meetings and events designed to engage parents, elected officials, and other critical stakeholders.

Program Management

- Manage the day-to-day activity of accountability services.
- Troubleshoot, problem-solve, and anticipate issues that affect operating charter schools accountability and autonomy.
- Conduct informal and formal visits to sponsored charter schools in accordance with the Commission's monitoring protocols.
- Monitor and provide in-depth feedback to schools concerning performance on charter and contract requirements.
- Evaluate charter schools on progress toward opening and stated performance outcomes in operation, governance, finance and academic performance.
- Support Commission staff, sponsored charter schools and Commissioners in developing capacity to use data and document management systems.
- Provide general technical assistance and feedback to charter school applicants and specific technical assistance to sponsored schools on using statistical analyses of student academic data for performance contact.
- Prioritize and define oversight work in a meaningful and actionable manner.

ADDITIONAL RESPONSIBILITIES:

- Manage other sensitive projects as needed.
- Provide written reports, informational memos, correspondence and other written assignments as appropriate.
- Produce ad hoc data reports and assist in the presentation of data as required.
- Assist other Commission staff and contract services with the development and execution of research, and dissemination of best and promising practices.
- Communicate orally and in writing. Use effective positive interpersonal communication skills.
- Other duties as assigned.

PREREQUISITES FOR THE JOB: (Knowledge and Ability)

Minimum Required

A successful candidate will have significant prior experience in charter schools, school reform or public school choice, and will have deep knowledge of education policy issues. They must have:

- A passion for Missouri Charter Public School Commission's mission and general agreement with our operating plan and guiding principles.
- Prior job related experience with increasing levels of responsibility connected to compliance and oversight.
- Attention to detail, extremely well organized, able to work under pressure, and meet frequent and changing deadlines.
- Strong results-oriented and quality performance work ethic.
- Ability to work with limited supervision.
- Ability to solve organizational roadblocks.
- Ability to think and function strategically.
- Project management experience and problem-solving skills related to gathering, organizing, analyzing, and presenting data.
- Excellent data analysis and presentation skills.
- Excellent writing, editing, and communication skills.
- Proficient in Microsoft Word, Excel and other technology systems and software.
- Criminal background and family registry clearance.

Preferred

- Knowledge of national, state and local education assessments.
- Knowledge of non-profit finance, governance and organizational best practices.
- Knowledge of current trends, evidence based research and best practices related to assessment, data analysis and school accountability requirements.
- Knowledge and experience with data and document management systems.
- Demonstrated experience in charter school authorizing.
- Experience leading teams over an extended period of time with demonstrated measures of achievement.
- Experience with the supervision and evaluation of staff.
- Experience in new school or charter school start-up.
- Ability to thrive in and enjoy a team-oriented work environment.
- Capable and detail-oriented multitasker; able to prioritize and remain professional in demanding situations.
- Ability to anticipate projects and take initiative.
- Ability to learn quickly and succeed in a rapidly changing environment.

EDUCATION REQUIRED/PREFERRED: A master's degree from an accredited college in a field related to the position, such as business, political science, public administration, education, research or law and three (3) years successful work experience; or a baccalaureate degree from an accredited college and (5) five years successful work experience.

PHYSICAL REQUIREMENTS: Must be able to lift 25 pounds.

COMPUTER SKILLS: Proficient in Microsoft Word, Outlook, Excel, and PowerPoint. Ability and willingness to learn new software applications.

REQUIRED TRAVEL: This position requires moderate state and local travel, and some national travel. In-state travel will increase as number of sponsored schools grows.