

Position Description

MISSOURI CHARTER PUBLIC SCHOOL COMMISSION

EXECUTIVE DIRECTOR

The Missouri Charter Public School Commission, a new state agency, seeks an Executive Director with a passion for high quality public school education to help lead the transformation of Missouri's system of charter schools. Serving thousands of children throughout the state, Missouri's charter schools have been a source of innovation and community engagement in learning. The new Commission and its inaugural Executive Director will lead Missouri's charter schools to new levels of achievement and success.

Background

During its 2012 session, the Missouri General Assembly established in Statute, the Missouri Charter Public School Commission. The statute was as follows: The 'Missouri Charter Public School Commission' is hereby created with the authority to sponsor high quality charter schools throughout the state of Missouri (160.525.1). The statute also states, "the commission may approve proposed charters for its sponsorship under sections 160.400 to 160.425 and shall comply with all of the requirements applicable to sponsors under sections 160.400 to 150.425 (150.425.16).

The Commission consists of nine members appointed by governor. The appointees shall collectively possess strong experience and expertise in governance, management and finances, school leadership, assessment, curriculum and instruction, and education law. All members of the commission shall have demonstrated understanding of and commitment to charter schooling as a strategy for strengthening public education.

Under the authority of the Commission, it will be the responsibility of the Executive Director to establish the Commission as a quality authorizer.

Position Summary

The Executive Director position is accountable to the Commission for carrying out the organization's mission and achieving its goals. The Executive Director is responsible for overall planning, deployment, coordination, monitoring, improvement, and management of the Commission's staff and operations, including its process for authorizing new charter schools; monitoring and holding accountable existing

schools (including renewals, revocations, and closures); promulgating authorizer best practices; carrying out necessary Missouri state agency functions; and reporting regularly to the Commission, State Board of Education, legislature, and public regarding charter schools in Missouri. In all activities, the Executive Director must ensure that the Commission's work and decisions align with national best practices to maintain high standards for charter schools, uphold school autonomy, and protect student and public interests.

Immediate Short Term Responsibilities

In the immediate term, the Executive Director will work in partnership with the commission members to startup full operations of the Commission.

Specific responsibilities of the Executive Director in the startup year include but are not limited to:

- Developing the organizational structure and defining the positions of the new Commission office; recruiting and hiring the appropriate professionals to effectively carry out the work of the Commission within budget parameters.
- Working with the DESE staff on the development and implementation of all appropriate policies
- Working with the Office of Administration, secure office location
- Establishing new operational procedures and setting up processes, systems, and monitoring to deploy the Commission's daily operations, including staffing, training and professional development; financial and fiscal responsibility; federal and other programs; information management and reporting; and operating systems.

Primary Responsibilities

- Ensuring the Commission is executing its responsibilities in alignment with its mission of authorizing high quality public charter schools and goal of continuously improving student learning and outcomes.
- Overseeing the establishment, deployment, monitoring, and continuous improvement of policies, procedures, processes, systems and daily staff activities consistent with the Commission's mission, goals, and strategic priorities.
- Maintaining open and regular communications between and among the Commission staff and Commissioners to ensure the expertise and insights of Commissioners are leveraged to achieve strategic priorities. Providing orientation for new Commission members.

- Managing the application and comprehensive review process of new charter applications, including approval/denial by the Commission. Negotiating new charter contracts and performance frameworks for Commission approval.
- Attracting, retaining, leading, managing, and developing the right staff to ensure the Commission is able to effectively and efficiently achieve its mission and strategic priorities.
- Managing and building strong working relationships with key charter school stakeholders (e.g., State Board of Education, Department of Education staff, other state agencies, legislature, charter school advocacy groups, charter schools, and funders). May be the convener of stakeholders and facilitate discussions to improve the quality of charter schools and student learning.
- Developing and managing expenses within the Commission's approved annual operating budget.
- Producing and disseminating key management reports, including those mandated by charter authorizing statute, sections 160400 to 160.425.
- Monitoring and ensuring the Commission's compliance with federal and state laws, regulations, and charter contracts; and other risk management activities including but not limited to information security, disaster recovery, business continuity, and fiscal controls.
- Staying abreast of changes in authorizer best practices and related legal issues at the State and Federal level; keeping Commissioners aware of changes; and taking action to implement appropriate best practices and/or to effect necessary system changes.
- Initiating and/or responding to special requests/projects to help improve the overall quality of the charter school system, as appropriate.

Position Requirements and Qualifications

Education:

Minimum Bachelor's degree in a related field (i.e. education, business, public administration, law, management, etc.)

Experience:

- Proven experience in a leadership and/or management role, with overall responsibility for leading others, managing a budget, developing and executing to project plans, strategies, and tactics, and measuring, monitoring and improving organizational performance.
- Demonstrated success in or lessons learned from a change management environment.
- Track record of strong oral and written communication skills, including the ability to share information, influence/persuade others, and negotiate mutually beneficial outcomes.
- Proven success in building and maintaining productive working relationships with a wide variety of audiences, at various levels in an organization.
- Track record of goal setting and achieving targeted results, with sound judgment and decisionmaking.

Competencies:

- Exceptional leadership skills including building and leading a team to achieve stated goals.
- Sound judgment and decision-making abilities.
- Results orientation with a commitment to continuous improvement.
- Excellent oral and written communication skills including the ability to speak to large gatherings of schools, Commissioners, and other stakeholders and write for a variety of audiences in a variety of styles.
- Strong organizational and analytical skills including the ability to plan and execute a course of action to accomplish objectives.
- Excellent interpersonal skills and ability to form effective working relationships.
- Initiative and flexibility including planning ahead for upcoming challenges or opportunities and ability to adapt to changed circumstances.

Personal Attributes:

- High professional standards with a commitment to ensuring accountability
- High integrity and respect for the opinions of others
- Targets excellence (aims high, expects the best, and builds contingency plans)
- Values learning and shares knowledge readily
- Enjoys challenges
- Embraces the goal of high quality education for all.

Preferred Knowledge/Experience

- Graduate degree in a related field
- Relevant work experience in systems of public education;
- Working knowledge of charter schools, authorizing, and relevant policy and legal context;
- Understanding of the legal framework and regulatory requirements for charter schools in Missouri;
- Experience successfully working with a board or senior management team;
- Experience successfully executing multiple projects in a timely, high-quality manner.

Location/Travel

- The Commission's office will need to be established in the first year working with the Office of Administration, but can be located anywhere in the state of Missouri. If the offices are located outside of Jefferson City, occasional travel is expected.

The Missouri Charter School Commission is an equal opportunity employer.