

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, SCHOOL CHOICE AND CHARTER SCHOOLS

#### **SALARY SCHEDULE: ADMINISTRATIVE – E**

**COST CENTER: INTEGRATED INSTRUCTIONAL SERVICES, OFFICE OF SCHOOL CHOICE AND CHARTER SCHOOLS 9016**

#### **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 school-based or central office educational work in the area(s) of school operations, instructional programs, guidance or other educational fields.
- (4) Experience with school, district or system wide educational project or program management.
- (5) 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, charter school application and operational processes. Ability to oversee the planning, implementation, monitoring, evaluation and reporting 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 Accountability and Choice.

#### **JOB GOAL**

To provide supervision for the charter school application, approval, and negotiation processes and to oversee charter school operations. To supervise the planning, implementation, coordination and monitoring of all 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.
- \* (4) Supervise the negotiation of the charter contract between the School District and each approved charter school and assist in the development and approval of any amendments to existing charters within the timelines prescribed by Florida Statute.
- \* (5) Provide relevant and timely information and ongoing assistance to charter schools to support their efforts to implement quality programs and improve student achievement.
- \* (6) Monitor the compliance of charter schools with all state and district protocol for school operations, curriculum, instruction, assessment, school improvement, teacher appraisals, finance, health safety, and reporting requirements.

**SUPERVISOR, SCHOOL CHOICE AND CHARTER SCHOOLS (continued)**

- \* (7) 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 affect such non-renewal or termination.
- \* (8) Serve as the district's School Choice Liaison between the district, state, parents, and the community.
- \* (9) Supervise the planning and implementation of all School Choice programs, including Home Education, McKay Scholarship, and the Family Empowerment Scholarship and all other Choice programs.
- \* (10) Keep well informed on current policy and federal/state requirements related to student records (FERPA), and other matters related to area of responsibility.
- \* (11) Assist in the development of policies and guidelines related to student registration and student records.
- \* (12) Assist with the analysis of accountability data for the evaluation and reporting of student achievement in school choice programs and charter schools.
- \* (13) Demonstrate initiative in performance of assigned responsibility.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality regarding school matters.
- \* (17) Keep the immediate supervisor informed, through proper channels, of potential problems or unusual events.
- \* (18) Respond to inquiries and concerns in a timely manner.
- \* (19) Prepare all required reports and maintain all appropriate records.
- \* (20) Follow all School Board policies, rules and regulations.
- \* (21) Exhibit interpersonal skills to work as an effective team member.
- \* (22) Demonstrate support for the School District and its goals and priorities.
- \* (23) Perform other incidental tasks consistent with the goals and objectives of this position or as assigned by the immediate supervisor.
- \* (24) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**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 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