

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

COORDINATOR II, CHARTER SCHOOLS AND STRATEGIC INITIATIVES

DEFINITION

Under direction of the Executive Director, State and Federal Programs, the Coordinator II, Charter Schools and Strategic Initiatives supports the educational programs of the District by overseeing and monitoring all charter schools operating in the District ensuring compliance with District, state and federal policies, laws, and regulations as well as providing support to administrators in achieving school and District strategic initiatives. Provides support and guidance to assigned District programs as well as facilitates and oversees complaint management system.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification

1. Provide support in the charter petition and renewal/non-renewal process.
2. Monitor the instructional programs, regulatory and compliance aspects of all charter schools operating in the District ensuring compliance with charter law.
3. Serve as liaison between charter schools and District office.
4. Conduct annual charter school site review visits.
5. Ensure that each charter school within the District complies with all reports required of charter schools by law, including the required annual update to the charter school's annual goals and annual actions.
6. Assist with monitoring the fiscal condition of each charter school.
7. Serve as a liaison between the District and the Orange County Department of Education and California Department of Education regarding charter renewals, revocations and charter schools that cease operations.
8. Provide guidance and assistance with the handling of general complaints.
9. Participate in conflict resolution with complainants and oversee complaints management system.
10. Manage the file management and communications with principals and family leads.
11. Support the investigation of internal / external complaints.
12. Supports and provides guidance to principals at Level 1 and family leads Level 2, and responds to Level 3 complaints.
13. Coordinate and communicate with legal counsel, when necessary, on behalf of the District with approval from supervisor.
14. Plan, organize, and deliver professional learning opportunities to support the strategic initiatives and programs.
15. Collaborate with district administration, school site administration, and teachers to meet identified district goals related to the strategic initiatives (i.e. STEM/STEAM, CHROMEBOOK, VAPA, etc.).
16. Collaborate with educational leadership teams to implement STEM/STEAM programs, professional development and curriculum alignment.

17. Support schools in developing relationships with local business and institutions to provide and develop professional knowledge of Science, Technology, Engineering/Arts and Math (STEM & STEAM) initiatives.
18. Prepare and maintain a variety of paperwork and reports, records and files related to assigned activities.
19. Participate in personnel management systems, including the recruitment and selection of personnel.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of California Education Code and other applicable laws and collective bargaining agreements; practices, procedures, techniques, and strategies for determining operational effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; result and performance evaluation techniques pertaining to program effectiveness; principles and practices of training; school operations; instructional practices, research-based best practices, standards-based curriculum implementation and professional development.

Ability to: Oversee the functions and activities of charter schools operating in the District and the programs supporting the District's strategic initiatives; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; establish, maintain and nurture professional relationships with management, colleagues, staff, and related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three years of successful teaching experience.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential.