



**POSITION DESCRIPTION**

<b>JOB TITLE: Charter School Services Program Manager</b> Job Class: 0106		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Charter School Services Office	<b>DIVISION</b> Office of Board Governance
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>The position is responsible for the day to day management of all of the areas of charter school operations, instrumentality and non-instrumentality. Provides district and charter school administrators with technical advice and assistance to resolve concerns related to the implementation of charter school programs. Compiles information and monitors data to ensure charter school contract compliance. Assists in facilitating communication between the Board and community as requested by the Charter School Chief Officer, or the Board of School Directors. Provides research and information to Board members upon request. Continually reviews and makes suggestions for negotiations of model contracts based on the charter law. Reviews and ensures compliance of individual school contracts with all stakeholders.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Advocates for innovation and creativity in the Charter Schools. Provides technical advice, assistance and data analysis to resolve problems and/or determines solutions regarding day to day questions/requests from charter schools and district offices regarding the charter schools.
2. Disseminates information and provides assistance to individuals who are interested in submitting charter school petitions or proposals. Presents informational sessions exploring the petition/proposal process with community members and schools upon request. Ensures that the Charter School Information Booklet on the Petition/Proposal process are maintained and updated as necessary.
3. Provides district administrators and charters school administrators (especially newly appointed) with technical advice and assistance to resolve concerns related to the implementation of charter school programs.

4. Provides the Charter School Chief Officer with necessary data and requests for information concerning charter schools. Creates and presents Board Reports as needed.
5. Gathers information and monitors instrumentality and non-instrumentality charter school contract compliance checklists. Collaborates and coordinates with finance to distribute non-instrumentality charter school contract payments.
6. Provides written communications to charter schools regarding actions needed as a result of the findings of their audit. Provides support in rectifying the finding.
7. Acts as a liaison between charter schools and district offices. Assists in facilitating communications between and informing the Board, the Office of Board Governance, City Attorney, District offices, schools and community stakeholders. Collaborates with other charter school authorizers-local, state and federal agencies.
8. Researches information as requested by members of the Board of School Directors, The Board Information Officer and/or the Director of Board Governances, District offices, City Attorney and schools.
9. Coordinates and facilitates monthly training sessions that communicate applicable MPS procedures, provide updated information, and encourage a forum of sharing of best practices and innovative strategies specific to charter school autonomy and accountability.
10. Gathers information related to charter schools. Conducts charter site visits and informational sessions.
11. Processes petitions and proposals. Prepares related reports and recommendations for Board consideration regarding petitions and proposals.
12. Facilitates and coordinates Charter School Contract negotiations both for model contracts and individual school contracts with all stakeholders (e.g. school representatives, administration, city attorney representative and Office of Board Governance designee).
13. Generates questions around petitions and proposals and provides information to the superintendent's designated panel member. Prepares comments for the superintendent to reflect the work of administration.
14. Facilitates the Charter School Contract Renewal/Termination Review Team activities. Facilitates the Administration's participation in the Charter School Review Panel activities.
15. Collaborates with the finance department in the development of Non-Instrumentality Charter School Budget templates and instructions. Collaborates and updates Financial Analyst regarding third Friday enrollment and enrollment projection information brought forth by charter schools.
16. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Charter School Chief Officer.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Functional supervision of clerical staff.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with

disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A Master's degree is required with a Wisconsin DPI license as a Director of Instruction (#10) or the ability to obtain certification within two years of appointment.

**Experience Requirements**

Position requires at least 5 years of experience as a certified teacher, preferably with alternative or charter school experience.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**