

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### **CHARTER SCHOOL PROGRAM SPECIALIST (INSTRUCTIONAL)**

#### **SALARY SCHEDULE: INSTRUCTIONAL**

#### **COST CENTER: OFFICE OF ACCOUNTABILITY AND CHOICE (9016)**

#### **QUALIFICATIONS:**

- Master's Degree preferred or Bachelor's Degree from an accredited educational institution.
- Valid Florida Educator's Certificate.
- Certification in ELA or Math subject area, ELA preferred.
- Minimum of three (3) years successful teaching experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive understanding of federal, state, and local laws, rules, and regulations related to charter schools.
- Expertise in curriculum implementation, monitoring, and evaluation.
- Knowledge of best practices and current literature.
- Ability to analyze data and translate into recommendations for action.
- Strong communication and listening skills.
- Excellent organizational and time management abilities.
- Proficient in conferencing and synthesizing information for distribution.

#### **REPORTS TO:**

Supervisor, School Choice and Charter Schools

#### **JOB OBJECTIVE:**

To provide comprehensive instructional support and assistance related to charter school accountability and student performance. To assist with charter school monitoring and the charter application and contract processes.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

- Disseminate, implement, and audit state and federal mandates.
- Provide direct support to the department and charter schools.
- Assist in the completion of all District and department goals and initiatives.
- Creates reports of charter school data for review and analysis.
- Monitors charter schools' progress towards annual achievement goals.
- Identify appropriate instructional materials and strategies that teachers may use for instruction of established student performance standards.
- Plan, conduct, and/or supervise school and district-wide in-service workshops and professional learning opportunities for teachers and administrators.
- Review, revise, develop, and distribute information, materials / resources appropriate to the needs of charter schools.
- Assists with required charter school monitoring, including site visits.
- Assist with charter application, charter renewal application, and proposed charter amendment reviews.
- Assist in onboarding new charter schools and providing orientation and training to new charter school leader(s).
- Represent the School District at regional and state-level conferences to acquire and disseminate current knowledge and research.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.

## **CHARTER SCHOOL PROGRAM SPECIALIST (Continued)**

- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **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**