

CHARTER SCHOOLS OPERATIONS COORDINATOR

DEFINITION

Manages, coordinates, plans, develops, and implements various charter school programs or projects, which may include Proposition 39.

TYPICAL DUTIES

Manages, coordinates, plans, develops, and implements various charter school programs or projects by performing a combination of the following duties:

- Manages, develops, and implements the procedures, functions, and the processes for various charter school programs or projects, which may include Proposition 39.

- Writes, reviews, and develops reports, presentations, memorandums, correspondence, and reference guides related to various charter school programs or projects, which may include Proposition 39, for the Superintendent, Board Members, district staff, and external stakeholders.

- Develops systems to collect, codify, and disseminate effective practices to other charters as well as all LAUSD schools.

- Assist the Charter Schools Director in developing the charter school strategic plan and accountability measures, processes, and tools, including knowledge and performance management.

- Identifies, reviews, and executes solutions to annual facilities offers related to Proposition 39.

- Analyzes charter school financial and operational models to determine viability of potential charter school development partnerships and authorizations.

- Generates and maintains public relations for various Charter School programs or projects, which may include Proposition 39.

- Confer with the Facilities Division to ensure that timelines, requirements, and needs are met.

- Drafts charter school facilities-related policies and procedures.

- Directs and reviews the establishment of records and the preparation of required reports in order to assure compliance with laws, governmental regulations, and District policies and procedures.

- Assists the Charter Schools Director, and the Chief Facilities Executive with the management of Charter Bond funds.

- Assists with the development of active inventory of potential Proposition 39 facility space.

May represent and act on behalf of the Charter Schools Director as directed.

May assist in addressing facilities related matters in the Public School Choice resolution process.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Charter Schools Operations Coordinator manages, coordinates and administers the implementation of various charter school programs or projects, which may include Proposition 39, as well as the development and direct application of innovative operations, processes, procedures and services to appropriately support new program designs and operational consistency across all division programs.

The Charter Schools Director manages, coordinates, and administers the activities of the Charter Schools Division.

SUPERVISION

General supervision is received from the Executive Director, Innovation and Charter Schools or the Charter Schools Director. General supervision is exercised over lower-level certificated, technical, and clerical classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, and negotiated contracts, consent decrees, and litigation related to Proposition 39
- Community-based organizations, educational agencies, law enforcement agencies, and other local, State, and federal agencies related Proposition 39 and Small School operations
- Operations, services, activities, and guidelines of Charter Schools, Pilot Schools, Small Learning Communities and other small school designs
- Research findings and trends relating to small school design and implementation
- Basic procedures, methods, and techniques of budget preparation and control
- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- SIS, DSS, PowerSchool, Excelsior and other commonly used student information systems
- Principles of supervision and training

Ability to:

- Effectively interpret and implement the education code regarding Proposition 39 and the use of District property
- Effectively manage sensitive issues and find resolutions to complex problems
- Communicate effectively with stakeholders, colleagues, and other District personnel and community representatives, both individually and as a group
- Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups
- Communicate clearly and concisely, both orally and in writing
- Supervise effectively
- Develop and translate policies and procedures into practical applications
- Manage sensitive issues and find resolutions to complex problems
- Effectively estimate multiple project requirements and organize resources to meet goals and deadlines
- Contribute to strategic planning and establish objectives

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, public policy, political science, urban planning, education or a related field. A master's degree in one of the above mentioned fields is preferable.

Experience:

Four years of professional-level experience with responsibility for managing, coordinating, and/or administering programs and operations for an organization that provides educational services. Two years of experience in Charter School operations or school district operations is preferable.

Special:

A valid California Driver License.
Use of an automobile.
Fluency in Spanish is highly preferable

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
05-09-12
PJO