

AUTONOMOUS SCHOOLS OPERATIONS COORDINATOR

DEFINITION

Coordinates support and technical resources for District schools transitioning to and remaining as Autonomous Schools in collaboration with Local Area Superintendents.

TYPICAL DUTIES

- Develops and implements an aligned system of support for Autonomous Schools.
- Facilitates the autonomous school approval process and coordinates with the Local Areas to support a school's transition to the autonomous school model.
- Plans and facilitates workshops for design teams and newly selected schools.
- Consults with the Local Options Oversight Committee (LOOC) to develop the Request for Proposal process.
- Meets with representatives of the United Teachers of Los Angeles and the Associated Administrators of Los Angeles to ensure support for autonomous schools.
- Generates and maintains public relations for autonomous schools utilizing newspaper, radio, and television media.
- Plans coaching and professional development to individual autonomous schools, including documenting shared best practices, leadership development, professional development days, summer institutes, and school visits.
- Maintains communication between autonomous schools and District departments such as the Budget Services Division, Office of Staff Relations, Facilities Services Division, and the Division of Instruction for operational assistance and guidance.
- Establishes and convenes the Local District Autonomous School Advisory committees.
- Coordinates and manages the annual Autonomous School Review process in partnership with the Local Area Directors of Instruction.
- Conducts periodic and focused school walk-throughs and site visits based on the school's strategic plan and provides technical information and access to District resources.
- Organizes and facilitates regular meetings conducted by the Autonomous Schools Steering Committee.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Autonomous Schools Operations Coordinator supports autonomous schools by facilitating the implementation, review, and improvement of autonomous schools' operations.

The Charter Schools Operations Coordinator manages, coordinates and administers the implementation of 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 Director, iDesign manages, coordinates, and administers the activities of the iDesign Schools.

SUPERVISION

General direction is received from the Executive Director, Intensive Intervention and Support. 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 and consent decrees and their effect on autonomous schools
Operation, services, activities, and guidelines of autonomous schools
Working knowledge of current instructional programs and curriculum
Basic procedures, methods, and techniques of budget preparation and control
Modern principles and practices of program development and implementation
Community-based organizations, educational agencies, law enforcement agencies, and other local, State, and federal agencies related to autonomous schools
Principles of supervision and training

Ability to:

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
Ability to make formal public presentations
Develop and translate policies and procedures into practical applications
Make presentations to program staff, community based organizations, and others who are interested in and may be of assistance to pilot schools
Communicate clearly and concisely, both orally and in writing
Use a computer workstation and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in education or a related field. A master's degree is preferable.

Experience:

Four years of professional-level experience with responsibility for managing, coordinating, or administering educational programs and operations for an educational agency. Experience in leading small schools reform effort 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, or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
Title Change Only from
Los Angeles Pilot Schools Coordinator
to Autonomous Schools Operations Coordinator
06-13-12
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