

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**COORDINATOR, CHARTER SCHOOLS AND STRATEGIC INITIATIVES**

**DEFINITION**

Under general direction, plan, organize, and coordinate strategic initiatives and aspects of general education programs; and in accordance with charter law, support, monitor and coordinate all charter schools operating in the district and serve as a liaison between the district office and charter schools.

**EXAMPLES OF DUTIES**

- Support the Superintendent and/or the Board of Education in the charter petitioning and renewal/non-renewal process.
- Within the guidelines of charter law, support and monitor the instructional programs of the charter schools operating in the district.
- Manage all regulatory and compliance aspects of quality charter schools.
- Support the continued operation of quality charter schools.
- Broker relationships between charter schools and district departments that meet the financial needs of the district and meet the service needs of the charters.
- Develop and oversee the development of the standardized processes, template and forms.
- Assist in planning, organizing, and implementing staff development opportunities to support implementation of strategic initiatives and programs.
- Support schools in developing strategic initiatives to increase enrollment and student achievement.
- 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.
- Work collaboratively with educational leadership team to implement STEM/STEAM programs, professional development and curriculum alignment.
- Create and implement a plan to support the professional growth of K-12 teachers at identified STEM/STEAM sites.
- Work collaboratively with district administration, site administration, and teachers to meet identified district goals related to the strategic initiatives (i.e. STEM/STEAM, CHROMEBOOK, etc).
- Seek continuous learning through job-embedded training, professional collaboration and available coursework.
- Attend conferences and other professional development activities related to the field.
- Perform related duties as assigned.

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### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of effective management; school design and evaluation of design; school management and operations; quality instructional practices, research-based best practices, standards-based curriculum implementation and professional development in these practices; assessment design and analysis.

#### **Ability to:**

Collaborate with charter schools and district departments; set goals for the charter office and act strategically in achieving those goals; communicate effectively verbally and in writing to multiple audiences; build trusting relationships; share information with transparency; communicate and clarify routine processes; ability to plan, organize, prioritize and manage time; work effectively with parents, community, and District and site personnel; make formal, public presentations.

#### **Experience:**

Experience with and detailed knowledge of charter schools, including familiarity with applicable state and federal laws desired. At least three years of successful teaching experience and/or in a District teacher on special assignment support role; site level administrative or leadership experience preferred.

#### **Education**

Any combination of education, training and/or experience equivalent to a Bachelor's degree in education or related field and five years of increasingly responsible experience as an educational leader. Valid California Teaching Credential and Administrative Services Credential required. Master's degree preferred.