

## **Mississippi Charter School Authorizer Board Executive Director Job Description**

The Mississippi Charter School Authorizer Board is an independent, state agency with exclusive chartering jurisdiction in the State of Mississippi. The mission of the Mississippi Charter School Authorizer Board is to authorize high quality public charter schools in Mississippi, particularly schools designed to expand opportunities for at-risk students, and to ensure the highest standards of accountability and oversight for these schools.

It is the responsibility of the Authorizer Board to appoint an individual to serve as the Executive Director of the board. This job description is designed to reflect the qualities of a highly effective, experienced leader who will excel in carrying out the duties and directives of the Authorizer Board.

To that end, the Mississippi Charter School Authorizer Board is seeking an individual who possesses a passion for and experience in K-12 public education to serve as Executive Director. The Executive Director is appointed by, reports to, and serves at the will and pleasure of the Authorizer Board. The Executive Director will work with Authorizer Board members to implement Mississippi's charter school law, identify state and local education trends and policy priorities, and make recommendations based on research and best practices for improving the education of students in Mississippi. The Executive Director is accountable to the Authorizer Board for carrying out its mission, achieving its goals, and establishing the Authorizer Board as a quality authorizer.

### **DUTIES:**

The Executive Director is responsible for the overall planning, deployment, monitoring, improvement, and supervision of the Authorizer Board's operations, including, but not limited to:

- Providing research and policy analysis on issues and preparing drafts of needed documents for consideration by the Authorizer Board, which will often include identifying relevant connections between various initiatives and an understanding of research and best practices of schooling.
- Developing and implementing the organizational structure required to operate the office and carry out the activities of the Authorizer Board.
- Providing support through the process for authorizing new charter schools.
- Monitoring and holding accountable schools as chartered (including renewals, revocations, and non-renewals).
- Publishing an annual report on the state's charter schools, then providing this annual report to the State Board of Education, the Governor's Office, the legislature, and the public.
- Ensuring work and decisions align with national best practices to maintain high standards for charter schools, uphold school autonomy, and protect student and public interests.
- Represent the Authorizer Board at conferences and functions, legislative presentations, and community presentations, and to news media and public forums.
- Provide ongoing budget and oversight and management.
- Plan and provide press release information and public awareness materials.

## **QUALIFICATIONS:**

- Minimum qualification of a Master's degree is required.
- The candidate must possess demonstrated experience in K-12 system and an understanding of state and federal education law.
- Preference will be given to those candidates who are familiar with Mississippi's education policy landscape.
- A strong commitment to improving public education in Mississippi.
- Ability to work efficiently and productively with a diverse board.
- Demonstrated strong leadership and vision in education reform.
- Strong research skills to understand and use research and data to guide the work of the Authorizer Board.
- Demonstrated interpersonal and political skills working with a variety of entities such as legislative bodies, state and federal agencies, local school boards, educational associations, interest groups and parents.
- Demonstrated keen understanding of the challenges facing at risk students and their families in Mississippi, including the unique challenges faced in urban, suburban, and rural regions.
- Demonstrated keen understanding or ability to quickly understand the concept of charter schools and the intent of the Mississippi Charter Schools Act of 2013.
- Excellent oral and written communication skills.
- Ability to supervise staff, set goals, and measure performance.
- Ability to handle multiple responsibilities with accuracy and provide quick turnaround.
- Supervisory, budget, and fiscal experience.
- Demonstrated ability to effectively communicate policy, educational research and best practices to a broad and diverse constituency.
- Demonstrates and presents the highest level of motivation and professionalism, and exhibits a high level of integrity, ethics, honesty and transparency.
- General experience with web site production to include content and update management.
- Experience with fundraising and compliance with grant award requirements.
- Experience in legislative and regulatory lobbying.

Interested parties should submit a resume along with a cover letter outlining qualifications and interest in the position no later than 5:00 p.m. June 16, 2014 to the following:

MS Charter School Authorizer Board  
3825 Ridgewood Rd.  
Jackson, MS 39211  
Attention: Tommie Cardin, Chair

**SALARY:**

The salary range for this position is subject to approval of the State Personnel Board. The obligation of the Authorizer Board to pay the salary for the position is conditioned upon the appropriation of sufficient funds by the Mississippi Legislature and the receipt of private or federal funds.

**EQUAL OPPORTUNITY EMPLOYER:**

The Authorizer Board is an equal opportunity employer and shall neither discriminate, nor permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, disability or sex in any manner prohibited by law.