



Mississippi Charter School Authorizer Board

Director of Schools & Accountability 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.

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 Director of Schools & Accountability. The Director of Schools & Accountability is appointed by, reports to, and serves at the will and pleasure of the Authorizer Board. The Director of Schools & Accountability is accountable to the Executive Director for helping to carry out its mission and achieving its goals as outlined in the strategic plan.

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.

DUTIES:

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

- Monitoring and holding accountable authorized and operating schools (including renewals, revocations, and non-renewals)
- Providing support in the process for authorizing new charter schools
- Ensuring work and decisions align with national best practices of maintaining high standards for charter schools, upholding school autonomy, and protecting student and public interests
- Providing support in oversight and management of awarded federal and other grants
- Providing research and policy analysis on issues and preparing drafts of needed documents for consideration by the Executive Director
- Providing administrative leadership support to all phases of programs within the Authorizer Board
- Planning, directs, and coordinates technical trainings and assistant to current charter operators
- Conceptualizing new procedures that provide more efficient operations and better internal control
- Conducting, monitoring, and interpreting research projects or special studies as requested by executive director
- Reviewing and approving completed charter school document submissions

QUALIFICATIONS:

- Minimum qualification of a Master's degree is required
- 5+ years of relevant experience in a director or supervisory level role
- Preference given to those candidates with demonstrated experience in K-12 education system and an understanding of state and federal education laws
- Preference given to those candidates who are familiar with Mississippi's education policy landscape
- Preference given to those candidates who are familiar with the Charter School sector
- A strong commitment to improving public education in Mississippi
- Ability to work efficiently and productively with a set of stakeholders
- Strong research skills to understand and use data to guide work
- Excellent oral and written communication skills
- Ability to handle multiple responsibilities with accuracy and provide quick turnaround.
- Demonstrates and presents the highest level of motivation and professionalism, and exhibits a high level of integrity, ethics, honesty and transparency
- Experience with grant award compliance requirements preferred

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. May 17th, 2019 to the following: charterschools@mississippi.edu

SALARY:

The salary range for this position is commensurate with experience and 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.