

Deputy Director of Accountability and Support Job Description

About the Authorizer Board

Established in September 2013, the Mississippi Charter School Authorizer Board (MCSAB) is the state's sole charter school authorizer with statewide authorizing authority. A seven-member board governs the Authorizer Board's work. The Governor and Lt. Governor each appoint three members and the State Superintendent of Education appoints one member.

Led by the Executive Director and guided by the Authorizer Board's Strategic Plan, MCSAB staff lead the charter school request for proposals process, manage the oversight and accountability of all charter schools, and perform any additional authorization work as necessary.

Currently, the Authorizer Board has authorized ten charter schools across Mississippi.

Mission

The Mississippi Charter School Authorizer Board will increase access to excellent public schools by authorizing high-quality charter schools, particularly schools designed to expand opportunities for underserved students.

MCSAB Value Statements/Positions

- **Integrity.** Know and do what is right.
- **Respect.** Treat others the way you want to be treated.
- **Responsibility.** Embrace opportunities to contribute.
- **Support ~ Servant Leadership.** Serve the common good.
- **Commitment to Excellence.** A can-do attitude and tireless pursuit of results
- **Transparency**

MCSAB Strategic Priorities

- I. **Expand high quality charter options** across the state especially in areas of high need.
- II. **Ensure the quality** of authorized charter schools through **outcomes-based accountability** and oversight practices while **respecting charter school autonomy**.
- III. Establish **sound organizational practices and protocols** to ensure effective and **transparent** operation of the Mississippi Charter School Authorizer Board.

Position Summary

The Mississippi Charter School Authorizer Board seeks a self-motivated professional with excellent problem solving and communication skills to serve as the Deputy Director of Accountability and Support for the Mississippi Charter School Authorizer Board. A successful candidate will have the opportunity to work in an entrepreneurial and reform-driven environment alongside staff members that are passionate and committed to improving educational opportunities for Mississippi's students. Since MCSAB is an emerging entity, the person who will hold this position must possess an ability to work within a fast-paced, start-up environment and adapt to new responsibilities as MCSAB's portfolio of schools expands.

The Deputy Director of Accountability and Support will report directly to the Executive Director of the Authorizer Board. The Deputy will work with the Executive Director to execute the Authorizer Board's strategic plan that increases high-quality charter school options for the students of

Mississippi while establishing MCSAB as a nationally recognized charter school authorizer. The Deputy is responsible for directing the Authorizer Board's charter school performance and accountability activities. The position is based in Jackson, Mississippi with occasional statewide and national travel.

Principal Duties and Responsibilities

- Utilizing the Mississippi Charter School Performance Framework, board policy, and state law, plan, organize, and manage all oversight and accountability for charter schools.
 - Utilizing the online document platform for data collection review required school submissions for ongoing oversight
- Utilizing the Mississippi Charter School Performance Framework, lead the required annual performance review of charter schools.
 - Utilizing the Mississippi Charter School Performance Framework, state assessment results, and internal accountability requirements,, perform data analysis on schools academic, financial and organizational performance
- Utilizing the Mississippi Charter School Renewal Guidance Application and Process ensure timely notification of schools and implementation of process is conducted in accordance with the approved policy
 - Work closely with counsel to determine when and/or if an RFP should be released for external support in evaluating schools in renewal
- Utilizing the Pre-Opening Calendar of Support, coordinate the pre-opening of all charter schools in partnership with Mississippi Department of Education stakeholders
 - Work closely with counsel to determine when and/or if an RFP should be released for external support to schools in the pre-opening process
- Utilizing the standard parent complaint process,address and document parent concerns in a timely and effective manner
 - Communicate with school leaders
- Provide organizational support to MCSAB staff during the annual Call for Quality Schools process
- Provide support to lead counsel and Executive Director in revocations and non-renewals
- Provide support in research and policy analysis on issues
 - Prepare drafts as needed for consideration by the Executive Director and/or board
- Plan, direct and coordinate technical trainings as needed utilizing local advocacy groups and the Mississippi Department of Education when appropriate
- Complete any other duties and tasks as requested by the Executive Director

Knowledge, Skills, and Abilities

- Unwavering belief that all students can achieve success in school
- Commitment to the Authorizer Board's mission to increase access to excellent public schools by authorizing high-quality charter schools particularly schools designed to expand opportunities for underserved students
- Bachelor's Degree required, Master's Degree preferred
- A minimum of three years of professional experience in the public charter sector is preferred.
 - A quality candidate will bring additional years of experience in leadership and administration

- A quality candidate may have experience in education policy development
- Ability to coordinate, prioritize, and manage a variety of diverse and complex tasks and systems while maintaining a high level of attention to detail
- Strong analytical and critical thinking skills; ability to assess challenges and develop creative, effective solutions
- Excellent verbal and written communication skills, including the ability to communicate effectively with a wide range of audiences
- Demonstrated success in project planning and management
- Demonstrated mastery of Microsoft Office suite & advanced skill in data analysis
- Demonstrate a clear understanding of federal and state laws pertaining to education and a thorough understanding of the current landscape of education reform initiatives especially with regard to charter schools
- Ability to pivot quickly and take on additional tasks as assigned
- Understanding of charter school finance is preferred

Interested Applicants

Interested applicants should submit a resume and cover letter outlining qualifications and interest in the position to lkarmacharya@mcsab.ms.gov. Three professional references with current contact information must be included.

Interested applicants should submit their cover letter and resume by October 31, 2023.

MCSAB does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability and, when needed, will provide reasonable accommodations to applicants and employees.