



STATE PUBLIC CHARTER SCHOOL AUTHORITY

**1749 North Stewart Street Suite 40
Carson City, Nevada 89706-2543
(775) 687 - 9174 · Fax: (775) 687 - 9113**

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – December 12, 2013

Director, Nevada State Public Charter School Authority

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the State Public Charter School Authority Board.

AGENCY RESPONSIBILITIES:

The State Public Charter School Authority ("SPCSA") is a statewide charter school sponsor that was created during the 2011 legislative session. The SPCSA serves as the Local Education Agency for its sponsored schools – currently 18 charter schools serving 16,000 students. As defined in state law, the purpose of the SPCSA is to: authorize charter schools of high-quality throughout Nevada with the goal of expanding the opportunities for pupils, including pupils who are at risk; provide oversight to ensure that sponsored charter schools maintain high educational and operational standards, preserve autonomy and safeguard the interests of pupils and the community; and serve as a model of the best practices in sponsoring charter schools and foster a climate in Nevada in which all charter schools, regardless of sponsor, can flourish.

Consistent with its legislative purpose, the SPCSA's mission is to improve and influence public education in Nevada by sponsoring public charter schools that prepare all students for college and career success and by modeling best practices in charter school sponsorship.

APPROXIMATE ANNUAL SALARY:

Up to \$97,901 plus benefits * (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

- Establish and oversee SPCSA administrative structures and procedures in compliance with requirements for Nevada state agencies and in accordance with best practices for sponsorship that align with the Principles & Standards set forth by the National Association of Charter School Authorizers ("NACSA").
- Assist in developing and maintaining charter application procedures.
- Assist in developing and maintaining accountability standards for SPCSA-sponsored schools in the areas of academic performance, financial viability and organizational compliance.
- Assist in developing processes for charter renewal, charter revocation, charter transfer between sponsors, and school closure.
- Promulgate best practices in sponsorship, including draft RFPs and other model policies and procedures.
- Prepare and issue reports on SPCSA-sponsored charter schools as mandated by the state charter law and by federal requirements.
- Ensure financial viability of and legal compliance by the SPCSA through the following activities:
 - (a) Prepare an annual operating budget, and regularly monitor revenues and expenses;
 - (b) Establish structures and procedures to obtain fees from SPCSA schools and document costs on which the fees are based;
 - (c) Adhere to all procurement and other state financial laws and procedures; and
 - (d) Ensure legal compliance of SPCSA activities with federal and state laws, regulations and charter school contracts.
- Hire and oversee SPCSA staff to support quality implementation of the SPCSA's mission and vision.
- Collaborate and serve as the liaison with: the Nevada Department of Education and State Board of Education, all individuals who make appointments to the SPCSA, the Nevada Legislature, the Governor's office, and other Nevada state agencies, as necessary, to effectuate the goals of the SPCSA.
- Communicate effectively with the SPCSA's sponsored schools; serving the interests of their students by continually seeking to strengthen the Authority's sponsored schools.
- Communicate effectively with charter school operators and applicants, other Nevada sponsors, charter school support groups, the general public and the media about the opportunities for and role of charter schools in the Nevada education system.
- Represent the SPCSA on a state and national level and keep abreast (via professional education programs and membership in appropriate organizations) of and serve as a repository of best practices, ready to share with other states and sponsors.

- Develop a network and seek philanthropic interest and support in the further enhancement of a vibrant charter school community in Nevada.
- Serve as the Executive Secretary of the SPCSA Board.
- Ensure that the autonomy provided to charter schools is preserved; and
- Perform other such duties as are prescribed by law or the SPCSA Board Members.

TO QUALIFY:

A Master's degree in education, business administration, public administration, or related field with at least five years of management responsibility, preferably in a public sector environment, or an equivalent combination of experience and/or education is required. The ideal candidate will have a proven ability to read, analyze and interpret statutes and regulations, as well as sufficient computer and writing skills and the ability to manage a large staff and complex projects.

An understanding of federal and state laws pertaining to education and a thorough knowledge of education reform initiatives, especially in the areas of charter schools, is required.

Experience working with large budgets is required. Experience working with grants is required. Experience in attracting philanthropic support is preferred.

Experience as a classroom teacher or school administrator or district administrator is beneficial but not required.

Experience working with frontier/rural/urban populations and diverse ethnic populations is beneficial.

Excellent verbal and written communications skills are required, including the ability to interface with staff, licensees, the public, legislators, and other municipal, state and federal regulators.

The Director will work closely with the SPCSA Chair and other SPCSA Members to implement the SPCSA's vision and mission. Because this is an emerging entity, qualified candidates must possess an ability to work within a fast-paced, start-up environment and adapt to new responsibilities as the SPCSA's portfolio of schools expands.

Frequent statewide travel required.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Administration
 Agency HR Services
 Attn: Kathleen Kirkland
 100 N. Stewart St., Ste. 230

Carson City, NV 89701

775.684.0209

or email to: kkirkland@admin.nv.gov

In subject line please reference: Director State Public Charter School Authority

The State of Nevada is an Equal Opportunity Employer.