



Limestone Charter Association

JOB TITLE

Coordinator of Authorization and New School Development

Job Description:

The coordinator will work closely with the Director of Authorization and New School Development to provide leadership and programmatic expertise to support quality charter school authorizing systems and practices. This position will work to foster collaborative partnerships between charter schools and the Limestone Charter Association (LCA) and to ensure implementation of policies and authorizing practices that comply with state and federal law and the alignment LCA's priorities for its charter schools. The ideal candidate will have a proven ability to work with a variety of stakeholders, manage multiple projects with ambitious deadlines, and write and communicate effectively to ensure LCA maintains its mission to be the cornerstone for charter school authorization in South Carolina.

Responsibilities

- Perform statutory oversight responsibilities for charter schools authorized by LCA.
- Develop and maintain data and reporting systems that monitor state charter schools' progress toward performance framework targets.
- Support the Director with maintaining, compiling, and analyzing historical charter school performance data for decisions including, interim reviews, renewals, and plans of correction.
- Collaborate with the LCA leadership team to produce an annual performance report of authorized charter schools based on LCA's performance framework.
- Assist with the annual charter school application process including facilitation of review committees, scheduling of capacity interviews, drafting agendas, preparing materials, and drafting charter application recommendations.
- Support the pre-opening process for new charter schools authorized by LCA.
- Assist with charter school transfer and renewal processes with a focus on continuous process improvement and implementation of national best practices.
- Assist in developing and conducting training, presentations, and workshops for charter schools and stakeholders.
- Respond to requests and disseminate current information regarding charter school topics and issues.
- Work with LCA leadership to create policies and procedures that promote flexibility, autonomy, innovation, collaboration, and accountability for charter schools.

- Create an environment where schools have the ability to collaborate, and innovative practices are shared across all schools.
- Build and maintain strong relationships with authorized charter schools and both internal and external stakeholders.
- Attend and participate in professional group meetings; stay abreast of trends and legislative issues related to charter schools.
- Performs other duties as assigned by the Director.

Qualifications:

- Bachelor's Degree in Education, Public Administration or Business Administration
- Solid record of professional achievement within educational administration or policy, with preference to the areas of school reform, public school choice, and charter schools
- Extensive knowledge of industry standards of charter authorization, including application processes, tools, and the national charter school landscape
- Highly effective communication skills in both written and inter-personal mediums
- Demonstrated ability to present data clearly and in a compelling and accessible manner to a variety of audiences in a variety of formats.
- Established personal work ethic and proven professional track record that inspires confidence in his/her unwavering commitment to promoting optimal outcomes for LCA charter schools.