

## **Director, Charter Schools and Options for Parents and Families Division Job Description**

### **Purpose**

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL ALL POSITIONS HAVE BEEN FILLED.

### **Why does the job exist?**

The Director of Charter Schools and Options for Parents and Families Division (CSOPFD) functions as the division director for all agency functions related to charter schools including: developing and leading programs and technical support to all charter schools, providing staff support to the Public Education Commission (PEC), reviewing and approving state-chartered charter school budget matters, and making recommendations to the PEC regarding the approval, denial, suspension or revocation of the charter of a state-chartered charter school. This position functions as a direct supervisor of CSOPFD staff. The Director is responsible for:

- Developing and leading programs and technical support to charter schools, provide support to the Public education Commission (PEC), review and approve state-chartered charter school budget matters and make recommendations to the PEC regarding the approval, denial, suspension or revocation of the charter of a state-chartered charter school
- Supervising business operations of the Division, including all contracts and intergovernmental agreements.
- Collaborating across the PED, with school districts, the PEC, and other organizations to develop policy recommendations based on successful innovations in NM's charter schools and based on operational and financial needs of charter schools
- Administering technical assistance and authorizing practices for optimal performance in service to charter schools.
- In partnership with other bureaus and the Public Education Commission, managing the development of state level policy to employ effective practices in authorizing and technical assistant for state authorized charter schools' outcomes
- Planning for and participating in Public Education Commission meetings and work sessions
- Facilitating partnership meetings with the executive team of the Public Education Commission
- Developing and/or supporting Charter School Division staff to develop clear, consistent, and measurable performance targets in line with departmental goals
- Developing and maintaining data and reporting systems that monitor state charter schools progress toward performance framework targets
- Supporting the Division's staff in ongoing professional learning and continual improvement processes
- Managing The New Mexico Charter Schools Program Grant to increase the number of high-quality charter schools in New Mexico and strengthen the state's charter school sector
- Develop systems and structures to support the diffusion of successful innovative practices and to promote learning between district schools and charter schools

### **How does it get done?**

Reporting to the Deputy Secretary of Identity, Equity and Transformation, the Director of the Charter Schools Division serves as a key member of the department's leadership group. This position will play a critical and innovative role at the Public Education Department. Strong collaboration, communication, writing, data analysis, relational and management skills are required. An ability to complete projects with multiple moving parts while meeting deadlines is also required. The Director of the Charter Schools Division will be expected to work collaboratively with peers across bureaus, statewide charter schools and the Public Education Commission to achieve the best results for the PED.

The work of the position is demanding and requires great flexibility and adaptability to effectively address highly urgent and time-sensitive matters with great tact and discretion in fast-paced work environment. The position also demands a significant amount of time strengthening partnerships internally with other high-level PED staff and externally with the Public Education Commission, Charter School Leaders, school staff, community organizations and elected officials.

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### **Who are the customers?**

The Director of the Charter School Division primarily works in support of the Public Education Commission, the Charter School Division staff and state authorized charter schools to ensure that all groups have the direction, supports, tools, and resources needed to achieve high performance. The customers of the Director Charter School Division are the students of New Mexico and their families, Charter School leaders and their staff and Governing Board, the Public Education Commission and the local charter authorizing partners.

### **Ideal Candidate**

The ideal candidate will be flexible and adaptable and have excellent research, writing, data analysis, and interpersonal skills with a customer service, teamwork-oriented attitude. The ideal candidate also will be comfortable and competent with multi-tasking and producing excellent work product in a fast-paced environment. The ideal candidate will have experience as a manager and be steeped in developing effective processes to ensure employees are receiving feedback that supports their ongoing development. The ideal candidate will be an effective project manager and will have experience implementing data-driven performance systems using technology. An Education Leadership degree, MBA or similar experience would be a plus.

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### **Minimum Qualification**

Candidates should possess:

- Significant experience managing teams and/or developing systems to support the effective management of teams
- Experience serving students with disabilities and diverse learners
- Experience working with charter schools
- School leadership and/or administrator experience preferred

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### **Employment Requirements**

Must possess/obtain and maintain a valid New Mexico Driver's License.

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### **Working Conditions**

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT), extensive computer and phone usage. Some sitting, standing, bending and reaching may be required.

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### **Supplemental Information**

**Benefits:** Do you know what Total Compensation is? [Click here](#)

**Agency Contact Information:** Please send a cover letter and resume to Dr. Allison Briceño, [allison.briceno@state.nm.gov](mailto:allison.briceno@state.nm.gov)

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### **Bargaining Unit Position**

This position is not covered by a collective bargaining agreement.