

APPENDIX C

JOB DESCRIPTIONS/COMMITTEE CHARGES

Director, Office of Charter Schools

The Office of Charter Schools serves as the administrative and policy division with regard to the University's role as a charter school authorizing agent.

The Director of the Office reports to the Dean of the School of Education and works with the Charter School Advisory Committee to carry out the responsibilities, policies and practices of the Office.

Major Responsibilities

- Provide recommendations to the Advisory Committee regarding the role of the Office of Charter Schools, oversight responsibilities, policies and practices. This includes recommendation for charter continuation, modification or revocation.
- Recruit, direct and evaluate staff to achieve the goals and purposes established by the Board.
- Conduct the oversight responsibilities as required by law, contract and policy of the Office.
- Conduct necessary reviews and collect information/data with regard to each contract's stated goals and with regard to contract renewal.
- Oversee preparation of a yearly budget for Office operations.
- Oversee preparation of an annual report of the Office for public inspection.
- Work with the Board to facilitate research on charter schools authorized by the University.
- Work cooperatively with charter holders to resolve issues of policy and practice within the contract(s) of charter schools.
- Serve a liaison with the University of Wisconsin System administration and the Department of Public Instruction.
- Serve as the spokesperson for the Office when called upon.

Qualifications

- Background in school administration with a Master's degree required and an earned doctorate preferred
- Experience with issues involving urban education and education reform
- Demonstrated ability to manage budget and staff
- Experience in school management or related areas of practice to effectively understand the issues in charter school operations
- Knowledge and experience in school and program evaluation
- Ability to work cooperatively with a variety of interested parties
- Experience in developing and implementing policy with regarding to schooling with special attention to the use of standardized tests to evaluate school performance
- An understanding of the role of charter schools in public education, legislative requirements and good understanding of school law.

Senior Administrative Program Specialist

The Senior Administrative Program Specialists reports to the Director of the Office of Charter Schools. Responsibility includes business operations and financial management in compliance with the responsibilities, processes and policies of the Office.

Major Responsibilities

- To provide specialized services associated in managing daily and year-end administrative activities in a variety of areas for the Office.
- Create and maintain the processes of the Office's IT functionality. Supervise and manage all operational technology components including, data collection, warehousing, reporting, and research and IT technology.
- Develop and manage all financial reporting and fiscal policy activities of the Office that ensure regulatory conformity with the governing entities.
- Oversee the daily office administrative operations and manage contractual activity in our charter schools.
- Facilitate and document federal disbursements to UWM for Charter initiatives.
- Liaison between the Charter School office, SOE business office and external partners relating to financial activity of the center.
- Produce reports of financial transactions for the Charter Schools and their external partners to facilitate accountability requirements.
- Ensure compliance of documentation with the Federal Government and the UW-System.
- Ensure regulations and procedures that implement operation and/or fiscal policies for Charter Schools and their external partners initiatives are met for each platform.
- Development of documentation for unique reports, creating and preparing information for an electronic filing system that will require special formatting from external sources.
- Monthly preparation of revenue and expenditures outlays within the UW system and with external vendors.
- Other duties as assigned.

Qualifications

- Bachelor's Degree required, Master's in Business Administration preferred
- 4 years experience management of financial activities.

Research Assistant

The Research Assistant reports to the Senior Administrative Program Specialist. The work requirement is 20 hours per week for 46 weeks per year.

Major Responsibilities

- Responsible for developing, coordinating, and conducting annual evaluations of charter schools.
- Assists schools in the determination of specific areas to be evaluated and the designs methodologies for the evaluations
- Develops evaluation protocols and procedures, in cooperation with charter school officials,
- Reviews processes used by charter school officials to conduct evaluation activities.
- Compiles data generated by evaluation process.
- Analyzes data to provide meaningful information for school improvement.
- Drafts annual evaluation reports for each charter school.

Qualifications

- Master's degree with emphasis in data collection and statistical analysis.
- Understands and is able to apply the Baldrige Education Criteria for Performance Excellence to evaluation of UWM charter schools.
- Demonstrated sustained superior performance.

Charter School Advisory Committee

Membership

Six members as follows: One faculty member from each of the five School of Education Departments appointed by Dean upon recommendation of the Department Chair and one representative of the Dean's Office. Members serve three year staggered terms. Initial terms, beginning with the academic year, will be for one (1), two (2), or three (3) years to establish staggered rotation.

Functions

Advises the Director of the Office of Charter School on all aspects of the operation of the office including but not limited to:

- Operational Policies
- Budget Development
- Charter School Application Process and Criteria
- Charter School Monitoring Functions
- Charter School Evaluation Process and Criteria
- University Policy and Procedures
- Relationships with Outside Agencies

Upon recommendation of the Director approves:

- Submission of a charter school application, based upon the quality of submitted prospectuses.
- Appointment of members to the Application Review Committee and the Charter School Evaluation Committee

Makes recommendations to the Dean regarding the approval of:

- New charter school contracts
- Charter school contract renewals

Advises the Dean regarding:

- The hiring of the Director of the Office of Charter Schools

Charter School Application Review Committee

Membership

Six members, appointed by the Charter School Advisory Committee, as follows: Two members of the Charter School Advisory Committee, two members from the University faculty not affiliated with the School of Education, and two community members.

Committee Charge

The Charter School Application Review Committee assists the Office of Charter Schools in determining whether or not a charter school application will be accepted and contract negotiations initiated. Approval of a charter school application is based on the school's likeliness of success as determined from the following factors:

- School Design
- Governance and Leadership
- Community and Parental Engagement
- Marketing, Recruiting, and Admissions
- Faculty and Staff
- Standards, Assessment, and Accountability
- Curriculum and Instruction
- Educational and Support Process
- Business and Financial Operations
- Legal requirements and Procedures

Functions

- Conducts an in depth review of each charter school application.
- Makes recommendations to the Charter School Advisory Committee regarding the approval or non-approval of charter school applications based upon the strength of the application.

Charter School Evaluation Committee

Membership

Six members, appointed by the Charter School Advisory Committee, as follows: Two members of the Charter School Advisory Committee, two members of the Charter School Application Review Committee and two community members.

Committee Charge

The Charter School Evaluation Committee assists the Office of Charter Schools in the determination of charter renewal. Renewal of a charter is based on evidence of meaningful progress on key measures of performance stated as follows:

- The academic success (improvement) of students,
- The school's faithfulness to its charter as defined by the contract and strategic plan,
- The ability of leaders to communicate and transmit the mission and vision of the school,
- The extent of parent and student satisfaction,
- The extent of staff satisfaction with individual professional and organizational growth,
- The organizational viability of the charter school,
- The fiscal stability of the charter school, and
- The school's record of legal compliance.

Functions

- Conducts a summative evaluation of each charter school according to protocol determined by the Office during the first semester of the school's fourth year of operation.
- Makes recommendations to the Charter School Advisory Committee regarding the renewal and/or non-renewal of a school's charter.
- Makes recommendations to the Charter School Advisory Committee regarding the length of a school's charter renewal.