

Solano County
Office of Education

JOB TITLE: Director, Compliance and Oversight

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

The position of Director, Compliance and Oversight, is responsible for directing the charter school authorization process; researching and tracking data and legislation pertaining to Charter Schools; functioning as the liaison to the County Office for school and community charter school petitioners; providing oversight to assigned activities, such as AB 1840, Williams Settlement, and Uniform Complaint Procedure; and serving as a primary resource for charter school issues across Solano County.

Essential Functions

- Leads charter school oversight for Solano County Office of Education (SCOE) authorized charters.
- Facilitates a review of charter school appeals and countywide petitions to SCOE and prepares appropriate reports relevant to charter school matters; serves as the liaison for charter appeals and countywide charter school petitioners to SCOE.
- Represents SCOE at conferences and departmental meetings as well as the state and local levels regarding charter school issues and at charter school appellate hearings.
- Coordinates the division, staffing, and operational activities for the Compliance and Oversight Unit, including planning, prioritizing, selecting, train, assigning, supervising, and reviewing the work of staff responsible for providing services for the unit.
- Attend and participate in professional learning opportunities to stay up-to-date on trends and legislative issues related to assignment and makes recommendations to appropriate leadership.
- Establishes and maintains collaborative relationships with SCOE charter school providers and community-based agencies.
- Works cross-departmentally to prepare program evaluations, including compiling reports and statistical information needed for evaluation of program effectiveness.
- Coordinates and provides oversight of other compliance areas, including AB 1840, Williams Settlement, Uniform Complaint Procedures, and other areas as assigned.
- Supports County appointed district administrators and trustees in their oversight of districts.
- Attends and participates in meetings related to district oversight matters.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

JOB REQUIREMENTS AND QUALIFICATIONS

SKILLS required: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups, district leadership and all levels of staff; organize, analyze, draw conclusions from and present on various sources of data in a non-technical format; preparing and maintaining accurate records.

KNOWLEDGE required: pertinent federal, state, and local codes, policies, regulations and/or laws related to the operation, services, and activities of local educational agencies (LEA); current trends and research relating to LEAs; principles of program development and project management.

ABILITY required: to gather, collate, and/or classify data; work with data utilizing defined but different processes; to make presentations to individuals, groups, and community partners; to work with a significant diversity of individuals and/or groups. Independent problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working effectively under time constraints.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. Utilization of resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Education: Bachelor's degree from an accredited college or university with major course work in a field related to job description, such as public administration, business administration, or a field requiring use of data analytic tools and skills

Experience: Five (5) years of increasingly responsible experience in the areas of school budgets and program development and implementation in public or government entities, including two years of experience supervising and evaluating staff.

Equivalency: Any combination of experience and education equivalent to a bachelor's degree from a regionally accredited college or university with major course work in field

related to job description and five (5) years of increasingly responsible experience in the areas of school budgets and program development and implementation in public or government entities, including two years of experience supervising and evaluating staff.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Director

Approved: