

The following documents are intended to offer more information regarding the process for recommendation of the Executive Director position with the State Public Charter School Authority. The open, competitive job announcement was posted on the State's human resource job search website (NVAPPS) for the duration of November 16, 2017 through the close of the business day on November 29, 2017. The email communication reflects information provided to applicants about the process and an invitation to speak at the board meeting.



STATE PUBLIC CHARTER SCHOOL AUTHORITY

**1749 North Stewart Street Suite 40
Carson City, Nevada 89706-2575
(775) 687 - 9174 • Fax: (775) 687 – 9113**

Unclassified Job Announcement

November 16, 2017

Executive Director, State Public Charter School Authority

The Nevada State Public Charter School Authority (SPCSA) is seeking highly qualified and motivated Executive Director applicants dedicated to education reform and accountability with the ability to make a profound difference for children and families throughout Nevada. The Executive Director is appointed by and serves at the pleasure of the Governor.

About the SPCSA: The Nevada SPCSA was created by Senate Bill 212 of the 2011 Legislative Session. The SPCSA is a young, small agency with big impact. The SPCSA is a statewide charter school authorizer and serves as the local educational agency for the fastest growing and most rapidly diversifying public school system in Nevada. The SPCSA exists 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 high quality charter schools, regardless of sponsor, can flourish. The SPCSA's 28 charter school boards operate 58 campuses and serve over 36,000 students. By 2020, the SPCSA aspires to serve 60,000 students in 4 and 5 star schools that reflect the diversity of their communities. For more information about the SPCSA, please visit the website at <http://charterschools.nv.gov>.

The Position: AB 49 of the 2017 Legislative Session changed the manner by which the Executive Director of the SPCSA is appointed. Under the new law, the Executive Director is appointed by the Governor from a list of three names provided by the State Public Charter School Authority Board. The Executive Director serves at the pleasure of the Governor and is responsible for:

- Establishing and overseeing 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").
- Developing and maintaining charter application procedures.
- Developing and maintaining accountability standards for SPCSA-sponsored schools in

- the areas of academic performance, financial stability, and organizational compliance.
- Developing processes for charter renewal, charter revocation, receiverships, and school closure.
- Promulgating best practices in sponsorship
- Preparing and issuing reports on SPCSA-sponsored charter schools as mandated by the state charter law and by federal requirements.
- Hiring and managing SPCSA staff to support quality implementation of the SPCSA's mission and vision.
- Collaborating 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 further the goals of the SPCSA.
- Continually seeking to strengthen the Authority's sponsored schools.
- Communicating 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.
- Representing the SPCSA on a state and national level; staying informed (via professional education programs, membership in appropriate organizations, and independent research) on current issues and best practices, establishing working relationships with other states and sponsors.
- Developing a network of philanthropic interest and support in the further enhancement of a vibrant charter school community in Nevada.
- Serving as the Executive Secretary of the SPCSA Board.
- Ensuring that the autonomy provided to charter schools is preserved; and
- Performing other such duties as are prescribed by law or the SPCSA Board.

Position Characteristics:

Exempt Status: This is an unclassified, at-will position that reports to and serves at the pleasure of the Governor.

Salary: The annual salary is up to \$103,884.00. (Salary range reflects retirement contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.) The salary is discretionary and will be based on a wide array of factors such as a candidate's experience, skills, and education.

Benefits: The State benefits package includes enrollment into the Public Employees' Retirement System (www.nvpers.org), a choice of health insurance plans (www.pebp.state.nv.us), eleven paid holidays, and paid annual leave and sick leave after required waiting periods. Other optional benefits are also available, including a deferred compensation program.

Location: The position is located in Carson City.

Travel: Travel up to 25% is required, mostly throughout Nevada but limited trips out of state will also be required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

Background check: Employment is contingent upon successful State of Nevada/FBI fingerprint based criminal history check. The selected applicant will be responsible for the costs of the fingerprinting and criminal history search.

Minimum Qualifications: Applicants must:

- a) Be at least 21 year of age; and
- b) Possess a demonstrated understanding of charter schools and a commitment to using charter schools to strengthen public education in this State.

Desired Experience: Applicants should have a minimum of a Master's degree from an accredited college or university 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. Experience as a classroom teacher, school administrator, or district administrator; experience working with large budgets and grants; and experience working with frontier/rural/urban populations and diverse ethnic populations is beneficial.

Desired Skills and Abilities: Applicants must be highly professional, well- organized, and self-motivated. Applicants must possess an ability to work within a fast-paced, evolving agency and be able to adapt to new responsibilities as the SPCSA's portfolio of schools expands. The desired applicant has demonstrated effective written and verbal communication skills; possesses strong interpersonal skills; can strengthen public and private partnerships; is skilled in planning, prioritizing and executing timelines; and has the capacity to provide leadership and direction to staff in a fluid environment.

Application materials will be accepted until recruitment needs are satisfied.

Submit your resume and tailored cover letter to:

Attention: Kathleen Kirkland, Personnel Officer III
Department of Administration, Division of Human Resource Management
Agency Human Resource Services
400 West King Street, Suite 406
Carson City, NV 89703
Email: kkirkland@admin.nv.gov
Phone: (775) 684-0209
Reference: SPCSA Executive Director Recruitment

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

From: Jennifer Bauer
Subject: SPCSA Executive Director Appointment Process
Date: Thursday, November 30, 2017 11:54:00 AM

Good morning SPCSA Executive Director applicants,
Thank you for your interest in the position of Executive Director with the State Public Charter School Authority (SPCSA). Applicant qualifications will be considered during the Authority Board meeting on December 8, 2017. It is anticipated the Board will decide upon candidates for recommendation to the Governor during this meeting. As part of this process, each applicant will be afforded up to 10 minutes to present to the Board if so desired. If you wish to attend the meeting and present to the Board, you may attend either in Carson City or Las Vegas at either of the addresses below.

- 401 South Carson Street, Room 2135, Carson City, NV or
- 555 East Washington Avenue, Room 4406, Las Vegas, NV

Please note that Authority Board meetings are public and open meetings; therefore, your cover letter and resume will be posted on the SPCSA website and made available to the public upon request, and any presentation that you make will likewise be public. Although not required, please let me know if you anticipate attending the meeting or providing a written presentation.

Please feel free to contact me if you have questions or concerns.

Jennifer Bauer

Director of Finance and Operations
State Public Charter School Authority
1749 Stewart Street, Suite 40
Carson City, NV 89706-2543
Ph: 775.687.9149
Fx: 775.687.9113
jbauer@spcsa.nv.gov
<http://charterschools.nv.gov/>

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