



STATE PUBLIC CHARTER SCHOOL AUTHORITY

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Classified Job Announcement

Updated March 2, 2023

DIRECTOR OF AUTHORIZING

The State Public Charter School Authority (SPCSA) is seeking qualified individuals for interest in serving as the next Director of Authorizing. The Director of Authorizing reports to the Executive Director and is responsible for authorizing high quality charter schools and conducting oversight of the academic, organizational, and financial performance of sponsored schools. The Director of Authorizing is a full-time, classified position that is based out of the State Public Charter School Authority's office in Carson City or Las Vegas, Nevada.

THE POSITION:

This position is classified as an Education Programs Director, and serves as the Director of Authorizing, leading the SPCSA's Authorizing Team. This team is responsible for authorization and oversight of sponsored schools to ensure strong academic performance, organizational compliance, and stewardship of public funds. The Director of Authorizing role includes:

- Leading the review, evaluation, and recommendations of approval or denial of charter school applications, contract amendment applications, charter renewal applications, and revolving loan applications;
- Leading the review and evaluation of schools' performance under the Academic, Organizational, and Financial Performance Frameworks, and recommending interventions to the Executive Director and Authority Board such as notices of concern, notices of breach, charter revocation or termination, or reconstitution of the school's governing body;
- Leading the site evaluation process of charter school campuses;
- Developing detailed written recommendation memoranda and frequently presenting recommendations to the Authority Board on a monthly basis;
- Defining issues, performing research, analyzing problems, evaluating alternatives, and recommending courses of action to the Executive Director and Authority Board;
- Managing revisions to application processes, site evaluation protocols, as well as Academic, Organizational, and Financial Performance Frameworks, and implementation of those revisions;
- Developing and delivering presentations and trainings to charter school stakeholders;
- Leading the ten-person Authorizing team including establishing and implementing annual priorities and initiatives, building a positive and productive work environment, and managing and developing team members to meet individual, team, and agency responsibilities and goals; and
- Serving as a member of the SPCSA's leadership team including effectively coordinating with other teams to forward the agency's efforts in meeting strategic goals.

ABOUT THE SPCSA:

Created in 2011, the SPCSA is a statewide charter school authorizer and is responsible for oversight and monitoring of sponsored schools to ensure positive academic outcomes for students and strong stewardship of public funds. The SPCSA's work is anchored around a vision of equitable access to diverse, innovative, and high-quality public schools for every Nevada student. Currently, the SPCSA oversees 78 charter school campuses across five counties which combine to serve approximately 60,000 students statewide. The SPCSA has 27 full-time employees, who work out of offices located in Las Vegas and Carson City. The SPCSA strives to cultivate a supportive, inclusive, and productive work environment that enables effective collaboration and individual growth and development.

THE IDEAL CANDIDATE:

Characteristics

- Demonstrates a strong commitment to the SPCSA's mission and vision.
- Has a track record of effective leadership and success in meeting strategic goals.
- Establishes clear, high expectations, and constantly seeks personal and team growth and improvement.
- Promotes transparency and open communications.
- Acts consistently with strong morals and ethics.
- Is highly professional, well-organized, self-motivated, punctual, and prompt.

Skills and Abilities

- Demonstrates expertise in evaluating educational programs, compliance, and financial performance of public schools.
- Has familiarity and/or experience with charter schools and charter school authorization practices.
- Has ability to build and improve upon systems and processes that will support efficient and effective work across team members.
- Demonstrates ability to research, analyze and interpret state and federal laws, regulations, and guidance.
- Demonstrates strong oral and written communication skills.
- Effectively builds and maintains relationships with colleagues and external stakeholders.
- Has skills in supervising, evaluating, coaching, and developing employees.
- Demonstrates ability to effectively use Microsoft Office applications such as Word, Excel, PowerPoint, Outlook, and Teams.

Qualifications: To be eligible for this position, individuals must meet *at least one* of the following criteria:

- Doctorate degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or closely related field and three years of professional experience in an educational program area, which included experience in managing a budget for purposes of supporting schools, districts, or other entities, and at least two of the following program areas related to the current vacancy: leading and managing a team that supports organizational goals; evaluating a program and/or program participants for compliance purposes or outcomes; developing and implementing a vision for desired outcomes; and/or communicating with diverse stakeholders across various platforms, one year which included supervising professional staff; or
- A Master's degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or closely related field and four years of professional experience as described above, one year which included supervising professional staff; or
- One year of experience as an Education Programs Supervisor in Nevada State service.

POSITION DETAILS:

- **Classified Status:** This is a classified position (Grade 41) that reports to the Executive Director of the SPCSA. New hires to this position serve a one-year probationary or trial period.
- **Salary:** The annual salary reflecting retirement contributions by both the employee and the employer is between \$67,296.24 and \$101,163.60 (between \$58,589.28 and 88,071.84 for employer only contribution).
- **Relocation from Out of State:** If relocating from out of state, the SPCSA may be able to reimburse for relocation expenses.
- **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, paid sick leave, and paid annual leave after required waiting period. Other optional benefits are also available including a deferred compensation program.
- **Location:** The position will be located in Carson City or Las Vegas based on the selected applicant.
- **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 is 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.

APPLICATION SUBMISSION:

Applications must be submitted through the State of Nevada's online job application portal. To apply, visit one of the job postings on the State of Nevada's Career page (see links below). *Please note that this position will be based in Carson City or Las Vegas, but applicants for the position must select the job posting and apply based on where they intend to locate, if selected.*

- **For applicants interested in working from the Las Vegas Office:** <https://careers.nv.gov/job/LAS-VEGAS-EDUCATION-PROGRAMS-DIRECTOR-NEVA-89119/996925200/>
- **For applicants interested in working from the Carson City Office:** <https://careers.nv.gov/job/CARSON-CITY-EDUCATION-PROGRAMS-DIRECTOR-NEVA-89706/996929400/>

Anticipated Timeline

- Applications will be accepted through March 21, 2023.
- Initial phone screening interview for selected candidates (approximately 15 minutes) will be conducted between March 22 and March 31.
- Interviews for selected candidates may begin as early as the week of April 3. All applicants who are invited to interview will be expected to complete a performance task in advance of the interview.

Questions:

- For questions related to the application process and minimum qualifications, please contact Jennifer Kauble (JenniferKauble@admin.nv.gov).
- For questions related to the job responsibilities or the SPCSA, please contact Rebecca Feiden, Executive Director of the State Public Charter School Authority (Rebecca.Feiden@spsca.nv.gov).

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.