



**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, 2018**

**Director, State Public Charter School Authority**

The Nevada State Public Charter School Authority (SPCSA) is seeking highly-qualified and motivated Executive Director applicants who are passionate about education and serving the diverse needs of Nevada's students. The Executive Director reports to and is directed by the SPCSA Board and is appointed by and serves at the pleasure of the Governor.

**About the SPCSA:** 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 high-quality charter schools 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 30 charter school boards operate 60 campuses and serve over 43,000 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:**

The Executive Director 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.
- Promoting 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 on current issues and best practices, establishing working relationships with other states and sponsors.
- 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 \$107,001.00. (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](http://www.nvpers.org)), a choice of health insurance plans ([www.pebp.state.nv.us](http://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 either Carson City or Las Vegas.

**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 years 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:**

Email: [agencyhr@admin.nv.gov](mailto:agencyhr@admin.nv.gov)

OR

Agency Human Resource Services  
Attention: Gennie Hudson, Personnel Officer III  
400 West King Street, Suite 406  
Carson City, NV 89703

In subject line please reference: **SPCSA Director**

**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.**

*The State of Nevada is an Equal Opportunity Employer.*