

**Joe Lombardo**  
*Governor*

**STATE OF NEVADA**

**Tonia Holmes-Sutton**  
*Board Chair*



**STATE PUBLIC CHARTER SCHOOL AUTHORITY**

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**Unclassified Job Announcement**

**Posted: August 23, 2023      Closes: September 22, 2023**

**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 the agency's vision of ensuring equitable access to diverse, innovative, and high-quality public schools for students across Nevada. The Executive Director is appointed by and serves at the pleasure of the Governor.

**About the SPCSA:** Created in 2011, the SPCSA is a statewide charter school authorizer and 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. In addition, the SPCSA provides oversight to ensure that sponsored charter schools maintain high educational and operational standards, preserve autonomy, and safeguard the interests of pupils and the community. Finally, the SPCSA aims to 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. Currently, the SPCSA oversees 80 charter school campuses across five counties which combine to serve over 60,000 students statewide. The SPCSA has 33 full-time employees, who work out of offices located in Carson City and Las Vegas. For more information about the SPCSA, please visit the website at <https://charterschools.nv.gov/>.

**The Position:** 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 charter school sponsorship;
- Serving as the Executive Secretary of the SPCSA Board and working with the Board to implement strategies aligned to the Board's mission, vision, and goals;
- Overseeing the development and maintenance of charter application procedures, accountability standards for SPCSA-sponsored schools, processes for charter renewal, and processes for charter school contract amendments;

- Overseeing the development and maintenance of procedures for the administration of state and federal grant programs;
- 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 effective 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;
- 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 current annual salary is up to \$124,671.00 and the Legislature has authorized an 11% cost of living adjustment effective July 1, 2024. (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)), twelve 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 may be located in Carson City or Las Vegas based on the preference of the selected candidate.

**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:** Pursuant to NRS 388A.190, the Executive Director 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 deadline:** September 22, 2023

**Submit your resume and tailored cover letter to:**

Attention: Jennifer Bauer, Director of Finance and Operations  
State Public Charter School Authority  
1749 North Stewart Street, Suite 40  
Carson City, NV 89706  
Email: [jenniferbauer@spcsa.nv.gov](mailto:jenniferbauer@spcsa.nv.gov)  
Phone: (775) 687-9149  
Reference: SPCSA Executive Director Recruitment

*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.*