



Charter Application Project Manager

Role: Charter Application Project Manager

Location: Charter Institute at Erskine

Reports to: Director of Charter Institute at Erskine

FLSA Status: Exempt

Salary Range: \$40,000 - \$55,000

General Statement of Job

Under the Institute direction, the Charter Application Project Manager plans and supervises the Institute's efforts to promote the establishment of new charter schools and assists charter schools in meeting requirements and achieving excellence. This position serves as an ambassador for the Institute and coordinates with schools that are planning to open. It will provide technical assistance as needed and report to the Institute on status of schools meeting the pre-opening conditions.

Essential Duties and Responsibilities of Charter Application Project Manager

- Develops, maintains and disseminates a charter school start up "tool kit" to include checklists, timelines, best practices, funding sources, compliance information, laws, policies, contact information, etc.
- Ensure that the new schools are meeting the pre-opening conditions and report to the institute as needed.
- As requested by school and as needed, attend parent meetings conducted by the school.
- Speak to parents and community members on any questions regarding charter schools and address any of their concerns.
- Share best practices to new schools and develop regional models that would benefit schools financially and programmatically.
- Regularly visits new or prospective charter schools to assist with planning, implementation and trouble shooting.
- Attend new school board meetings.
- Provide weekly updates to the Institute on new school's performance on targets set per the pre-opening conditions.
- Assist the new schools with Office of School Facilities site visits.
- Willingly performs other duties as assigned or requested.

Key Behavioral Competencies and Qualifications

- Personal Accountability
 - Can be consistently relied on.
 - Takes personal responsibility for the quality and content of work.

- Demonstrates a strong sense of urgency and through prioritizing and following through on commitments.
- Meets and frequently exceeds goals and objectives within tight timeframes.
- Sets clear and manageable performance goals.
- Finds solutions to problems that may impact performance.
- Leadership
 - Addresses difficult issues with professionalism.
 - Listens and responds constructively to other team members' ideas.
 - Takes decisive action after considering all available courses of action and the needs and values of the team.
 - Encourages active participation and cooperation within the team.
- Commitment to Excellence
 - Actively seeks new ways of working to improve productivity.
 - Demonstrates openness to new organizational structures, procedures, and technology.
 - Encourages others and has a positive attitude.

Background, Experience and Education

- Bachelor's degree preferred
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Ability and availability to travel within the state frequently
- High degree of flexibility
- Ability to thrive in a fast-paced work environment
- Experience with charter application process preferred

Employment at Will

Your employment with the Charter Institute at Erskine will be at will. This means that either you or the Institute and/or the Charter School Board may terminate the employment relationship at any time, for any reason or without reason.

I have read and understand the expectations of this job description.

Employee Name (Printed)

Employee Signature

Date

The Charter Institute at Erskine is committed to providing equal employment to qualified employees and applicants without regard to race, religion, creed, color, sex, sexual orientation, gender identification, pregnancy, genetics, age, disability, national origin or ancestry, concerted activity of employees on terms of employment, assertion of a workers' compensation claim, and service in the uniformed services. All employees have the right to work under conditions free from unlawful discrimination and harassment.