



# LOUISIANA DEPARTMENT OF EDUCATION

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**Job Description: Executive Director of Charter Accountability, Office of Equity, Inclusion and Opportunities**

## **Organization**

Ensuring every child is on track for success after graduation, removing barriers to equity and providing educators with what they need to be at their best are among the priorities as the Louisiana Department of Education sets an ambitious course forward. Believe to Achieve: Educational Priorities serves as the Department's roadmap to improving outcomes for all Louisiana children.

Believe to Achieve includes the Department's belief statements, state data to help track progress toward Louisiana's six critical goals and the new priorities that will direct the LDOE's efforts as they work toward achieving the critical goals. Each priority outlines focus areas for the key actions and initiatives.

Because of this belief, the Louisiana Department of Education is focused on raising expectations and educational outcomes for students in five major priority areas:

- Ensure every student is on track to a professional career, college degree or service
- Remove barriers and create equitable, inclusive learning experiences for all children
- Provide the highest quality teaching and learning environment
- Develop and retain a diverse, highly-effective educator workforce
- Cultivate high-impact systems, structures and partnerships

## **Louisiana Believes...**

- Children are our highest priority
- Families are our partners
- Educators are valued professionals
- Graduates must be ready
- Equity matters
- Choice expands opportunities
- Schools are invaluable to communities
- Our future is bright

## **Critical Goals**

- Students enter kindergarten ready
- Students will achieve Mastery level on third-grade assessments and enter fourth grade prepared for grade-level content
- Students will achieve Mastery level on eighth-grade assessments and enter ninth grade prepared for grade-level content
- Students will graduate on time
- Graduates will graduate with a college and/or career credential
- Graduates will be eligible for a TOPS award

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## ***Background and Role***

The Office of Equity, Inclusion and Opportunities leads with equity in mind by ensuring that students are provided with the support, services, resources, and school choice opportunities needed to be successful as individual students. This includes the examination of procedures, policies, and practices that have created inequitable learning environments.

The Executive Director of Charter Accountability sets the vision and tone for charter authorization across Louisiana and leads all aspects of the Department's oversight and monitoring of charter schools approved by the Board of Elementary and Secondary Education (BESE). This position reports to the Assistant Superintendent of Equity, Inclusion and Opportunities and directs a team of education professionals that are responsible for administering programs and/or services within the Division of Charter Accountability.

Duties and responsibilities include, but are not limited to the following:

### *Charter Accountability Administration, Implementation, and Evaluation*

- Oversees and leads all bodies of work and initiatives within the Division of Charter Accountability including defining the overall vision and strategy
- Oversees and leads the development, revision, implementation, evaluation, and continuous improvement of current and long-range plans, rules, regulations, guidelines, and policies to support the Department's efforts to authorize high quality public charter schools, aligned with the state's major priority areas and in accordance with federal and state laws and policies.
- Oversees and directs oversight and monitoring policy and procedures for state-authorized charter schools, including contract extension and/or renewal, annual school visits, and the collection of required compliance documentation from each school.
- Coordinates and evaluates multiple sources of data on school performance pursuant to current operating agreements and/or Charter School Performance Framework requirements, including academic, financial, and organizational performance metrics;
- Prepares and disseminates annual performance reviews consistent with the Charter School Performance Framework for each authorized charter school, a charter school annual report, and all other reports as mandated by federal or state statute.
- Evaluates data, research, and reports to ensure authorizing policy and procedures are compliant with federal and state laws and regulations and aligned with authorizing best practices.
- Develops and directs regular stakeholder convening's to support education and compliance, including trainings on topics such as governance best practices, governance theory, charter law, and open meeting law requirements that may be held after work hours and/or weekends.
- Develops and manages strong working relationship with key charter school stakeholders, including charter operators, authorizing agencies, LDOE staff, and advocacy groups.
- Collaborates with other authorizing agencies across Louisiana to promote authorizing best practices and support thoughtful and coordinated oversight and monitoring of authorized charters schools in compliance with federal and state statute.

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- Advises and makes recommendations to the Assistant Superintendent regarding charter school policy, contractual revisions/amendments, and related issues.

## *Budgetary and Fiscal Responsibilities*

- Oversees and manages the budget and expenditures of the division and all associated grants, consistent with the Department's budget process and federal/state laws and regulations.
- Ensures financial accountability and directs the collection and submission of timely and accurate data and reports as required by federal and state grantors.
- Collaborates with LDOE finance team to support the collection, reporting, and monitoring of financial/accounting schedules, documents and statements pertaining to charter schools.
- Ensures that internal and external stakeholders understand and adopt best practices related to charter school financial management and auditing processes and procedures; when necessary and appropriate conducts educational seminars to support charter school compliance.

## *Team Management and Other*

- Establishes key annual priorities specific to the Division of Charter Accountability within the Department's annual operating cycle.
- Attracts, manages, and retains a team of education professionals to effectively administer, monitor and oversee all programs and initiatives within the Division of Charter Accountability.
- Develops, executes, and maintains weekly and/or biweekly team meetings, individual check-ins, and additional support structures to build team capacity, direct and support current and future work, and create a positive team environment.
- Improves individual and overall team performance by regularly seeking and providing feedback, provides training and support necessary to facilitate improved performance, and recommends disciplinary action as appropriate.
- Regularly reviews and approves work products, approves time and attendance, and evaluates the performance and skills of direct reports consistent with Department and/or state guidelines.
- Represents the Department and participates in meetings, conferences, and workshops at the local, state, and national level in support of authorizer best practices.
- Represents the Assistant Superintendent in meetings regarding key departmental policies related to charter schools.
- Performs all other duties and/or special projects as assigned by the EIO Chief of Staff and/or Assistant Superintendent.

## ***Desired Qualifications***

A successful candidate for this role is a collaborative leader with a demonstrated track record of success leading and managing diverse teams of professional employees towards success. Experience as a charter school administrator or as a charter authorizer is preferable but not essential. The ideal candidate is a solutions oriented, systems-level thinker that thrives on process improvement, is comfortable with ambiguity, and is highly skilled at removing barriers to accomplish defined goals and objectives.

The candidate should be a transformational leader with the personal presence necessary to successfully manage and support a team of education professionals while simultaneously developing and leveraging

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internal and external relationships in support of the Department's priorities and authorization of high quality public charter schools.

## ***Location***

This position is located in Baton Rouge, Louisiana, and candidates are expected to reside within Louisiana and regularly report to the Claiborne Building.

## ***Terms of Employment***

The Executive Director of Charter Accountability is an unclassified position that reports directly to and serves at the pleasure of the Assistant Superintendent of Equity, Inclusion and Opportunities. Salary will be commensurate with qualifications and experience.

## ***To Apply***

Resume and Cover letters should be directed to [LDOEjobs@la.gov](mailto:LDOEjobs@la.gov) by 5:00 pm on Tuesday, November 30, 2021. For inquires about the position, email [LDOEjobs@la.gov](mailto:LDOEjobs@la.gov). Please note that emails sent to [LDOEjobs@la.gov](mailto:LDOEjobs@la.gov) are submitted to a state email address and, therefore, considered public records.

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