



WASHINGTON STATE CHARTER SCHOOLS ASSOCIATION

DIRECTOR OF THE TRUE MEASURE COLLABORATIVE

JOB DESCRIPTION

BASIC INFORMATION

Place of Performance: Washington

Status: Full Time, Exempt

Supervisor: Chief Program Officer

Travel Requirements: Monthly

Direct Reports: TBD

Salary Range: \$90,000-105,000

WHO WE ARE

Washington is the 42nd state to open its public education system to charter schools and the charter school law puts a strong emphasis on ensuring that its charters are high-quality options for students that don't have access to them currently. The Washington State Charter Schools Association (WA Charters) is a non-profit organization that advocates for and develops high-quality charter public schools that meet the needs of systemically underserved students.

WA Charters knows that communities of color, immigrant and refugee communities, low-income communities, and individuals living with disabilities disproportionately shoulder the burden of the impacts of inequitable access to high-quality public schools. Working for and in partnership with impacted communities is a critical priority of our incubation, school services, legal, advocacy, communications, and engagement work to support charter public schools at every stage of their development. By doing so, we believe charter public schools will be a lever to improve educational outcomes across charter and traditional schools for *all* students.

THE NEED

The Washington charter sector has set out to be a national leader in delivering inclusive school practices that meet the needs of every student, including students with special education needs. For new schools, this means developing robust services and operational systems from inception, and for more mature schools, this means ensuring that student support capacity has been built widely and deeply across a school team. To serve this need, WA Charters has established the True Measure Collaborative, a consortium of experts and service providers focused on supporting member schools to serve systemically marginalized students, including those with Section 504 and special education needs.

The Director oversees the True Measure Collaborative and offers robust, centralized expertise and supports that promote compliant, effective, and innovative practices to support member schools in serving students with barriers to academic achievement, including those with disabilities.

THE OPPORTUNITY

COORDINATE TRUE MEASURE COLLABORATIVE STAKEHOLDERS (35%)

- Serve as a central point of contact for member schools, working collaboratively with the True Measure Collaborative team to design and execute individualized supports tailored to the presenting needs of each member school
- Cultivate new True Measure Collaborative partners, service providers, and professional development providers, such as regional Educational Service Districts (ESDs), university partners, and national and community-based organizations to provide support to members at a discounted or subsidized rate
- Regularly collaborate with True Measure Collaborative partners and other relevant community stakeholders to ensure efficient and comprehensive supports for member charter schools
- Attend relevant meetings and conferences, sharing lessons learned with member charter schools' representatives

- Seek out grant opportunities and, with the support of the WA Charters Director of Development, apply for relevant funding
- Conduct research on state and/or federal special education regulations, and on special education best practices, and disseminate findings to member schools and sector data partners
- Coordinate and report to the True Measure Collaborative Advisory Board
- Serve on statewide Special Education committees as a representative of the charter sector

PROVIDE TECHNICAL ASSISTANCE TO MEMBER SCHOOLS (35%)

- Provide coaching and professional development to member schools' staff, with an emphasis on special education providers and coordinators
- Design and coordinate professional development offerings that are rooted in the principles of effective adult learning, including the creation of online trainings as requested
- Develop compliance resources to help schools create systems that support federal and state programs designed to serve systemically underserved students (McKinney-Vento, Foster Care, Migrant & Bilingual Services, Civil Rights, etc.)
- Facilitate a professional learning community for schools' special education coordinators, including virtual meetings
- Create and disseminate a monthly bulletin with timely updates, trainings, and reminders
- Provide tailored, individualized supports at member schools (may include travel to Spokane, Walla Walla, and other potential regions over time)
- Conduct file reviews for member schools at least twice annually
- Complete a Consistency Index training, (if not already completed)
- Provide school design and planning year support to school leaders in the School Leadership and Design Fellowship and Strong Start program, in coordination with the Director of School Incubation and the Director of School Services.

MANAGE PROGRAM (25%)

- Work effectively as a leader in the True Measure Collaborative team to monitor and support the delivery of holistic supports to schools in the areas of special education and other federal programs
- Collaborate with the Chief Program Officer and Chief Financial Officer to update budget and review membership cost structure and lead on membership drive annually
- Facilitate the collection and analysis of data on school performance and impact of the TMC services in order to engage in an ongoing performance improvement process and tell the story of the work of TMC and its partners
- Oversee administration and marketing related to program

CONTRIBUTE TO WA CHARTERS STRATEGY (5%)

- Collaborate with the WA Charters team to chart our five-year course to a sector of at least 21 high-quality charter schools to inform organizational priorities and fundraising strategies.
- Provide additional support across the organization by leading and participating in additional projects as needed.

WHO YOU ARE

WA Charters is seeking a team member that has the following essential skills and experiences:

- Motivated, energetic leader with a passion for educational equity and program creation
- At least five years of experience working in education, school start-up or charter school experience preferred
- At least two years of demonstrated success in leadership roles focused on special education preferred
- Excellent customer service orientation and high-degree of professionalism with a range of stakeholders

- A track record of working towards a set of goals and metrics—and meeting them
- Ability to communicate effectively with and build consensus among people of varied backgrounds and experiences
- Mastery of managing competing demands and quickly determining top priorities within a large-scale project
- Ability to create, adjust, and implement strategic work plans
- Strong writing, presentation, and facilitation skills, with an eye for details
- Bachelor's degree
- Valid Washington Driver's License
- High standard of professional behavior at all times
- Willingness to share own ideas amongst staff, stakeholders, and board members
- Excited by prospect of creating and continuously improving a program, at times working independently and with a team

WHAT WE OFFER

- A chance to transform Washington education
- A passionate, fun, and fast-moving collaborative team
- Salary range of \$90,000-105,000, depending on experience
- Medical, dental, vision, and Rx benefits; long- and short-term disability; and life insurance (details provided upon request)
- 401(k) Plan with an employer match
- PTO days and paid federal holidays

HIRING PROCESS

- To apply, please send a cover letter and resume to Constance Awenasa at constance@wacharters.org.
- The position will remain open until filled; however, anyone interested in the position is encouraged to apply early in the process, as the preferred start date is by August 17, 2018.
- If your skills are a match, we will contact you to schedule a phone interview, followed by an in-person interview with members of our team.

EQUAL OPPORTUNITY EMPLOYER

WA Charters is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.