



DIRECTOR OF SCHOOL CHOICE, CHARTERS, AND SPECIAL PROGRAMS

SUMMARY/SCOPE/GOAL

To provide leadership and expertise for district wide implementation of school choice delivery services compliant with district, state, and federal requirements related to choice programming.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited education institution.
- Minimum of three (3) years of successful teaching experience.

PREFERRED/DESIRED:

- Minimum of three (3) years of educational leadership, management, and supervision experience.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License.

PREFERRED/DESIRED:

Certification in Educational Leadership or Administration and/or Supervision by the State of Florida.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Develops and leads school choice programming including technical assistance identified as necessary for district-wide consistency and standardization and in accordance with the board policies.
2. Provides leadership in the assessment, development, selection, implementation, and administration of school choice options and related program initiatives.
3. Provides leadership for the student application process and assignment of school choice programming.
4. Provides leadership for the development of educational and recruitment materials for disseminating information district-wide regarding school choice options.
5. Monitors the effectiveness of choice programming to identify necessary changes and/or updates as needed.
6. Conducts needs assessments and prepares programming alternatives and strategies aligned to the district's goals and objectives; continually seeks best practices and alternative learning practices for applicability to District programs and initiatives.
7. Provides leadership in informing the community of different options available to students in the Brevard Public School district.
8. Provides leadership and support as the district liaison to charter school settings.
9. Provides leadership in developing additional choice options to meet the needs of the community.
10. Designs systems for implementation of various scholarship programs.
11. Maintains current knowledge of legislative trends, developments, and opportunities in the K-12 local, state, and federal environments for application in choice and charter settings.

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12. Use effective positive interpersonal communication skills.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to prepare and manage a budget; read, interpret and enforce State Board Rules and School Board policy; ability to enforce collective bargaining agreements; ability to use effective public relations skills; ability to analyze data; ability to use effective interview techniques, coaching procedures and evaluation procedures; ability to effectively use public speaking skills; ability to effectively use problem solving skills; knowledge of current educational trends and research; knowledge of group dynamics. Demonstrate written and oral communication skills, skills in personnel management, interaction, and supervision techniques.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

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TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

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| DIVISION: | Curriculum | DEPARTMENT: | Curriculum & Instruction |
| TITLE CODE: | D0262 | CONTENT BY: | Tara Harris, Assistant Superintendent Curriculum |
| GRADE: | 29 | COMPENSATION: | Human Resources |
| UNIT: | NB (Exempt) | LABOR RELATIONS: | Director Profession Labor & Relations |
| LAST BOARD APVD: | 10/10/2023 | CLASSIFICATION: | Assistant Superintendent – Human Resource Services |
| SCHEDULE: | 8 hrs. – 12 mos. | | |

| REV: | DATE: | REVISION CONTROL: | INITIATED BY: |
|------|-----------|--|--|
| 1.0 | 5/10/2001 | Developed | |
| 1.1 | 8/16/2023 | Reinstate old JD and update to new format for pending edits. | Ellie Kelly – Human Resources |
| 1.2 | 8/17/2023 | Update JD title, scope, requirements, and functions to meet current role responsibilities. | Tara Harris, Assistant Superintendent Curriculum |
| 2.0 | 10/10/23 | Board Approved | Board |
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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.