

**Audubon Center of the North Woods  
Charter School Division  
Position Announcement**

**Job title:** Charter School Authorizing Specialist  
**Reports to:** Director of Charter School Authorizing  
**Classification:** Regular full-time exempt

The Audubon Center of the North Woods (ACNW) is recruiting for a Charter School Authorizing Specialist position in the Charter School Division.

**ACNW Description**

ACNW ([www.audubon-center.org](http://www.audubon-center.org)) is the largest authorizer of charter schools in Minnesota. The Charter School Division's vision is to authorize a portfolio of high performing charter schools that instill a connection and commitment to the environment in their school communities, while working towards a healthy planet where all people live in balance with the Earth. Through its Charter School Division ([www.auduboncharterschools.org](http://www.auduboncharterschools.org)), located in Minneapolis, ACNW authorizes a diverse portfolio of 35 charter schools throughout Minnesota serving approximately 9,500 students.

ACNW is looking for an individual to join our team who brings a demonstrated commitment to advancing educational equity, environmental sustainability, and quality educational outcomes for all students, as well as a demonstrated ability to work effectively with individuals from diverse communities and cultures. As part of a small division, the selected candidate will be a valued partner with diverse duties and the ability to lead tasks of varying complexity and challenge.

**General Statement of Position**

The primary role of this position is to work in collaboration with the Charter School Division (CSD) team to conduct oversight and evaluation of authorized schools. This position will lead key elements of school performance evaluation and oversight, particularly in the area of school operations and governance performance. In addition, this position collaborates on or leads key elements of the CSD strategic plan which is designed to increase the quality of ACNW's charter school portfolio. Responsibilities and assignments may change to meet CSD needs.

**Primary Duties and Responsibilities**

- Lead governance and operations evaluation process for all schools:
  - Review school reports and documents.
  - Conduct site visits to schools for evaluation and monitoring purposes.
  - Attend school board meetings.
  - Review and analyze relevant data.
  - Complete written evaluation and site visit reports.
  - Conduct other evaluation and monitoring activities as necessary.
  - Develop recommendations for charter contract renewal or termination.
- Coordinate charter school training and support activities including annual leaders retreat, technical assistance communications, and other school outreach and gatherings.
- Engage in ongoing communication with school leaders and board chairs of authorized schools.

### **Additional Duties and Responsibilities**

- Implement ACNW policies and practices to address school complaints.
- Contribute to evaluation and revision of authorizing policies, procedures, and documents.
- Negotiate outcomes-based contracts with authorized charter schools.
- Assemble and review key documents for submission to MDE and schools including charter contracts, new school affidavits, supplemental affidavits, and authorizer annual report.
- Research education-related topics and proposed policies.
- Promote sharing of effective practices among authorized schools.
- Participate in state and national charter school task forces, work groups, and other initiatives.
- Engage in ongoing professional development to advance skills and understanding in the area of charter school authorizing.
- Evaluate new school proposals, transfer schools applications, and school expansion requests.
- Assist the Director of Charter School Authorizing and Charter School Division team on other projects as requested.

### **Minimum Qualifications**

- At least three years experience working in or with public schools in Minnesota or elsewhere, and / or a teaching license from Minnesota or elsewhere
- Excellent written communication skills.
- Strong organizational and analytical skills and attention to detail.
- Access to a vehicle and ability to drive.
- Demonstrated connection and commitment to the environment.

### **Preferred Qualifications**

- Knowledge of and experience in charter school governance, operations, and law.
- Ability to work effectively with individuals from diverse communities and cultures.
- Bachelor's degree in a related field.
- Experience with program evaluation.
- Excellent computer skills.
- Strong oral communication skills, including presentation skills.
- Leadership and problem solving skills.
- Demonstrated ability to work both independently and collaboratively.
- Ability to manage multiple priorities on an ongoing basis.
- Sense of humor.

### **Working conditions**

The work environment is both office-based with 3-4 co-workers and in the field for school visits and other meetings. Much of the work is computer-based. School visits happen on average 3-5 times per month and include both visits during the school day and evening board meetings. Site visits require travel and include overnight stays on occasion. Some weekend time may be required on occasion. Work is cyclical requiring more hours during certain times throughout the year.

### **Compensation:**

- \$50,000-\$55,000, based on experience and qualifications.
- Benefits package including health insurance and retirement contribution after two months.

**To Apply:**

Send a letter of interest, resume, and list of three references to:

Erin Anderson, Director of Charter School Authorizing, Audubon Center of the North Woods  
[anderson@auduboncharterschools.org](mailto:anderson@auduboncharterschools.org)

Open until filled. Preference given to applications received by September 13, 2019.

ACNW is an equal opportunity employer. We are committed to building a diverse staff with expertise and interest in working with our unique portfolio of schools. ACNW strongly encourages applications from candidates of all backgrounds, particularly those that are representative of the populations served by our portfolio of schools.