



STATE OF TENNESSEE

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

Director of External Affairs

Job Description

The Tennessee Public Charter School Commission (Charter Commission) is seeking a full-time director of external affairs.

The ideal candidate will have a proven ability to work with a variety of education stakeholders, manage multiple projects with ambitious deadlines, and write and communicate effectively. This position is an excellent opportunity to support the newly created Charter Commission which was established under Public Chapter 219 of the 111th General Assembly.

The Charter Commission is comprised of nine members selected by the governor and representing a broad geographic cross-section of the state. The Commission's focus on the authorization of quality charter schools will enable deeper engagement with local districts and stakeholders, and in turn ensure that decisions impacting students' and families' access to high-quality charter schools are made based on a full appreciation of communities' specific educational needs. The Commission will commence hearing charter school appeals in January 2021, followed by assuming responsibility of the authorized charter schools of the State Board of Education in the 2021-22 school year.

Job Responsibilities

Under the direction of the executive director, this position will be responsible for the following:

- Serves as legislative liaison between the Charter Commission and the Tennessee General Assembly.
- Represents the Charter Commission at legislative hearings and meetings, including providing testimony as requested.
- Cultivates strong relationships with key stakeholders to further the work of the Charter Commission with the General Assembly.
- Serves as the public information officer for the Charter Commission, including managing and responding to all media requests.
- Creates and oversees the communication channels of the Charter Commission including the website, newsletters, and social media.
- Works with the General Counsel to ensure the Charter Commission's rules and policies are aligned and in compliance with state law and the policy goals of the Charter Commission.
- Cultivates strong relationships with Charter Commission members to support their roles and further their impact, including managing any external events and stakeholder meetings and any necessary follow up.

- Informs the executive director of national and state trends and issues relating to education policy and charter schools.
- Cultivates strong relationships with the State Board of Education and the Tennessee Department of Education to further the work of the Charter Commission.
- As necessary, cultivates relationships with school leaders and governing boards of authorized charter schools.
- As necessary, supports the quarterly and special-called meetings of the Commission including drafting agendas, preparing Commission members for meetings, and facilitating sections of the meetings.
- Performs other duties as assigned by the executive director.

Qualifications

We are seeking candidates who have:

- A Bachelor's degree from an accredited university (required); a Master's degree is preferred by not required.
- A demonstrated commitment to meeting expectations at a high bar and history of getting things done even in the face of obstacles.
- Experience managing multiple projects and deadlines and the ability to efficiently and effectively get things done with a high-volume workload.
- Experience with working with legislators and building strong relationships with stakeholders.
- Knowledge of the legislative process in Tennessee.
- Experience working with media requests and managing communication channels.
- Strong personal presence and communication skills necessary to interact and develop relationships with internal and external stakeholders.

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

How to Apply

Please send a cover letter, resume, and three references to Mary Elam at Mary.Elam2@tn.gov by November 1, 2020. Applications will be considered on a rolling basis.