



## **Coordinator of Federal Programs and Special Populations**

### **Job Description**

The Tennessee Public Charter School Commission (Charter Commission) is seeking a full-time coordinator of coordinator of federal programs and special populations.

The ideal candidate will have a proven ability to work with a variety of stakeholders, manage multiple projects with ambitious deadlines, and to oversee federal programs and special populations district functions. This position is an excellent opportunity to support the newly created Charter Commission which was established under Public Chapter 219 of the 111<sup>th</sup> General Assembly.

The Charter Commission is composed 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 commenced hearing charter school appeals in January 2021 and will assume responsibility of the authorized charter schools of the State Board of Education in the 2021-22 school year.

### **Job Responsibilities**

This position will report to the director of finance and operations and be responsible for the following:

#### Federal Programs

- Support the director of finance and operations in the development of the LEA Plan by coordinating with authorized charter school stakeholders and Charter Commission staff to develop a plan that reflects the district's vision and meets state and federal laws, rules and regulations.
- Assist authorized charter schools with drafting the school plan, including providing feedback, answering questions from school stakeholders, and with reviewing and approving school plans.
- Work with the director of finance and operations to draft the district's Consolidated Funding Application including coordinating with district schools on individual school budgets used to build the district's budget as a whole and ensuring that the funding application is aligned to the District Plan.
- Process federal reimbursement packets submitted by schools on a monthly basis and track expenditures made by schools to ensure that funds are being properly spent in accordance with federal regulations.
- Lead the process to annually monitor each school's school compliance with federal education laws and regulations.
- Complete and submit all required federal reports throughout the year, including the district's annual monitoring instrument.

Tennessee Public Charter School Commission

Davy Crockett, 5<sup>th</sup> floor • 500 James Robertson Parkway • Nashville, TN 37243

Office: 615-532-6245



### Special Populations

- Implement the Charter Commission's procedures for monitoring special populations, including students with disabilities, Section 504, English Learners, homeless, migrant, foster care, incarcerated, and gifted students.
- Monitor authorized charter schools via quarterly web-based monitoring and annual on-site monitoring to ensure authorized charter schools are properly serving special education students, Section 504, and English Learners.
- Monitor authorized charter schools through the EasyIEP online system for required documentation and data quality.
- Conduct monthly phone check-ins with the directors of special education and English Learners, as well as 504, homeless, migrant, incarcerated, and foster care coordinators at each authorized charter school.
- Oversee authorized charter schools screening of Non-English Language Background students and annual assessment of English Learners.
- Monitor authorized charter school implementation of Individualized Learning Plans (ILPs) for English Learners.

### **Qualifications**

We are seeking candidates who have:

- A Bachelor's degree from an accredited university (required)
- A demonstrated commitment to meeting expectations at a high bar and history of getting things done even in the face of obstacles.
- Experience balancing multiple projects and deadlines and a dedicated to continuous improvement and professional learning.
- Experience with federal programs work at the district level and/or experience and knowledge of special populations at the district level
- 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 and resume to Melanie Harrell at [Melanie.Harrell@tn.gov](mailto:Melanie.Harrell@tn.gov) by March 9, 2021. Applications will be considered on a rolling basis.

Tennessee Public Charter School Commission

Davy Crockett, 5<sup>th</sup> floor • 500 James Robertson Parkway • Nashville, TN 37243

Office: 615-532-6245