



## **STATE OF TENNESSEE**

### **TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION**

#### **Director of Finance and Operations**

##### **Job Description**

The Tennessee Public Charter School Commission (Charter Commission) is seeking a full-time director of finance and operations.

The ideal candidate will have a proven ability to work with a variety of stakeholders, manage multiple projects with ambitious deadlines, oversee finance operations, 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 111<sup>th</sup> 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:

###### Finance

- Serves as the primary point person for the Charter Commission's agency budget including building, maintaining, and reporting out on the budget.
- Collaborates with executive director and other team members to strategically deploy the agency's resources and revenues as well as projecting any future needs of the Charter Commission.
- Works with executive director and director of external affairs to coordinate with the Department of Finance and Administration and the Department of Education on the annual budgeting process.
- If requested, represents the Charter Commission during any budget hearings or committee hearings.
- On a monthly basis, analyzes expenditures against the approved budget and reports outcomes to the executive director, and, on a quarterly basis, reports to the Business Operations Committee of the Charter Commission on the budget to actuals of the current agency budget.
- Oversees the passthrough of funds (BEP and federal grants) sent to authorized charter schools including ensuring all payments are made on-time and in accordance with all grant rules and regulations.

- Sets up and manages all contracts-for-payment with authorized charter schools, managing any adjustments that need to be made through the year.
- Completes all state budget reporting required for LEAs including the state funds budget, the general purpose special education budget, and all final expenditures reporting.
- Annually produces the authorizer fee report describing how the Charter Commission used its authorizer fee funds and oversees any reimbursement of authorizer fee funds to the authorized charter schools.
- Leads the process 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. Lead the process to draft and submit budget revisions throughout the year.
- Processes and approves federal grant 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.

#### Operations

- Oversees the local education agency (LEA) functions of the Charter Commission including, but not limited to, special populations, federal programs, and data/assessments.
- Leads the process to draft the District Plan by coordinating with authorized charter school stakeholders and Commission staff to develop a plan that reflects the district's vision and meets state and federal laws, rules and regulations.
- Coordinates with the authorized charter schools to draft the School Plan for each school, including providing training to school principals on the school planning and budgeting process, providing feedback and answering questions from school stakeholders, and reviewing and approving school plans.
- Hires and manages staff to fulfill the required LEA functions of the Charter Commission, including but not limited to, oversight of special populations and federal programs, data/assessments, and all district reporting requirements.

#### **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 working with budgets (e.g. district budgets, federal grant budgets, agency budgets, etc).
- Understanding of LEA responsibilities including requirements around oversight, monitoring, and reporting.
- 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](mailto:Mary.Elam2@tn.gov) by November 20, 2020. Applications will be considered on a rolling basis.