

Illinois State Charter School Commission

PROJECTS AND PORTFOLIO MANAGER
POSITION ANNOUNCEMENT

COMMISSION OVERVIEW

The Illinois State Charter School Commission (Commission) believes in high-quality public education for all children, especially for those who are at risk, and in the right of all families in Illinois to experience access to high-performing schools and academic experiences. Nine Commissioners, nominated by the Governor and appointed by the Illinois State Board of Education (ISBE), are responsible for charter school appeals statewide, and providing oversight and monitoring for a portfolio of nine (9) charter school campuses. Commission-authorized schools serve more than 4,000 students, placing the Commission in the top 25% of school districts in the state. Supported by a small staff, the Commission is committed to employing and adhering to national best practices for high-quality charter school authorizing.

POSITION

The Projects and Portfolio Manager must be an independent and critical thinker, with a background in K -12 education setting, and a strong desire to support high quality charter school authorizer practices. This position reports directly to the Executive Director/General Counsel.

QUALIFICATIONS, EXPERIENCE, AND COMPETENCIES

The Projects and Portfolio Manager should possess a/an:

- Unwavering belief that every student, in every circumstance, can achieve the highest levels of academic excellence;
- Bachelor's degree in education or related field; Master's or advanced degree strongly preferred; full-time work experience in an educational setting may be considered as equivalent;
- Minimum of five years' experience in K-12 setting, teaching and leadership experience preferred;
- Demonstrated knowledge of and experience in the charter school sector is strongly preferred;
- Ability to write clear and comprehensive reports and other documents;
- Ability to interpret complex written material and solve complex problems logically and systematically;
- Ability to analyze multiple data points to evaluate student learning and academic performance;
- Capacity to develop monitoring tools and processes;
- Knowledge of education-related laws, rules, regulations and policies;
- Knowledge of technology applications and integration in K-12 and professional development settings;

ESSENTIAL ROLE AND RESPONSIBILITIES

Project Management

70%

- Provide technical support and supervision on efficient and effective implementation of assigned projects as per workplans, budgets, timeline and contractual obligations;
- Design relevant technical monitoring and implementing materials to ensure quality school oversight.
- Manage projects to ensure delivery of agreed deliverables, plans and strategies as per workplans, budgets, timeline and contractual obligations;
- Ensure project activities are on track, including developing and implementing solutions as necessary
- Review and support elaboration of project documents and reports

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- Maintain project transparency and accountability within and across a diverse set of stakeholders
- Support the Director of Portfolio Performance and Operations and Compliance Manager in relevant tasks of program management
- Provide feedback to project team to ensure optimal performance;

Commission Compliance and Operations

30%

- Attend and support execution of all logistics for Commission and school-related meetings and hearings
- Develop annual calendar, content, and manage logistics for quarterly Commission Collaborative – a structure to share best practice and professional development for charter schools
- Coordinate onboarding and certification process for Commission authorized schools
- Assess and conduct quality review of documents and reports to ensure charter school compliance (e.g school policies, by-laws, etc).
- Perform site visits, as needed, including but not limited to *board meetings, lotteries, annual review/ renewal, audits*, and prepare reports
- Support comprehensive evaluation of charter school Appeals, Annual Reviews & Renewals and ensure adherence to best practices and Commission standards
- Collect and perform data analysis, and produce reports related to Appeals, Annual Reviews, Renewals and other authorizer functions
- Support external expert evaluators and consultants as needed
- Attend Commission meetings and support logistics

Compensation will be commensurate with experience. This is a flexible position that can be contractual or full-time with medical, dental, vision, life and retirement benefits.

Interested candidates should submit cover letter, resume, and three references by July 1, 2019 to the attention of Shenita Johnson, Executive Director / General Counsel at SCSC.CommissionAdmin@illinois.gov - Inquiries can be directed to 312.814.1258.