

TO APPLY: Qualified candidates should email resume and cover letter to CSIEmployment@csi.state.co.us. The cover letter should detail how the applicant's experience meets the minimum experience requirements listed below.

REPORTS TO: Executive Director

OVERSEES: Legal & Policy Associate

ESSENTIAL DUTIES: DIRECTOR-LEVEL RESPONSIBILITIES (65%)

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Oversee the training on, technical assistance with, and compliance monitoring of state and federal statutory, regulatory, and contractual requirements.
- Use effective written and oral communication to present information accurately while adapting to various stakeholders and other audiences.
- Represent CSI with a variety of audiences, including schools, school leaders, school boards, the Colorado Department of Education, other charter authorizers, charter school support organizations and decision makers in public and high-stakes settings.
- Engage in CSI-wide strategic planning that sets the vision and direction of the organization.
- Provide operational support for the Executive Director.
- Regularly engage with and report to the CSI Board and Board committees.
- Collaborate with other Directors to ensure coordination and alignment of work across departments, effective allocation of resources, opportunities to learn from the in-depth work of the team, and inform broader organizational initiatives.
- Set the vision and direction for the department that aligns with, and advances, broader strategic objectives.
- Oversee the development and monitoring of annual goals, annual performance evaluations, and professional development of team members.
- Contribute to the development, update, and access to resources related to the CSI Performance Framework.
- Provide school performance and operational evaluation for inclusion in the CSI Annual Review of Schools.
- Participate in the review of all charter applications as a member of the CSI Review Team, including regularly update charter application materials and rubrics.
- Contribute to the development of contract conditions and milestones, risk assessments, and charter application recommendations and reports to the Executive Director.
- Ensure work and decisions align with national best practices to maintain high standards for charter schools, uphold school autonomy, and protect student and public interests.

ESSENTIAL DUTIES AND ROLE-SPECIFIC RESPONSIBILITIES (35%)

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Draft, negotiate, and oversee the implementation of charter school contracts and amendments, including monitoring of contract conditions, milestones, and waiver replacement plans.
- Develop and manage new and updated CSI Board policies and CSI staff procedures at the direction of the Executive Director, including drafting of relevant resolutions and documentation for Board action.
- Develop and implement school revocation and closure procedures and policies.
- Provide intervention support and monitoring in response to situations of extreme non-compliance or emergencies, in coordination with legal counsel and CSI staff.

- In collaboration with each CSI department, develop and maintain school board governance resources and training.
- Develop and maintain legal and policy guidance, tools, and templates for use by CSI schools.
- Develop and expand CSI's legal and policy initiatives in alignment with CSI's mission, vision, and strategic plan, including the identification, reduction, or elimination of requirements that are unnecessary, duplicative, or obsolete.
- Monitor and report legal and policy developments of state and national significance and draft policy documents to articulate the impact to CSI and to CSI-authorized schools.
- Coordinate all CSI State Board appeals and Colorado Open Records Act requests on behalf of the Institute.
- Collaborate with the Attorney General's Office on all relevant legal analysis.
- In collaboration with the Director of Finance, monitor and oversee compliance with transportation, food services, and facilities laws, rules and policies, including revising CSI policies as necessary.
- Monitor and oversee compliance with safety laws, rules, and policies, including revising CSI policies as necessary.

EXPERIENCE

- Minimum of 3 years work experience in education or related field required
- Experience and familiarity with Colorado statutes, State Board of Education rules, and relevant policies associated with charter schools
- Experience developing and implementing training resources and procedures

EDUCATION

- Master's Degree in public policy, law, or related field required
- Juris Doctorate strongly preferred

JOB TYPE

- This is a full time (1 Full-Time Equivalent) position

LOCATION & TRAVEL

- The typical work location for this position is the CSI office in Downtown Denver. During the COVID-19 pandemic, this position is able to work remotely.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a standard office setting. The noise level in the work environment is usually low to moderate.

NOTE

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or

a promise or guarantee of any specific terms or conditions of employment. CSI may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.