



## SENIOR MANAGEMENT ANALYST - CHARTER ACCOUNTABILITY AND LCAP SUPPORT

### Certificated Job Description

#### IMMEDIATE SUPERVISOR:

As assigned

#### ESSENTIAL FUNCTIONS:

1. Provide leadership for the development, coordination, and implementation of charter school oversight, including petition reviews, renewals, material revisions, and annual monitoring.
2. Serve as a resource to district leaders, charter operators, KCSOS departments, and community partners by providing technical assistance, guidance, and clarification on charter school laws, regulations, and best practices.
3. Coordinate and manage site visitations, data collection, and analysis for charter-related reports to ensure prudent oversight and adherence to laws and regulations.
4. Develop and implement systems, tools, and processes that support effective charter oversight and ensure alignment with the California Education Code, state accountability requirements, and KCSOS policies.
5. Provide professional learning, coaching, and technical support to district authorizers and charter school leaders related to oversight responsibilities, instructional quality, governance, and accountability.
6. Collaborate with KCSOS divisions—including Curriculum and Instruction, Fiscal Support Services, SELPA, Legal Services, Accountability, and other departments—to ensure comprehensive review and coordinated support of charter schools.
7. Prepare and present reports, recommendations, summaries, and findings related to charter petitions, performance data, and compliance indicators to KCSOS leadership, districts, the Board of Education, and other stakeholders.
8. Monitor, interpret, and communicate changes in state and federal laws, regulations, and policies impacting charter authorization, oversight, and accountability.
9. Use data-driven decision making to evaluate charter school performance, identify areas of need, and support continuous improvement efforts.
10. Develop and manage program budgets, oversee expenditures, and ensure compliance with local, state, and federal requirements.
11. Leads and coordinates county office support for district LCAP development and writing, providing technical assistance, data analysis, and targeted drafting and revision support.
12. Perform other related duties as assigned

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications

1. Ability to lead and support complex, countywide charter oversight initiatives involving instructional, operational, and fiscal components.
2. Demonstrated ability to build and sustain collaborative partnerships with district leaders, charter school operators, community stakeholders, and internal teams.
3. Ability to remain current on emerging research, laws, trends, and best practices related to charter schools, accountability, and school improvement.
4. Strong written and oral communication skills, including the ability to explain complex regulations to diverse audiences.
5. Ability to design and facilitate professional learning aligned to the needs of district authorizers and charter school leaders.
6. Strong organizational skills, including the ability to manage multiple projects, timelines, and priorities with attention to detail.
7. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
8. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications

1. Knowledge of charter school law, petition requirements, renewal criteria, oversight responsibilities, accountability measures, and state/federal compliance expectations.
2. Experience with instructional program evaluation, school improvement strategies, and accountability systems including LCAP, state indicators, and assessment data.
3. Experience providing technical assistance, coaching, or professional development to educational leaders.
4. Demonstrated ability to analyze data, interpret legal and policy requirements, and prepare high-quality reports and recommendations.
5. Experience developing and monitoring program budgets.
6. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

A. Education

1. Administrative Services Credential required.
2. Master's or doctorate degree required.

B. Experience

1. Successful experience as a classroom teacher.
2. Successful administrative experience.
3. Successful experience developing, implementing, and evaluating instructional programs.
4. Successful experience providing professional learning.

CP:rn

12/16/2025

G:\Senior Management Analyst – Charter and LCAP.docx