



Position Opening

Position Title: Chief of Charter School Support and Development

Reports to: Superintendent

Location: Achievement Schools - Central Office
Memphis, Tennessee

About the Achievement School District:

In January 2010, Tennessee passed the First to the Top Act, a sweeping reform of the state's education policy that was the cornerstone of its successful Race to the Top application. The Act created the Achievement School District (ASD), a state-run education authority with the power to directly run eligible schools and to authorize charter management organizations to operate schools. The ASD was charged with enacting bold reforms to drive transformational results for students zoned to attend or attending Priority schools. In doing so, the ASD acts as an operator of schools (the directly managed "Achievement Schools" clustered in the Frayser neighborhood in Memphis), authorizes non-profit partners, and works as a catalyst for state-wide school improvement through increased focus on Priority schools and improved student outcomes. The vision of the ASD is for all students in Priority schools to be prepared for success in education, career, and citizenship after high school. In support of this vision, our mission is to fight for justice for Priority school students by committing to excellence, equity, and community in their schools and lives.

Position Overview:

The Chief of Charter School Support and Development will ensure that all children in the charter schools sector have an excellent education. The Chief of Charter School Support and Development is responsible for the performance of the charter schools sector, oversees all functions related to the charter school's office and is responsible for the coaching/development of a team of people who manage organizational quality, school development, and support systems.



Specific Position Responsibilities:

- Leads and develops a strong team so that the entire charter school's division is continuous learning organization.
- Oversees the organizational quality of the charter schools sector through strong performance management practices.
- Develops district criteria, policies, and procedures for charter school's authorization and accountability.
- Cultivates relationships with important stakeholders throughout the community and on the state level related to the work of the charter schools team.
- Completes an annual charter schools report that communicates school quality in the charter schools sector to key stakeholders.
- Executes responsibilities according to lawful and ethical standards. Uses personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles.
- Develops a departmental budget, presents and defends program budget requirements, oversees and approves program expenditures, and prepares financial forms and reports.
- Directs staff establishing standards and effectively select, train, motivate, delegate, monitor and evaluate performance to ensure targets and goals are met. Facilitates professional development and serves as coach and mentor.
- Fulfills other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities:

- Has a passion for school improvement
- Has a relentless focus on continuous improvement
- Knows how to create the conditions for school turnaround that include a focus on clarity of goals, accountability for outcomes, developing people, and instructional vision and support
- Exceptionally strong strategic thinker
- Sophisticated operator who understand both the internal and external politics of charter schools and is adept at navigating those politics
- Expert relationship builder and cultivator who can nurture strong relationships with internal and external stakeholders
- Extremely strong manager who builds the capacity of their people

**Qualifications:**

- Bachelor's Degree from an accredited four-year educational institution
- Master's in Education from an accredited educational institution preferred
- At least 6 years of work experience; Preferably 5 or more years of teaching and/or school leadership experience
- Preferably experience in and/or with charter schools
- Experience writing curriculum (and related assessments)
- Preferably experience presenting professional development to teachers
- Willingness and comfort with facilitating difficult conversations
- Ability to lead through influence
- Proficient in the use of technology to include video presentation, word processing, database and spreadsheet applications

Salary and Benefits:

Salary: up to \$115,000. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please submit a cover letter, resume, contact information for three professional references, and two writing samples – preferably a sample of a memo and a presentation you have created – to Emily.Banks@tn.gov.

Pursuant to the State of Tennessee's policy of non-discrimination, the Achievement School District does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.