



## **Director of School Quality and Support**

### **Position Description**

#### **THE SEARCH**

Public Charter Schools of New Mexico (PCSNM) is a 501(c)3 non-profit organization seeking a Director of School Quality and Support to play a key role on the PCSNM team to support charter school leaders. The role of a charter school leader in New Mexico is unique. They fulfill the role of a superintendent and school principal, among countless other duties. The Director of School Quality and Support will be entrusted with engaging with our New Mexico's public charter school leaders and determine a support structure. These supports will be in the form of programs as well as ad-hoc assistance and mentorship.

PCSNM is building momentum, creating a new narrative around public charter schools in our state. Continuing to support and amplify the success of the nearly 100 charter schools in the state continues to be our best advocacy tool.

This is a full-time position with a competitive benefits package, including a 401K.

#### **KEY RESPONSIBILITIES**

- Develop, implement and manage a support strategy designed to meet the needs of charter schools and their ability to be successful. The strategy will include:
  - engagement in large groups, small groups and individuals, and will leverage other professionals depending on the topic of engagement;
  - regular topics regarding authorizer actions or processes, as well as trainings or sessions on timely matters of interest;
  - opportunities for charter school leaders that are included as a member benefit, as well as fee-for-service opportunities for charter school leaders;
  - written communication to charter school leaders;
  - coordination with external parties providing training to charter school leaders.
- Manage routine web-based collaborative calls with charter school leaders statewide, and determine other forms of engagement;
- Work with PCSNM Executive Director to develop and manage School Leader Support programming and budget;
- Support outreach and participation for PCSNM at legislative events, including National School Choice Week, the PCSNM annual conference and annual school choice fair;
- Supporting new charter leaders with programming and individualized support;
- Managing PCSNM's relationship with authorizer staff and providing support to schools engaging with authorizers;
- Serving as a coach to a governing council of a charter school;
- Developing local fundraising efforts, including relationship building, application development, and relationships with sponsors;
- Other duties to support PCSNM as assigned.

## **EXPERIENCE AND QUALIFICATIONS**

First and foremost, the Director of School Quality and Support must have a background in charter school administration in New Mexico. They must believe that every child, regardless of socioeconomic factors or their academic starting point has the potential to succeed in school, career, and life. In addition, candidates should have an awareness of how public education systems have historically and disproportionately disadvantaged vulnerable communities and must believe that charter schools have the power to transform public education and the lives of students. Ideal candidates will possess the following characteristics:

- Experience as a charter school administrator
- Successful experience consulting with and coaching adults
- A specialization area or areas within k-12 charter school education that can be leveraged to support charter schools;
- High expectations and a focus on results
- Ability to work independently as a highly organized self-starter
- Strong project manager; excellent attention to detail and ability to juggle multiple projects
- Excellent oral and written communication skills
- Strong ability to build relationships and effectively work with a wide range of people and in a variety of environments
- Adaptable; willing to learn new things
- Comfort working in a fast-paced, entrepreneurial environment
- Experience living with, working with, or working on behalf of communities that share experiences with the communities that New Mexico public charter schools serve
- A commitment to embracing diversity and fostering an environment of inclusion and cultural competency
- Confident, mature outlook and presence, sense of humor, relentless optimism, a spirit of problem-solving, and calm under pressure

## **EQUAL OPPORTUNITY**

We believe it is critical for leaders to reflect the communities that they serve and that diversity across multiple dimensions enables us to achieve our mission of transforming lives and communities through public education. We don't just accept difference – we celebrate it, support it, and thrive on it for the benefit of our staff, member schools, and the broader community. PCSNM is proud to be an equal opportunity workplace and is an affirmative action employer. We seek and welcome a diverse pool of candidates in this search.

## **COMPENSATION**

Salary is competitive and commensurate with experience depending on resources available.

## **START DATE**

The position could start as soon as the candidate is able. PCSNM will be able to accommodate a start date sometime this summer for a candidate transitioning from work at a school.

## **APPLICATION PROCEDURE**

Candidates for the Director of School Quality and Support position should submit a resume and letter of interest for the search committee's consideration. PCSNM will hold its first candidate review after April 15<sup>th</sup>. PCSNM will review applicants on a rolling basis until the position is filled. To apply, please submit a letter of interest and a current resume to Lauren Hunter, Office Manager, at [lauren@pcsnm.org](mailto:lauren@pcsnm.org).