



Education Programs Assistant Job Description

Department: School Improvement Team

Reports to: School Improvement Director

Charter School Specialists is a team of qualified, dedicated professionals who support public community schools by providing strong monitoring, oversight and technical assistance to a portfolio of high-performing schools. Our customers seek CSS based on our track record of support and success, our uniqueness in implementation and our shared vision of a partnership to help schools reach and exceed agreed upon expectations. Read more about Charter School Specialists [here](#).

Responsibilities: Individual will work collaboratively as a member of the School Improvement Teams and will perform various duties associated with acting as the point contact between the Director of School Improvement and sponsored schools.

[Apply Here](#)

- **Assist with the administrative process for the CSS School Improvement Team (SIT).**
 - ❖ Provide personalized administrative support in a well-organized and timely manner for a variety of tasks
 - ❖ Maintain the calendar and schedule for Director of School Improvement; assist with travel arrangements; respond to emails and requests from internal and external stakeholders
 - ❖ Schedule and set up department meetings (virtually and in-person) and record meeting minutes
 - ❖ Assist in the preparation of reports and presentations as needed
 - ❖ Collect multiple documents from sponsored schools annually and quarterly
 - School Improvement Plans from all schools annually (June).
 - Nationally Normed Assessment Data from schools annually (June).
 - Community School Leadership Team Meeting forms annually (September).
 - ❖ Prepare and send 6.4b Intervention form letter (September) and assist with the reporting templates for schools that are in Academic Intervention Status (update templates in November/December and provide to school 1st week of January). Monitor submissions and assign School Improvement Team (SIT) members to review the submissions (6.4b intervention templates are due in winter and spring).
 - ❖ Create and monitor School Improvement related spreadsheets
 - 6.4b Intervention Status and ODE School Label list.
 - ❖ Collect, review and send feedback regarding academic coach resumes.
 - ❖ Prepare data (School Improvement Team compliance) for Renewal Reports.
 - ❖ Provide editing and proof reading for accuracy and clarity of all documents and other materials produced by the School Improvement Team

Skills/Qualifications/Education:

- Highly organized, motivated and detail oriented
- Excellent verbal and written communication skills
- Advanced Microsoft Office Experience
- Proficient in Microsoft Excel
- Able to work without supervision
- 2 or 4 year college degree
- Previous experience as an Assistant preferred