



Osprey Wilds Environmental Learning Center

Charter School Division

Position Announcement

Job title: Authorizing Specialist – Academics

Reports to: Director of Charter School Authorizing

Classification: Regular full-time exempt

Direct reports: None

OW Description

Osprey Wilds (ospreywilds.org) is the largest authorizer of charter schools in Minnesota. The organization's charter school vision is to authorize a portfolio of high performing charter schools that instill a connection and commitment to the environment in their school communities, while working towards a healthy planet where all people live in balance with the Earth. Through its Charter School Division (CSD) (www.ospreywilds.org/charter-school-division/csd-who-we-are/), located in Minneapolis, OW authorizes a diverse portfolio of 34 charter schools throughout Minnesota serving approximately 9,000 students.

Position Purpose

The primary role of the Authorizing Specialist – Academics is to work with the Charter School Division (CSD) team to conduct oversight and evaluation of authorized schools. This position takes the lead role on key elements of school performance evaluation and oversight particularly in the area of school academic performance.

Primary Duties and Responsibilities

- School Academic Data Management and Analysis
 - Collect academic data from schools, the MDE Report Card, and through MDE public data requests annually to facilitate academic evaluations.
 - Maintain and update the OW Access database annually with school academic data collected from schools and through MDE public data requests.
 - Evaluate the academic performance of authorized schools, including:
 - Complete annual Academic Performance Evaluation Reports, including a detailed academic data profile and an academic performance evaluation;
 - Conduct other evaluation and monitoring activities as necessary (including in-person and virtual site visits);
 - Implement and oversee a school intervention protocol, and monitor the execution of school improvement plans as it relates to academic performance;

- Work with schools to develop and update contractual goals for academic performance.

Additional Duties and Responsibilities

- Ensure schools implement teacher performance evaluations consistent with state requirements.
- Evaluate and revise CSD policies and procedures that govern the CSD obligation to oversee the academic performance of authorized schools.
- Participate in coordinating charter school training and support activities including annual leaders retreat, development of monthly newsletters and other school communications, and other school outreach and gatherings.
- Engage in ongoing professional development to advance skills and understanding in the area of charter school authorizing.
- Promote sharing of effective practices among authorized schools.
- Assist the Director of Charter School Authorizing on other projects as requested.

Minimum Qualifications

- At least three years experience working in or with public schools in Minnesota or elsewhere, and / or a teaching license from Minnesota or elsewhere
- Expertise with school academic performance measures including but not limited to MCAs, WIDA ACCESS, and one or more nationally normed assessment (e.g. NWEA-MAP, FastBridge, Renaissance Star, etc.)
- Excellent computer skills, including experience managing databases and document sharing platforms.
- Strong organizational and analytical skills and attention to detail.
- Access to a vehicle and ability to drive.
- Demonstrated connection and commitment to the environment.

Preferred Qualifications

- Demonstrated knowledge of and experience in instruction, curriculum design, teacher evaluation, and provision of educational services to special populations of students including but not limited to English Learners and students with IEPs.
- Ability to work effectively with individuals from diverse communities and cultures.
- Excellent written communication skills.
- Bachelor's degree in a related field.
- Demonstrated ability to work both independently and collaboratively.
- Ability to manage multiple priorities on an ongoing basis.
- Sense of humor.

Working conditions

This position is remote but the candidate must live in or be willing to relocate to Minnesota in order to conduct in-person site visits and board observations. The person in this position will work independently much of the time and will participate in at least

two weekly virtual staff meetings with 4-5 team members and a 30-minute one-on-one check-in with the Director of Charter School Authorizing. Much of the work is computer-based. School visits happen on average 2-4 times per month and include both visits during the school day and evening board meetings. Site visits require travel and include overnight stays on occasion. Some weekend time may be required very occasionally. Work is cyclical requiring more hours during certain times throughout the year.

Compensation:

- \$60,000 (for the sake of pay equity and transparency this is non-negotiable)
- Benefits package including medical and dental insurance and retirement contribution after two months
- 15 days of PTO plus 10 floating holidays of your choice

To Apply:

Send a letter of interest, resume, and list of three references to:

Erin Anderson, Director of Charter School Authorizing
anderson@ospreywilds.org

This position will remain open until filled and until a diverse and qualified pool of candidates is identified.

OW is an equal opportunity employer. We are committed to building a diverse staff with expertise and interest in working with our unique portfolio of schools. OW strongly encourages applications from candidates of all backgrounds, particularly those that are representative of the populations served by our portfolio of schools.