



Authorizing Specialist, School Sustainability

The Authorizing Specialist, School Sustainability will work with the Osprey Wilds Charter School Division (CSD) team to conduct oversight and evaluation of authorized schools consistent with Osprey Wilds' mission, vision, and state-approved authorizing plan. This position takes the lead role on key elements of school performance evaluation and oversight particularly related to the educational program, including instruction and assessment. This position is also primarily responsible for overseeing the development of improvement plans by schools on probation for academic performance, oversight of new school ready-to-open activities, and processing site and grade level expansion applications from existing schools. This role is key in ensuring the CSD is increasing the quality of OW's charter school portfolio.

AUTHORIZING MISSION

The authorizing mission of Osprey Wilds is to ensure quality academic and environmental literacy outcomes for Minnesota students through effective charter school authorizing.

CORE VALUES

- **Healthy Relationships.** We demonstrate respect, care, and passion for the earth, all people, and all living things, recognizing our interconnectedness with each other and the natural world.
- **Equity.** We actively incorporate the lenses of equity and representation in our education, environmentalism, and leadership.
- **Action.** We practice and encourage informed, intentional living that helps restore and maintain healthy ecosystems.
- **Lifelong Learning.** We promote lifelong learning through positive shared experiences with the natural world.

RESPONSIBILITIES

[Osprey Wilds](#) is the largest authorizer of charter schools in Minnesota. The Charter School Division's 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](#), Osprey Wilds authorizes a diverse portfolio of 33 charter schools throughout Minnesota serving approximately 10,500 students.

Osprey Wilds expects the Authorizing Specialist, School Sustainability to be:

- **A Change Agent:** Leveraging their experience as an advocate for change and the change management process, the Authorizing Specialist will:
 - Catalyze performance improvement in schools across the portfolio
 - Activate rapid school improvement processes and performance improvement plans with schools on probation

- Chart a path from good to great in partnership with schools in renewal through development and monitoring of clear performance improvement plans
- **A Skilled Evaluator and Curious Observer:** Engaging in ongoing oversight and evaluation of schools via site visits, board meeting observations, and communication with school leaders, board chairs, and other staff, the Authorizing Specialist will:
 - Infuse evaluative activities with a spirit of continuous improvement
 - Craft useful champion and developmental feedback relevant to schools' mission & vision, instruction & assessment, and other areas of the education program
 - Lead operations performance evaluation process for all schools
- **A Champion for Equity:** Demonstrating a commitment to advancing educational equity and quality educational outcomes for all students, the Authorizing Specialist will:
 - Expand existing high quality educational options statewide by overseeing the grade level and site expansion process
 - Launch new charter schools on the ready-to-open journey and in the first contract period toward long-term sustainability
 - Serve as a member of the OW Justice, Equity, Diversity, and Inclusion (JEDI) Committee

WE THINK YOU SHOULD APPLY IF...

- You value **equity and access** for all, especially for students and communities who need it most.
- You believe charter schools are a vehicle for Black, Brown, and Indigenous self-determination.
- You **love to learn** and find new ways to integrate and apply that knowledge into your life and work.
- You find joy in **building relationships** and collaborating effectively to reach common goals.
- You have the **discipline and focus** to document your thoughts and observations in writing.
- You are **persistent** and can hold yourself **accountable** for outcomes.
- You excel at **juggling multiple priorities** on an ongoing basis – and **know when to ask for help** if you need it.
- You can **balance** big picture, strategic thinking with managing day-to-day, detailed tasks and projects.
- You **value, engage and appreciate individuals** for who they are, how they learn, and where they want to go.
- You **respect and care** for the earth, all people, and all living things.
- You approach your work and relationships with **kindness and humor**.

CANDIDATES WILL HAVE SOME COMBINATION OF THE FOLLOWING:

- Three years' experience working in or with public schools in Minnesota or elsewhere
- A teaching license from Minnesota or elsewhere
- Bachelor's degree in a related field
- Demonstrated connection and commitment to the environment
- Excellent written communication skills
- Access to a vehicle and ability to drive

HERE'S WHAT ELSE YOU NEED TO KNOW:

- **Location:** 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 at schools throughout the state.
- **Hours:** 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:** This is a full-time, exempt salaried position.
 - \$69,900 (for the sake of pay equity and transparency this is non-negotiable)
 - Benefits package including medical and dental insurance, voluntary vision insurance, short and long-term disability after 60 days, retirement contribution after 90 days, and access to employee assistance program immediately
 - 15 days of PTO, 8 days of earned sick and safe time, plus 11 floating holidays of your choice
- **Start Date:** September 22, 2025 (this is flexible)

TO APPLY

This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applications preferred by August 22, 2025 but will be considered on a rolling basis.

In lieu of a cover letter, please respond to the following questions (no more than 900 words total):

1. Describe a time you led a change management or performance improvement process in any context. In your response, share the context for the project, the actions you took, what elements made it successful, and what you learned.
2. How do you approach giving critical or constructive feedback in your professional life? Please share how you frame the feedback, how you prepare for such a conversation, and what the follow up might be.
3. Describe an equity-based decision you have had to make. What was the context, what was the decision, and who did it impact?

Applications should consist of a current resume and the responses to the above questions. Please submit all materials to Erin Anderson, Director of Charter School Authorizing, at anderson@ospreywilds.org.

Osprey Wilds is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. We are committed to building a diverse staff with expertise and interest in working with our unique portfolio of schools. Osprey Wilds strongly encourages applications from candidates of all backgrounds, particularly those that are representative of the populations served by our portfolio of schools.

If you meet some but not all of the criteria for this position, or are unsure, but you are interested in the position, please get in touch. We value and recognize experience that has been unpaid, from the grassroots, or is lived experience.