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Executive Director of School Choice (289)
Office of Educational Support, Oliver Hodge Building, Oklahoma City
(Applications will be accepted until position has been filled)

GENERAL DESCRIPTION

Provide leadership to Oklahoma educators and policymakers by identifying innovative school practices and supporting increased quantity and quality of school choice options for students and families.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a master's degree in administration, curriculum, or other related field *[transcript(s) required]*;
- Possession of a valid administration certificate or teaching certificate; and
- Experience in establishing, operating or encouraging participation in school choice options, such as charter schools.
Note: A master's degree in business administration or related field [transcript(s) required] and experience in research and development along with at least two years of education experience may be substituted for the above minimum qualifications.

KNOWLEDGE/SKILLS/ABILITIES

- Considerable knowledge of Oklahoma's charter school, private school, virtual school, student transfer, and Lindsey Nicole Henry Scholarship legislation and support of agency goal to provide parent options for education.
- Ability to provide dynamic and informative presentations.
- Considerable knowledge of strategies to identify and replicate innovative practices in organizations and educational settings.
- Ability to establish and maintain effective working relationships with other employees, school officials and the general public; to express clearly and concisely the philosophies, practices, and policies of the Oklahoma State Department of Education, as well as ideas, strategies, and programs relating to innovation and school choice; to judge a situation and adopt an effective course of action; to conduct needs-based in-service in innovative practices, school start-up, and school choice implementation.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Applicants must be willing and able to perform necessary job-related travel.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Provide ongoing technical assistance and professional development to schools, parents, and the community in implementing Oklahoma's law related to charter schools, virtual schools, private school scholarships and student transfers.
- Provide leadership for innovative programs through sharing of best practices and encouraging new approaches to instruction and organizational management.
- Direct the development of long-range plans, goals and objectives related to school choice.
- Stay abreast of new trends, techniques, and options.
- Organize, supervise, and encourage state, regional and district improvement in innovative programs.
- Work with existing groups, such as professional associations, virtual school providers, and charter school organizations, to identify problems and help develop initiatives to address these problems.
- Communicate with professionals and policymakers in the state concerning state policies, legislation, and current programs.
- Coordinate pilot programs for school choice options.
- Supervise staff as assigned.

COMPENSATION

Salary Range: \$60,000 – \$62,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4502

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