



Idaho Student Achievement & School Improvement (SASI) Charter Coordinator Job Description/Responsibilities

- Participate in forming State level policy for Idaho Charter Schools
- Make State level Presentations about Charter Schools
 - Special Education File Reviews
 - RTI Conferences & Reviews
 - “Charter Start” = Informational training for founders of charters or those that are interested in learning more about starting a charter
 - “Charter Boot Camp” = spring training for charters opening in the upcoming school year
 - “Charter Consortium”= conference sponsored by the State Department of Education with provides an opportunity for all charters to come together, learn best practice with break-out sessions for charters to work together with other charters with their same or similar emphasizes.
- Develop Training Materials/FAQs (Frequently Asked Questions) for areas of need
- Review charter petitions through sufficiency process for charter petitions
- Facilitate New Charter Schools Special Education Program Verification Visits
- Facilitate onsite support visits for charters that are part of an LEA
- Support the interaction and level of supports between the regional staff and charter schools
- Collaborate with Dispute Resolution Staff when asked to facilitate and support activities when needed
- Facilitate General Onsite Visit for charter schools and follow-up on generated Action Plan
- Field All Questions on Charters at the Central Office
 - New Startup
 - Individuals with Disabilities Education Act (IDEA)
 - Section 504
 - Dispute Resolution
- Support New Administrators and Special Education Directors plus Federal Programs Directors within charters
- Collaborate with Idaho’s School Choice Coordinator
- Participate in Programmatic Audits organized by Idaho Charter School Network
- Liaison with Idaho’s Student Achievement & School Improvement Division (SASI) and Idaho’s Charter School Commission
- Interface with charters within the state about potential special education issues and/or policies and procedures
- Support charters with technical assistance with the Idaho Continuous Improvement Monitoring System and Determination Levels
- Gather and analyz data concerning student achievement within charter schools