

LEA CHARTER SCHOOL LIAISON

JOB DESCRIPTION

The LEA Charter School Liaison is the main representative of the authorizer, (in Maryland's case the local school board) that serves to design, implement, and provide guidance in all chartering functions. The Liaison -

- I. Builds school system's capacity and infrastructure to adequately fulfill authorizing responsibilities using best practices:
 - Develops a comprehensive authorizing program that forwards the state's efforts to establish and support high quality public charter schools;
 - Implements plans, policies and process that streamline and systemize the work with charter school developers and charter school;
 - Enlist competent leadership and required content knowledge through staff, contractual relationships and agency collaborations;
 - Determines the financial needs of the office and secures sufficient financial resources to adequately fulfill authorizing responsibilities; and
 - Ensures that schools are not micromanaged but intervenes when necessary to ensure that legal obligations to students and parents are fulfilled.

- II. Designs and implements a comprehensive application process that follows fair procedures and rigorous criteria and grants charters only to those developer who demonstrate capacity for establishing and operating a quality charter school:
 - Communicates chartering opportunities, processes, and decisions openly to the public;
 - Establishes a submission process with realistic and clear timelines, requirements and expectations for content and format;
 - Defines clearly how the requirements of the application are met through by outlining evaluation criteria in a rubric;
 - Conducts a thorough evaluation of applications using trained reviewers with educational, organizational, legal and financial expertise;
 - Documents the factors that determine its decisions about each application; and
 - Provides prompt notification of decision (before 120 days required through the MD Charter School Law) and informs applicants of their rights and responsibilities.

- III. Participates in the negotiation of the contract with charter schools and ensures clearly articulated rights and responsibilities of each party regarding school autonomy, expected outcomes, measures for evaluating success or failure, performance consequences and other material terms.

- Implements contracts that clearly defines the expectations for academic outcomes, and programmatic, financial, and compliance requirements;
- Establishes measures for evaluating success or failure;
- Describes consequences for not meeting expectations as well as intervention and corrective action measures and renewal terms;
- Defines the flexibilities of requirements (through waivers);
- Lists reporting requirements; and
- Describes the conditions of the contract (summary of the conditions upon which the charter (or approval of the application) was granted).

IV. Conducts contract oversight that evaluates performance, monitors compliance, informs intervention and renewal decisions, and ensures autonomy provided under applicable law:

- Monitors school progress on the implementation of a successful program and accountability measures on a consistent and ongoing basis;
- Conducts periodic visits to schools;
- Conducts annual financial audits ;
- Requires periodic progress reports and collects essential data in a consistent manner;
- Reviews reports and addresses potential problems;
- Identifies delineated actions to take to address school problems;
- Creates systems that hold schools accountable for programmatic, financial and compliance; and
- Ensures that technical assistance provided by the system does not compromise either school autonomy or the authorizer's capacity to make independent accountability decisions.

V. Designs and implements a transparent and rigorous process that uses comprehensive data to make merit-based renewal decisions:

- Establishes decision making processes that bases contract renewals largely on the school's progress toward meeting student achievement goals, requirements, and the terms of the contract;
- Establishes clear written criteria for formal reviews and renewals, against which schools are measured (performance indicators and measures);
- Independently analyzes the schools' performance data to help measure progress;
- Establishes processes for notifying poor performing schools, with adequate time to try to remedy problems;
- Establishes specific provisions for closing a school if necessary (e.g. secures, communicates and follows MSDE school closure guide procedures); and
- Establishes and implements quality review processes to collect additional data to help make final decisions about revocation or renewals.

VI. Meets regularly with the Superintendent to provide updates on charter school progress and prepares biannual update reports to the local board to assist them in fulfilling their capacity as the local Authorizer of charter schools.

- Liaisons have direct access to the Superintendent as it relates to their assignment as authoring representatives to ensure compliance with the Maryland Charter School Law, State Board and local policy.

LEA Charter School Liaison Appointed

Date

Appointed by the Superintendent of Schools of the _____
_____ local education agency.

Superintendent's signature

Date