

SCHOOL ACCOUNTABILITY SPECIALIST

Apply now Job no: 494188

Position type: EAP - Executive, Administrative, Professional

Location: Grand Rapids

Categories: Charter Schools

Summary

This role is responsible for assisting with the fulfillment of the Charter Schools Office's legal and regulatory oversight responsibilities. This includes assisting in ensuring that each public school chartered by Grand Valley State University and its governing board are operating with integrity toward all applicable laws, rules, regulations, and the term of its charter contract.

PRIMARY DUTIES

1. Under the direction of leadership review routine compliance items, such notices of public meetings, meeting minutes, student and staff handbooks, audits, personnel reports, and site and facility reviews in a timely and efficient manner, and follow up on any findings.
2. Create reporting and submission tasks for fulfillment by public schools chartered by the university through the Charter Schools Office's ("CSO's") enterprise software applications.
3. Manage document workflow associated with core authorizing activities through the CSO's enterprise software applications.
4. Assist with processing nominations of individuals who are applying to serve on the board of directors of a charter public school authorized by the university.
5. Digitize and catalog historic compliance items within the CSO's enterprise software application, and upload certain digitized items to the CSO's website.
6. Participate in the review and evaluation of the organizational and governance performance of public schools chartered by the university.
7. Represent the CSO at meetings of boards of directors of public schools chartered by the university on an as-needed basis.
8. Performs other duties as required/assigned by manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A minimum of a Bachelor's degree required in appropriate discipline; paralegal certification or other legal education preferred.
- A commissioned Notary Public, or ability to qualify for this commission.
- Three to five years of experience in legal and regulatory compliance; experience in charter schools preferred.
- A high level of integrity, including a commitment to the university's values of Inquiry, Inclusive and Equitable Community, Innovation, Integrity, and International Perspectives.
- A demonstrated commitment to implement and administer laws and policies across multiple, diverse entities in a fair and equitable manner.
- Superior managerial and organization skills, including the ability to manage multiple projects at the same time, a high attention to detail, and superior customer service skills.
- Strong written and oral communication skills, interpersonal skills, and analytical skills.
- Established relationships with other governmental agencies that share school oversight responsibilities, including the Michigan Department of Education and the Michigan Department of Treasury preferred
- Direct experience working with other organizations involved improving public education, including other authorizers, state associations, and others preferred.
- Ability to work as part of a collegial team of professionals or independently, as necessary.
- Experience with the enterprise software applications Epicenter and EdLusion, or similar applications, preferred.

WORKING CONDITIONS

Normal office environment. Some travel may be required.

Physical Demands: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.

Salary: Commensurate with experience

Department/Division: Charter Schools/Central Administration

Campus: Grand Rapids

How to Apply: Apply online at jobs.gvsu.edu and select "Apply now". Please include a cover letter and resume. The online application will allow you to attach these documents electronically. On the application, you will be required to provide names, phone numbers, and e-mail address for three professional references. Applicants selected for interviews will be required to submit official transcripts prior to the interview. If you need assistance, call Human Resources at 616-331-2215.

Application Deadline: Consideration of applications will begin June 13, after which the posting may be closed at any time at the discretion of the University.

Grand Valley State University has a COVID-19 Vaccine requirement that requires all faculty, staff and students to be vaccinated. New hires will be expected to adhere to the policy unless they are eligible for allowable exemptions or postponement. We will require proper documentation upon hire. Up-to-date information can be found on our [Lakers Together](#) website.

Grand Valley State University does not discriminate against students, faculty or staff in any of its employment practices or in its educational programs or activities. Grand Valley State University is guided by values for inclusiveness and community which are integral to our mission to educate students to shape their lives, their professions, and their societies, and to enrich the community through excellent teaching, active scholarship, and public service. The University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. Members of the University community, including candidates for employment or admissions, and visitors or guests, have the right to be free from acts of harassment and discrimination, which are prohibited if they discriminate or harass on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, veteran or active duty military status or weight. In addition, Grand Valley is required by Title IX of the Education Amendments of 1972 to ensure that none of its education programs and activities discriminate on the basis of sex/gender. Sex includes sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. The Office for Title IX and

Institutional Equity serves as a resource for the GVSU community and assists individuals who may have been impacted by discrimination or harassment in connecting with resources, imposes measures that protect or support access to programs and activities, and oversees the university's grievance process for allegations of discrimination and harassment. Inquiries regarding the application of Title IX may be referred to the Title IX Coordinator, 4015 Zumberge Hall, titleix@gvsu.edu, (616) 331-9530.

The University will provide reasonable accommodations to qualified individuals with disabilities. See www.gvsu.edu/affirmative/. TDD Callers: Call Michigan Relay Center at 711 (in State) or 1-800-833-7833 (out of State)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act as amended by the ADA Amendment Act (2008), Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws that prohibit discrimination on the basis of disability. GVSU will provide reasonable accommodations to qualified individuals with disabilities upon request.