



AUTHORIZING PROGRAM SPECIFIC POSITIONS

- **Charter Authorizing Program Manager – Main Program Contact**
Stephanie Olsen
612-270-1998
solsen@voamn.org

Position is responsible for leadership and day-to-day management of the Charter School Authorizing program. Reports to the VOA-MN Education Division Director. Manage charter school application and renewal processes. Develop and implement a plan for ongoing oversight of each charter school. Provide oversight of the monitoring of charter school Board of Directors activity at each site and provide technical assistance when appropriate. Communicate VOAMN expectations and processes to school boards. Ensure fiscal viability of each charter school and works with charter school board to resolve any issues. Provide technical assistance to VOAMN-authorized charter schools, including through facilitating professional development and training opportunities for school leaders. Manage the VOA Charter School Network and facilitate interaction between schools. Establish policies and procedures to ensure that VOA works with high-quality charter schools. Represent VOAMN at charter school authorizer functions/trainings, and organizational meetings. Participate in state and federal charter school policy discussions. Responsible for strategic planning for program. Responsible for internal and external communications, i.e. program website, brochures, newsletters, etc. Develop and manage program budget in collaboration with the Education Division Director and VOAMN-WI corporate leadership positions detailed above. Recruit, lead, manage, train, supervise, recognize, and develop staff/independent contractors to achieve established objectives; provide quality services in a work environment reflecting teamwork, mutual respect, and accountability. This position is generally the main point of contact for the Minnesota Department of Education, authorized schools, and constituent correspondences.

- **Education Division Director**
Sonal Redd
763-245-9177
sredd@voamn.org

Position oversees all aspects of the Education Division, including the Charter School Authorizing Program. Responsible for the overall success of the operation of the division, including the Charter School Authorizing Program. Leads the operation of programs to achieve established goals, and meet quality and licensure standards consistent with the mission, vision, values, and long range strategic plan of Volunteers of America of Minnesota. On an ongoing basis, assess and evaluate program results and redesign program strategy as appropriate to achieve consistently improving program outcomes. Regularly reports to the VOAMN-WI President/CEO and VP/Chief Services Officer regarding program operations, successes, and emerging issues in a timely manner. Recruit, lead, train, and recognize community volunteers and assign in sufficient numbers to the respective programs within the division. Assure compliance with all organizational human resource policies, all governmental employment policies, and all employment standards required by funding sources. Annually recommend a feasible budget for each program in the division, including the Charter School Authorizing Program. Manage expenditures and revenues to the approved budget, advising the President/CEO of significant variances before the monthly financial reports are issued. Maintain financial management and systems protocols including systems for cost control, inventory management, and purchasing. Maintain current operational policies and administer programs in compliance with all external licensing and funding requirements. Assure appropriate maintenance of physical resources/facilities used by the programs, and make timely recommendations regarding appropriate modifications or upgrades. Recruit, lead, manage, train, supervise, recognize, and develop staff to achieve established objectives; provide quality services in a work environment reflecting teamwork and mutual respect. Assure that responsibilities of direct reports and other staff are conveyed clearly and are updated to remain current, particularly in job descriptions and annual performance expectations. Conduct or supervise annual performance reviews of all staff, including assessment of past year accomplishments corresponding to objectives set in previous reviews, coming year objectives corresponding to current program goals, and professional development objectives. Actively represent Volunteers of America of Minnesota, including its mission and values, particularly on behalf of the program, within the professional, program, and larger communities including participation in policy and program development and advocacy. Develop and maintain community partnerships and/or collaborations to enable VOAMN-

WI's programs to be responsive to community needs and a partner in meeting those needs. Participate in writing and/or commenting on legislation and rules and regulations that have a direct relationship to or effect on the program. Maintain active leadership in at least one professional or civic organization or association. Assures program participant privacy is maintained by being knowledgeable and following HIPAA privacy and security regulations.

- **Performance Analysts**

The school performance analyst position works under independent contract to evaluate the annual performance of the network of VOA-MN authorized schools. Areas of annual analysis will include: Fiscal Performance, Board Governance, & Academic Performance. Oversight of the performance analysts is provided by the Division Director and Program Manager. The three contracted performance analysts' positions provide oversight of the three essential questions that drive VOA-MN's accountability of authorized charter schools:

1. Academic Program Performance – Are the VOAMN Charter Schools Learning Programs a Success?
2. Financial Viability – Do the VOAMN Charter Schools Exhibit Strong Financial Health?
3. Board Governance and Operations – Are the VOAMN Charter School Organizations Effective and Well Run? *(This question is jointly covered by the Governance Analyst and Authorizing Program Manager positions.)*

- **Federal Grant Specialist**

The Federal Grant Specialist works under independent contract to review the federal grant applications of VOAMN authorized charter schools and provides ongoing oversight of school compliance with federal grant regulations. This position is also the point of contact for school questions pertaining to federal grants. Oversight of this position is generally provided by the Authorizing Program Manager.

- **Authorizing Program Data Processor**

The school Data Processor position works under independent contract. The position is responsible for the electronic filing of documents submitted to the authorizer by the VOAMN Network of authorized charter school, including, but not limited to, school: board meeting packets, board meeting calendars, board rosters, Annual Reports, "World's Best Workforce" reports, financial audits, MDE school / authorizer documents (e.g., MDE conducted audits), school annual and amended budgets, and professional development plans. The position maintains a system to provide ongoing authorizer oversight of school compliance with state and authorizer reporting requirements. Oversight of this position is jointly provided by the Education Division Director and Authorizing Program Manager.

- **Peer Reviewers – Position expanded in FY16**

Peer reviewers work as evaluators under independent contract as needed to advise VOAMN Charter Authorizing Program Manager and Education Division Director with determinations related to new charter school applications, expansion applications, and change of authorizer requests. The majority of peer reviewers are drawn from the pool of existing highly qualified and experienced VOAMN charter school leaders. Oversight of peer reviewers is provided by the Authorizing Program Manager.