



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704
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Job Title: DIRECTOR OF CONTINUING EDUCATION
Reports to: VICE PRESIDENT OF MEMBER SERVICES
Job-Type: FULL TIME, EXEMPT EMPLOYEE
Hours: TYPICALLY, MONDAY-FRIDAY, 9AM TO 5PM

TPCSA is the statewide association representing approximately 175 charter holders and over 750 charter campuses which are educating more than 310,000 students in Texas. TPCSA advocates on behalf of member schools and the Texas public charter school movement, assists existing schools in their efforts to expand and grow, and provides a variety of member services for school operators, board members, and staff.

A. Job Summary

The Director of Continuing Education is responsible for developing and implementing a training infrastructure for school governing boards, CEOs, charter officers, and business officials in accordance with Texas Administrative Code guidelines. This position will build a network of skilled professionals and content experts to produce training materials with the aim of improving and promoting quality charter schools.

B. Essential Job Functions

- Develop a strategic and robust continuing education program for governance boards, CEOs, charter officers, and business officials in accordance with Texas Administrative Code guidelines.
- Create strong, trust-filled relationships with TPCSA member schools to identify training needs, promote best practices, and address current issues.
- Curate course content and identify training resources for live and web-based training.
- Oversee development and execution of breakout session content for the annual Texas Charter Schools Conference. This includes sourcing excellent presenters, organizing and curating conference sessions, and aligning sessions within strands. Planning a full-day charter school board workshop is also required.
- Provide technical assistance to member schools by connecting them to content experts and directing them to industry-leading resources.
- Collaborate with the National Alliance of Public Charter Schools, other statewide charter support organizations, the Texas Education Agency, education service centers, and other organizations whose interests and programming are aligned with the goals of TPCSA's continuing education program.

Expectations:

- The successful candidate will be an extremely organized and detail-oriented professional looking for an opportunity to thrive in a position where he or she will be given space to contribute meaningfully to a team.
- This is a full-time, exempt position. Employees are generally expected to work a 40-hour work week, with an understanding that occasionally there will be times when 50 or more hours a week may be required in order to complete projects.

Other expected behaviors

- Maintain regular and punctual attendance
- Travel up to 25% of the time to conferences, schools, and trainings in the US, some overnight stays required.
- Work cooperatively with others
- Work in an office environment
- Comply with all company policies and procedures
- Physical demands— sitting for long periods in an office setting, keyboarding for long periods, lifting up to 30 pounds as required, bending, driving, and other physical demands as needed.

C. Qualifications

- Candidate must have a can-do, yes-and attitude and a dedication to the mission of supporting high-quality public school options for all kids.
- Candidate should be a self-starter who thrives in a fast-paced, rapidly-changing environment.
- Candidate must possess a strong internal commitment to excellence and deadline-meeting, and a proven ability to take initiative and ownership over a project.
- Candidate must be flexible, with the ability to pivot and adapt to change as necessary.
- Candidate should have high standards for his or her own work, and should be accountable to meeting mutually agreed-upon targets and deadlines.
- Strong verbal and written communications skills.
- Ability to think critically and problem solve with little input.

Education & Experience

- Bachelor's degree required. Graduate degree preferred.
- 3 years of experience in education or development of courses, training, and programs
- Knowledge of state and federal education regulations

D. Benefits

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401(k) contributions

E. Disclaimer

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

F. Application

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence
- Resume describing your relevant experience and education

Applications should be emailed to Natalie Kaharick at nkaharick@txcharterschools.org