**Director of Governance, Compliance & Stakeholder Engage**

The Director of Governance, Compliance & Strategy, as a member of the TEACH Inc. (TEACH Public Schools) manages all governance and compliance functions of TEACH Public Schools and its related/contracted entities (TEACH Public Schools (CMO) TEACH Tech Charter High School, TEACH Academy of Technologies, TEACH Preparatory Elementary School, TEACH Las Vegas, TEACH Foundation, Cunningham Morris LLC, Wooten Avilia LLC) to support the vision and mission of its schools.

**Responsibilities:**

**Non-Profit Governance**

This position will be responsibility for overseeing the governance operations of TEACH Inc. Public Non-Profit, TEACH Foundation Private Non Profit and its related and contracted affiliates under the supervision of the TEACH Public School CFO/COO. Works collaboratively with the Board of Directors of TEACH Inc. and its related entities as stewards of TEACH Public Schools. Promotes understanding and good-working relationships between the Board of Directors, staff & stakeholders. Provides direction and communicates to the Board on all TEACH related matters. Ensures compliance of all policies, procedures, and directions. The Director will be responsibility for:

* Managing and overseeing the BoardOnTrack platform for all TEACH entities.
* Meeting Logistics- schedule, create and post all agenda and related materials, attend and record minutes the board, committee, school site council, ELAC and other required meetings.
* Ensure meetings comply with the Brown Act and any other Opening Meeting Laws or legal requirement.
* Support and arrange for board development and training, including annual Brown Act training, board member orientation, ect.
* Collect all agenda attachments and post final agendas per legal requirements.
* Work with staff in preparing board materials to ensure they are high quality and ready for public presentation.
* Manage all governance materials and ensure documents are organized and secure

**Operations Leadership**

Provide technical support and management to all operations staff, with particular focus on legal and internal policy compliance for: student recruitment; family engagement planning, enrollment and student records; human resources, payroll, and credential management; scheduling, meals programs and receipts; physical plants; procurement; security and school safety programs; external reporting and regulatory compliance; asset tracking. Will lead the annual authorizer oversight on behalf of the CMO working closely with TEACH’s schools to ensure a successful oversight report (scores of 3-4 on governance & operations on the annual LAUSD oversight report).

**External Reporting and Compliance**

Support COO/CFO in ensuring compliance with state and federal regulations; ensure that all required financial reports are submitted in a timely and accurate manner; monitor management/lease/charter agreements, with particular attention to financial reporting requirements; and maintain effective working relationship with the authorizer, the state, and other regulatory and oversight agencies. Support with grant writing and reporting. Ensure the continued viability of all TEACH Public Schools entities, including charter renewal.

**Legal**

Assist CFO/COO with any legal issues, including potential or pending litigation with insurance, outside counsel and the TEACH Board of Directors.

**Stakeholder Engagement**

This position will be the primary liaison between the CMO and its stakeholders. Ensure good working relationships with all TEACH stakeholders (families, staff, community members, authorizer, local politicians & school board, ect) with meaningful regular communication, invitations to school events & meetings, meeting with local politicians and school board members and their staff. The Director will be an advocate and cheer leader for TEACH with the public.

Required Qualifications:

* Candidates must have a Bachelor’s degree (an MBA, MPA, JD or other relevant advanced certification preferred)
* Charter school experience preferred
* Minimum 2 years of directly related experience, preferably in an operations department of a non-profit or educational organization
* Prior school site operations experience at a Charter Management Organization (CMO) a plus
* Experience working in a fast-paced educational environment, nonprofit or social enterprise
* Ability to apply critical thinking skills to complex systems and operations in a highly regulated industry
* Strong technical writing and editing skills