

Essential Competencies for Charter School Operations

These Essential Competencies have been developed by [CharterSource](#) after a thorough review of charter school operations staff job descriptions, interviews with operations leaders and team members, reviews of available resources, and have been aligned with [Minnesota's Charter School Law](#), [Minnesota's Program Requirements for All Administrative Licenses, MN Rule 3512.0510](#), and the [MACS Code of Ethics](#).

1. Leadership & Management

- a. Leading and managing teams effectively including conflict resolution & performance management.
- b. Holding oneself to high standards of integrity, professionalism & ethics.

2. Financial Acumen

- a. Budgeting, financial reporting, understanding funding sources, sustainability planning, and resource allocation.
- b. Negotiating contracts, overseeing vendor performance, and managing relationships with external service providers.

3. Compliance & Regulatory Knowledge

- a. Understanding of federal, state, and local regulations related to charter schools.
- b. Ability to ensure compliance with educational laws and organizational policies.

4. Strategic Planning & Problem-Solving

- a. Aligning operations with the school's mission and objectives.
- b. Identifying and mitigating potential risks to the school's operations, financial stability, and reputation.

5. Data-Driven Decision Making

- a. Collecting, analyzing, evaluating, and reporting on data related to school operations, student achievement (indirectly), and budget performance.
- b. Developing action plans informed by data analysis in order to streamline operations, such as optimizing scheduling, improving resource management, and enhancing financial oversight.

6. Equitable & Culturally Responsive Leadership

- a. Developing policies and practices that promote equity and mitigate biases within the school environment.
- b. Hiring and retaining a diverse staff that reflects the cultural backgrounds of the student body.

7. Effective Communication

- a. Using speaking, writing, and listening skills to communicate appropriately for different audiences (staff, students, families, the school community, and the general public).
- b. Ensuring that internal & external communications are timely, factual, respectful, and concise.

8. Project Management & Process/System Development

- a. Managing projects from inception to completion within deadlines.
- b. Developing and optimizing organizational systems, processes, and Standard Operating Procedures (SOPs) for efficient operations.

9. Technology

- a. Using relevant administrative and financial software.
- b. Understanding and leveraging technology for process improvements.

10. Logistics & Safety

- a. Coordinating transportation, facility management, and operational logistics while ensuring student safety & security.
- b. Organizing logistics and timing around the school day's operations (start and end times, special schedules, student activities, staff coverage, lunch schedules, etc.).