



The State University  
of New York

## EXECUTIVE DIRECTOR OF THE SUNY CHARTER SCHOOLS INSTITUTE

The State University of New York is searching for an Executive Director of the SUNY Charter Schools Institute located at the SUNY System headquarters in Albany, New York. The Executive Director of the SUNY Charter Schools Institute will report to the Chancellor's Office and SUNY Board of Trustees Charter Schools Committee in carrying out the duties of the Executive Director of the Charter Schools Institute for the State University of New York (SUNY).

### **About SUNY:**

The State University of New York is the largest comprehensive system of higher education in the United States, and more than 95 percent of all New Yorkers live within 30 miles of any one of SUNY's 64 colleges and universities. Across the system, SUNY has four academic health centers, five hospitals, four medical schools, two dental schools, a law school, the state's only college of optometry, and manages one US Department of Energy National Laboratory. In total, SUNY serves about 1.3 million students amongst its entire portfolio of credit- and non-credit bearing courses and programs, continuing education, and community outreach programs. SUNY oversees nearly a quarter of academic research in New York. Research expenditures system-wide reached nearly \$1.1 billion in fiscal year 2021, including significant contributions from students and faculty. There are more than three million SUNY alumni worldwide, and one in three New Yorkers with a college degree is a SUNY alum. To learn more about how SUNY creates opportunity, visit [www.suny.edu](http://www.suny.edu).

### **About The Charter Schools Institute:**

The State University of New York's Board of Trustees are the largest higher education authorizer of charter schools in the country. The SUNY Charter Schools Institute serves as the administrative support for the SUNY Trustees in executing their authorizing responsibilities under the Charter Schools Act of 1998. Serving 221 authorized charter schools with approximately 113,000 students, SUNY Charter School provide high-quality education choices to communities, parents and students across the state. The SUNY Charter Schools Institute is the 5<sup>th</sup> largest authorizer of charter schools in the U.S. and has been recognized as a nationally award-winning authorizer for best practices. To learn more about The Charter Schools Institute, visit <https://www.newyorkcharters.org/>.

### **The Position:**

The Executive Director of the SUNY Charter Schools Institute provides leadership to the Institute. S/he is accountable to the SUNY Board of Trustees and Chancellor on all aspects of the Institute's programmatic and fiscal operations. S/he is responsible for overseeing the Institute's charter authorizing and renewal of activities, monitoring the performance of charter schools, and presenting recommendations to the SUNY Board of Trustees.

### **Essential Functions of the Position:**

- Oversee the Charter Schools Institute operations in the awarding, renewal, and oversight of charters and all responsibilities of authorizing outlined in New York's Charter Schools Act;
- Streamline the Board's role in carrying out its authorizing duties;
- Ensure that the organization and administration of the Institute supports attainment of its mission;

- Participate in state-wide and national conferences and creating and sustaining partnerships with other organizations that serve the educational and authorizing purposes for which the Institute was created;
- Expand on the Institute's efforts to implement the Board of Trustees commitment to Diversity, Equity and Inclusion;
- Continue the Institute's work in analyzing the strengths and best practices of SUNY authorized charter schools securing external funding to support the gathering and sharing of such work; and
- Develop and maintain a constructive relationship with the State Department of Education.

### **Required Education and Experience:**

An advanced degree is preferred from an accredited college/university with a strong grasp of the issues affecting K-12 public education and an appreciation for the teaching and learning that occurs in the classroom; a public policy and issues orientation would be helpful in addition to charter school experience. Preferred qualifications include experience in research, public policy, education and/or program evaluation.

The ideal candidate must have a broad vision for charter schools' authorization and operation informed by the belief that charter schools should be excellent, accountable, and autonomous; an understanding of the possibilities and limitations of charter schools; and a passion for promoting access to high quality educational alternatives.

In addition, candidates should possess the following:

- A proven commitment to diversity, equity, and inclusion.
- Demonstrated leadership skills that derive from the experience of having implemented a vision, engaged, and won support from a variety of stakeholders and constituencies, and set strategic direction for an organization.
- A strong track record of successfully making the case for continuing and increased support, particularly within an environment of competing priorities.
- Demonstrated success in managing and motivating a staff and in recognizing and supporting talent.
- Excellent organizational and strategic skills combined with systems thinking and the insight and creativity to find new ways of doing things.
- A commitment to evidence-based data and facility with systemic data collection and organization.
- Strong interpersonal, collaborative, relationship building and negotiating skills.
- A sophisticated understanding of public policy while being neither political nor partisan; sensitivity to preserving the independence of the Institute; understanding of the objectivity required in the role of regulator.
- Superb written and oral communication skills as well as excellent listening and synthesizing skills; the ability to make a persuasive and compelling argument. Ability to play a visible role in both regional and national venues.
- A high degree of energy combined with tact and diplomacy; sound judgment and the ability to distill important issues and principles; a strong work ethic; the ability to juggle multiple priorities; and a determination to get things done and do them the right way.
- A presence and self-confidence that will win the support and trust of the Institute's staff and the State University of New York and its many constituents.

### **Additional Information (Travel, Work Schedule, etc.)**

Regular travel to SUNY Charter Schools Committee meetings, authorized charter schools, as well as to represent the Institute and its work.

**Application:**

Interested candidates should submit only a cover letter and resume/curriculum vitae to [Zulaika.Rodriguez@suny.edu](mailto:Zulaika.Rodriguez@suny.edu). The review of candidates will begin immediately and will continue until the position is filled.

**SUNY EEO Statement**

*State University of New York System Administration is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or retaliation.*

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov)*