



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Charter School Support Specialist	School of Professional and Online Education (SPOE)	Dean, SPOE	.63	Non-Exempt

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Scope of Responsibilities: Provides administrative, operational and compliance support to Grace Schools Charter Authority, LLC by assisting with the oversight, reporting, renewal processes, and ongoing communication with charter schools and regulatory agencies.

General Responsibilities:

- Provide administrative support to Grace Schools Charter Authority Authorizing Office
- Coordinate schedules, meetings, site visits, and public hearings
- Prepare agendas, meeting materials, correspondence, and official documents
- Maintain organized records related to charter contracts, renewals, amendments, and compliance
- Track timelines, deadlines and required submissions for multiple charter schools
- Assist with monitoring charter school compliance with state law, authorizer requirements, and university policies
- Collect, organize and review charter school submissions including reports, financial statements, and performance data
- Support charter application, renewal, amendment, and closure procedures
- Maintain compliance calendars and audit-ready documentation
- Assist in drafting guidance documents and procedural communications
- Serve as primary point of administrative contact for charter school leaders
- Support data compilation and reporting for university leadership and state agencies
- Assist with planning meetings, trainings and site visits

Qualifications:

A. Minimum:

1. Bachelor's degree required
2. Experience in higher education, K-12 education, nonprofit administration, or public administration
3. Strong organizational and communication skills
4. High attention to detail and ability to manage confidential information
5. Proficiency in Microsoft Office and/or Google Workspace



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B. Preferred:

1. Experience working with charter schools or education agencies
2. Familiarity with charter school law or authorizing standards
3. Experience with compliance tracking or data management systems

Status: Part-Time, Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 2/20/2026