

**Available Position:** Accountability Manager(s)  
**Posting Date:** March 1, 2010  
**Location:** Office of the Mayor – Charter Schools Initiative  
City County Building  
200 E. Washington Street, Suite 2501  
Indianapolis, Indiana 46204  
**Annual Compensation:** \$35,000 - \$38,000 based on experience.

The City of Indianapolis has immediate openings for two full-time Accountability Managers to work exclusively with the Mayor's charter school staff and oversee the performance of public charter schools authorized by the Mayor. Accountability Managers are responsible for all issues related to the performance and compliance of Mayor-sponsored charter schools and serve as the primary point of contact for school administrators and boards of directors.

**Responsibilities include, but are not limited to the following.**

- Facilitates monthly meetings with each school's administrator(s).
- Monitors and evaluates activities of each school's board of directors to ensure compliance with laws and regulations.
- Collects and analyzes school performance data.
- Ensures all reporting is complete and submitted in a timely manner by each school.
- Assists with the evaluation of new charter school applications and the opening of newly authorized schools.
- Assists with special events conducted by the Mayor's charter schools staff.
- Assists with the drafting and production of the *Annual Accountability Report* for Mayor-sponsored charter schools.
- Maintains the charter agreement and all corresponding documentation between the Mayor's Office and each school.
- Responds to constituent phone calls where appropriate

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that are deemed necessary.

**Education/Experience/Skills/Required Qualifications:**

4 year degree is strongly preferred. Two or more years experience successfully managing multiple projects and/or employees strongly preferred. Demonstration of excellent analytical, problem-solving, written and verbal communication skills are required. Candidates must be well-organized and able to manage multiple deadlines simultaneously. The ability to read, assess, and interpret common statistical and financial data, legal documents, and performance data is required. Experience with education, program management, and/or government are preferred. Candidates must demonstrate the ability to define problems, collect and analyze data, and draw valid conclusions. Work is conducted both in a standard office environment and traveling to various charter schools throughout Indianapolis. Candidates must have reliable transportation and must be available to work some evenings and weekends when necessary.

Candidates must submit a cover letter, resume, and a writing sample to Beth Bray, Assistant Director of Charter Schools at the address listed above, or at [bbray@indy.gov](mailto:bbray@indy.gov). Writing samples should be titled "Educational Transformation: Re-Imaging Public Education in Indianapolis", and must include candidate's suggestions and vision related to the topic, and be no more than one page in length. If selected, candidates will be subject to a criminal background check.

