NC GROW Charter Schools Program (CSP)
Technical Assistance Specialist Job Description

Background: The North Carolina Association for Public Charter Schools (NCAPCS) was awarded $52,995,683 in funding from the U.S. Department of Education's Expanding Opportunities Through Quality Charter Schools Program (CSP) Grants to State Entities. This is a competitive grant program that enables State entities, including charter support organizations, to award subgrants to eligible applicants in their State to open and prepare for the operation of new charter schools and to replicate and expand high-quality charter schools.

This grant will fund *NC Growing Results-Oriented Wins with Charter Schools (NC GROW Charter Schools) Program* from 2025 - 2030, which will be led by NCAPCS. Through the NC Grow Charter Schools, NCAPCS plans to:

- Support the expansion of public charter schools, prioritizing innovative Career and Technical Education (CTE), STEM, or AI charter models.
- Deliver targeted technical assistance to help subgrantees strengthen their financial management.
- Provide comprehensive charter school board governance training in North Carolina.

Overview: The Technical Assistance Specialist will report to the Project Director and work closely with the Budget Specialist to provide comprehensive technical assistance and professional development in support of the successful implementation of the NC GROW CSP.. This role will plan, facilitate, and deliver high-quality training and resources to eligible applicants, subgrantees, and stakeholders under the guidance of the Project Director. In addition, this position will be responsible for the design and implementation of the CTE, STEM, and AI program goals of the NC GROW CSP..

Responsibilities:
- Develop and facilitate technical assistance sessions, workshops, and professional development opportunities, covering various aspects of charter school operations, governance, and best practices.
- Collaborate with subject matter experts to create engaging and informative training materials, including presentations, handouts, and online resources.
- Provide exemplary customer service and support to program participants, addressing inquiries, and offering guidance on program requirements and processes.
- Conduct needs assessments and gather feedback from participants to identify areas for improvement and tailor technical assistance offerings accordingly, reporting findings to the Project Director.

- Stay up-to-date with current trends, research, and best practices in the charter school sector to ensure the delivery of relevant and effective technical assistance..
- Manage projects and events, including coordinating logistics, securing venues, and overseeing the execution of training sessions or conferences.
- Participate in program monitoring activities, such as site visits or audits, and provide support and guidance as directed by the Project Director and Budget Specialist.
- Prepare reports and documentation related to technical assistance activities, participant engagement, and program outcomes.
- Develop success metrics for CTE program evaluation
- Design guidance for forming partnerships with industry leaders that will enhance CTE programs
- Develop method of assessing current workforce readiness to determine the technical assistance that is needed to strengthen a charter school's CTE program
- Create a curriculum for AI integration
- Develop guidance for developing STEM curriculum
- Design and implement a Statewide Access Plan focused on serving at-risk students, which will include:
  - Annual needs assessment mapping to identify gaps in career-focused programming for at-risk students
  - Quarterly distribution reports on CTE and STEM opportunity access
  - Differentiated support for schools based on graduation rates and at-risk student populations
  - Regional career exploration events targeting students at-risk of dropping out
  - Industry partnership development to create mentorship opportunities for at-risk students
  - Career pathways curriculum resources focused on in-demand sectors
  - Technology grants for virtual career counseling platforms to reach disengaged students
  - Work-based learning coordinator training for charter schools serving high at-risk populations
  - Advisory Council of charter school leaders experienced in dropout prevention to guide implementation

Qualifications:
- Bachelor's degree in education, public administration, or a related field; advanced degree preferred.
- Minimum of 3 years of experience in providing technical assistance, training, or professional development, preferably in the education or non-profit sector.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly and effectively.

- Experience managing multiple, simultaneous work efforts and a strong ability to plan strategically and marshal resources toward implementation
- Proficiency in instructional design, curriculum development, and the use of multimedia tools for training and presentations.
- Familiarity with best practices in charter school governance, operations, and educational programming.
- Ability to work collaboratively with diverse stakeholders, including school leaders, educators, and community members.
- Understand and appreciate the use of outcomes-based data and information to drive performance
- Flexibility to travel for on-site technical assistance or training events.

Preferred Qualifications:
- Experience with federal or state grant programs, particularly in the education sector.
- Knowledge of charter school policies, regulations, and authorizing processes.
- Expertise in adult learning principles and facilitation techniques.
- Proficiency in learning management systems or online training platforms.
- Bilingual abilities (e.g., English and Spanish) to support diverse participant populations.

To apply please send a resume and a detailed letter of interest explaining your qualifications to hiring@ncpubliccharters.org with the subject line "Technical Assistance Specialist Application." No phone calls please.

Applications will be considered on a rolling basis.