
Kristen Miles

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Education

Portland State University

Executive Master of Public Administration, Hatfield School of Government
June, 2013

- Received Award of Excellence for graduating first in class

University of Oregon

Bachelor of Arts in Music, Bachelor of Arts in Psychology, Minor in Spanish
June, 1999

- Dean's list, multiple terms
- Elected into Phi Beta Kappa

Relevant Experience

Portland Public Schools: Program Director, Charter Schools

2008– present

Oversee academic, operational, and financial performance of 9 public charter schools, including supervision of all contractual and statutory requirements. Develop, implement, and interpret policy. Negotiate and execute all contracts with charter schools and/or their parent nonprofit organizations. Guide all developers through the charter school application process and subsequent renewal of charters. Manage and allocate annual budget of approximately \$14 million. Act as lead staff member to Portland Public Schools Board of Education Committee on Charter Schools, and to the full Board. Act as liaison to Oregon Department of Education (ODE) and the National Association of Charter School Authorizers (NACSA). Supervise administrative staff.

Key accomplishments:

- Developed systems and structures to improve data tracking, accountability for performance expectations, and to support charter schools as district partners
- In partnership with ODE, created and piloted an academic, financial, and organizational performance framework for charter schools to be used statewide
- Created and published rigorous application for charter school developers to reflect district and state equity initiatives and goals
- Founded the Charter School Authorizers Steering Committee under the OACOA branch of Confederation of Oregon School Administrators (COSA)
- Developed technical and policy legislation to respond to challenges and changes in Oregon's charter school landscape.
- Member of PPS's Legislative Advisory Team; developed recommendations for legislative and policy work
- Developed, coordinated, and implemented professional development for charter school leaders and staff in: race equity, leadership, charter school law, Common Core, Smarter Balanced assessments, hiring Highly Qualified teachers, and other topics in education best practices

Portland Public Schools: Senior Specialist to the Board of Education

2006-2008

Ensured the smooth functioning of the PPS School Board, including interdepartmental coordination to set Board agendas and hold public meetings. Recorded minutes at all Board and committee meetings, maintained office website. Complied and published all Board documents.

Key accomplishments:

- Added student performance component to Board meetings, and recruited students to perform.
- Streamlined agenda submission process to simplify, standardize, and reduce workload for all departments interfacing with the Board.

Portland Jewish Academy: Head Teacher, Pre-Kindergarten

2003-2005

Developed and delivered all curriculum and instruction to Pre-Kindergarten classroom. Led parent conferences. Provided for all social, emotional, and academic needs of students.

Key accomplishments:

- Created and implemented early literacy and math curriculum with 4-5 year olds. Before entering Kindergarten, 94% of students could write their names, identify nouns, verbs, and adjectives, read at a Kindergarten level, and perform basic addition and subtraction functions.

Other Experience

- Charter School Application Consultant, Canby School District, 2015
- Evaluator for Oregon AdvancEd high school accreditations, 2014-present
- Appellate Reviewer for Charter School Applications, Oregon Department of Education, 2009-present
- Student Mentor for Center for Women’s Leadership Summit, 2014
- Evaluator for federal 21st Century Community Learning Center grant, 2013
- Member of national focus group on business models, National Association of Charter School Authorizers, 2013
- National Consultant, Florida Association of Charter School Authorizers, 2012
- Evaluator of proposals for contracted alternative high schools, PPS, 2011

Professional Affiliations and Memberships

- Confederation of Oregon School Administrators
- National Association of Charter School Authorizers
- Portland Regional Charter Authorizers Group

Presentations

- “Model Proposal Processes”, Oregon Department of Education/National Association of Charter School Authorizers webinar, Feb. 24, 2015
- “The Charter School Application Process: Setting the Stage”, COSA Winter Conference at Salishan, Jan. 30, 2015
- “Hot Topics: Charter Schools”, COSA Law Conference, Dec. 4, 2014
- “Charter Schools 101”, “Charter Schools Performance Frameworks”, “Legislative Update and Forecast”, Oregon School Boards Association (OSBA) Annual Conference, Nov. 14-15, 2014, Nov. 15, 2014, and Nov. 8, 2012
- “What Do Districts Want from Charter Schools?”, “Legislative Update and Forecast”, League of Oregon Charter Schools Conference, Aug. 13, 2014
- “Alternative Accountability Frameworks”, ODE Statewide Charter Authorizer meeting, Jan 10, 2014
- “Charter Schools 201”, OSBA Annual Conference, Nov. 15, 2014
- “Effective District Oversight”, “Advice for New Developers”, Northwest Center for Education Options Annual Conference, Mar. 10-11, 2011