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## **Employee Responsibilities and Qualifications**

The Charter School shall ensure that all personnel meet any applicable teacher certification requirements and obtain clearance from the State Education Department following a fingerprint supported criminal background check in accordance with Article 56 of the Education law and other applicable law. It shall be the responsibility of the Director of Finance and Operations, overseen by the Principal, to ensure compliance with requirements for certification and fingerprint-supported background checks.

Outlined on the following pages are the qualifications the school seeks in candidates for the Principal, teachers, and other school employees.

Following the job descriptions is a draft personnel policy manual.

# Accounts Payable Specialist

**General Description:** The position requires knowledge of how accounts payable ties into the general ledger, a solid understanding of the disbursements cycle, and working knowledge of day-to-day accounts payable operations.

## **Responsibilities:**

Work closely with the schools and client central office to ensure the accurate and timely processing of all invoices.

Foster positive working relationships between the vendors and school staff.

Ensure proper coding in accordance with the chart of accounts.

Enter accounts payable transactions into accounting system.

Process check runs and the set up of new vendors.

Resolve accounts payable issues with vendors.

Assist in month end close including identifying necessary accruals.

Assist with payroll processing.

Assist with annual audit and meeting other statutory requirements.

Take on special projects.

## **Qualifications:**

Education: Bachelor's Degree in Accounting or related field Preferred.

## **Preferred skills and work experience:**

- o Working knowledge and experience with QuickBooks strongly preferred.
- o Experience in Microsoft Excel, Access, Word, and Office.

Ability to work on multiple tasks and prioritize in order to meet deadlines.

Excellent attention to detail.

Strong verbal and written communication skills.

Ability to provide professional and courteous service.

Experience and judgment to plan and accomplish goals.

Ability and willingness to work overtime as necessary to meet deadlines.

## **Physical Requirements:**

Ability to stand, sit and move between workstations, read monitors and paperwork, write on flip charts, set up audio-visual equipment, and use telephone and keyboard.

# Administrative Manager

## **Responsibilities:**

- Maintaining attendance records;
- Assisting in purchasing, transportation, travel arrangements, and field trips;
- Performing scheduling duties;
- Collecting data required for the preparation of reports to the charter entity and other appropriate bodies;
- Answering phones;
- Welcoming parents, children, and guests to the school;
- Coordinating mailings and copying;
- Other duties, as assigned.

## **Qualifications:**

- High school diploma or higher degree;
- Demonstrated organizational and writing skills;
- Prior experience in an administrative assistant position;
- Demonstrated ability to relate well to adults and children.

# Assistant Principal

## **Responsibilities:**

- Adheres to and enforces board policy, school guidelines, and administrative directives.
- Supports the overall school improvement process including teacher observation, modeling best practice, and analyzing student data.
- Supports the implementation of Response to Intervention and monitors its continued implementation.
- Enforces guidelines to maintain proper discipline and conduct.
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
- Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
- Assists the Principal with student expulsions.
- Works with and assists faculty in the development of effective classroom discipline and organization.
- Maintains an effective and safe school environment.
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, parent communications, and other paperwork as assigned.
- Assists in the selection and mentoring of staff.
- Supervises support services as assigned.
- Works as a team member to meet the system-wide needs of the district.
- Assists in supervision of special events.
- Performs other duties as assigned by the Principal or District Administrator

## **Qualifications:**

- Master's degree in an education
- Hold or eligible to hold appropriate Louisiana license.

# Charter School Operations Director

## **JOB DESCRIPTION:**

The Charter School Operations Director is responsible for planning, coordinating, and supervising the day-to-day business operations of a school office, and serves as administrative aide to the school principal, relieving him/her of administrative details.

## **PERFORMANCE RESPONSIBILITIES:**

1. Supervises the enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.
2. Supervises the preparation of student enrollment and attendance report.
3. Supervises the maintenance of student records, including assessment results, test scores, discipline citations, medical reports and records, and other documents.
4. Supervises student medication dispensation and injury reports.
5. Supervises Requisitions, receives, and distributes/stores classroom, school office and Work Room materials and supplies; maintains ongoing inventory; processes packing slips.
6. Prepares and processes field trip requests.
7. Maintains school web site.
8. Assists in writing, translating (if bilingual), publication, and distribution of weekly school newsletter.
9. Coordinates the development of, and prepares, school site General Fund and special projects budgets; prepares budget transfers as appropriate; monitors charter school budget.
10. Prepares and maintains purchase orders and other expense records; approves, logs, and monitors expenditures; reconciles site records with monthly District Office reports; resolves discrepancies; and ensures expenditures are within budget allowances for the month and year.
11. Secures childcare coverage for special events.
12. Prepares necessary forms for District Department of Human Resources to hire, upgrade, terminate or authorize special payments to staff.
13. Prepares yard supervision schedule.
14. Prepares certificated prep schedule.
15. Recruits appropriate prep teachers.
16. Prepares and communicates weekly memo to staff.
17. Organizes interview process for hiring certificated and classified staff.
18. Plans, assigns, trains, and evaluates classified staff in accordance with District standards, timelines, and procedures.
19. Processes, assigns, trains, and directs work of volunteers.
20. Plans and coordinates arrangements for school and community activities; acts as liaison between school and other schools, District Office, outside agencies, the parents, and the public at large.
21. Serves as the custodian of school office records.
22. Develops, implements, and monitors work practices, systems, and methods that are effective, efficient, and consistent with District standards, policies, and procedures.
23. Coordinates school principal's site master calendar of meetings and events.
24. In-services new staff on School and District policies and regulations as they apply to school site operations; standard school site rules and procedures; computer operation and software programs used at the school site; proper use of office equipment; and emergency procedures.

25. Arranges for conferences and travel of administrators and staff; prepares related purchase order or payment requisitions; and follows up with receipts, invoices, and expense claims.
26. Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards to school principal and District Safety Officer.
27. Scrutinizes facility wear and tear and makes recommendations as to facility improvement (i.e., carpet replacement, exterior and interior paint, turf).
28. Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly.
29. Seeks out and participates in educational and professional development and motives and encourages such developments for school -classified employees.
30. Recognizes problems and impediments and reports them promptly with options for solutions to the site principal; promotes and assists with constructive resolutions.
31. Establishes and maintains professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and partners.
32. Monitors District and Special Projects accountability timelines and coordinates timely completion of administrative/clerical tasks.
33. Prepares annual performance audit in collaboration with school principal.
34. Monitors and analyzes student performance assessment data preparing reports as needed for various special projects (i.e., after school program, summer school).
35. Organizes summer school programs.
36. Prepares and processes facility use agreement forms using established District procedures.
37. Perform other duties as assigned by Charter School Principal.

## **QUALIFICATIONS**

Credential and/or License:

Education:

B.A. or B.S. degree required with course work in Business Administration, Organizational Management, or related discipline desired.

Experience:

Three years broad, varied and increasingly responsible experience with budgeting, computer information systems, and organizational procedures. Charter school experience desirable.

Knowledge and Abilities:

Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, food service, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems; Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records; Ability to apply empirical principles and procedures in work performed; preparation of financial and statistical documents and reports; Analyze student achievement data, draw logical conclusions and prepare comprehensive reports; Establish and maintain cooperative relationships with all partners; Deal effectively and graciously with situations requiring tact and judgment; Exercise patience, common

sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

**EVALUATION:**

Performance of this job will be evaluated by the school principal in accordance with the District's policies and procedures.



## Dean of Students

### **Responsibilities:**

- Supervise the consistent and fair administration and tracking of student conduct and discipline data (merits/demerits);
- Contribute toward a safe environment for learning, including ensuring that student conduct is maintained and discipline is enforced fairly and consistently, and updating and implementing the required annual school safety report;
- Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework, and events;
- Coach teachers on classroom/ behavior management techniques;
- Assist in making formal reports to the board of trustees and charter entity on student conduct, school safety and related matters;
- Implement and follow policies and procedures for student dress code, discipline and other policies related to maintaining a positive school culture of learning and achievement;
- Facilitate faculty and staff development related to school culture and consistent enforcement of student discipline;
- Organize school events including open houses and parent conferences;
- Facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework, and events;
- Undertake administrative and instructional duties as the principal may assign.

### **Qualifications:**

- BA/BS degree or graduate degree;
- Administrative certification welcomed but not mandatory;
- Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity (examples include, but are not limited to involvement with community youth organizations, supervisory roles in the Boy Scouts or Girl Scouts, and mentorships);
- Demonstrated successful teaching experience;
- Exhibited leadership in working with professional staff, students, and the community;
- Agreement with the academic goals and philosophy of the charter school;
- Commitment to accountability, including a rigorous student testing regime;
- Demonstrated success in encouraging parental involvement.

# Director of Curriculum, Instruction and Assessment

## **Responsibilities:**

- Provide leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, and student data management;
- Responsible for coaching teachers on instructional delivery and methods;
- Assist Principal in developing staff development programming;
- Responsible for managing student data systems;
- Assist in administration of scheduling and standardized assessments;
- Assist Principal in the development of school created assessments;
- Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework, and events;
- Assist in making formal reports to the board of trustees and charter entity on student academic performance.

## **Qualifications:**

- BA/BS degree or graduate degree;
- Administrative certification welcomed but not mandatory;
- Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity (examples include, but are not limited to involvement with community youth organizations, supervisory roles in the Boy Scouts or Girl Scouts, and mentorships);
- Demonstrated successful teaching experience;
- Demonstrated organizational skills;
- Demonstrated ability in data management and presentation;
- Exhibited leadership in working with professional staff, students, and the community;
- Agreement with the academic goals and philosophy of the charter school;
- Commitment to accountability, including a rigorous student testing regime;
- Demonstrated success in encouraging parental involvement.

## Director of Finance and Accounting

### **Responsibilities:**

- Coordinate all financial transactions, including revenue activities, expenditures, record keeping, reporting, auditing, district billing etc.;
- Coordinate all administrative transactions, including the provisions of personnel services, record keeping, reporting, inventory, purchasing, etc.;
- Coordinate the collection of any data required for the preparation of reports to the chartering entity and other appropriate bodies;
- Prepare materials in conjunction with the principal for board meetings;
- Serve as liaison to board finance committee and treasurer of the board;
- Manage facility maintenance and daily operations including custodial staff, student meal counts/ billing and student transportation.

### **Qualifications:**

- BA/BS degree in related field or graduate degree;
- Demonstrated organizational skills;
- Demonstrated ability in data management and presentation;
- Prior experience in an operations manager position;
- Agreement with and commitment to the academic goals and philosophy of the charter school.

## Director of School Culture

### **Responsibilities:**

- Driving implementation of school-wide behavior management and reward system
- Developing and implementing the rituals, routines, and celebrations that ensure a culture of academic success
- Developing and implementing professional development for staff to create and maintain a positive learning environment
- Ensuring a professional and college preparatory climate across all campuses
- Coaching and supporting administrators, counselors, and staff in driving our high achievement culture
- Developing and supervising mentoring opportunities within the school
- Developing systems and programs to support students that struggle with our high achievement culture
- Ensuring that all campuses maintain >95% daily attendance and timeliness
- Ensuring due process and legal compliance regarding all student disciplinary actions
- Maintaining and reporting school-wide attendance and discipline data
- Developing and implementing the rituals, routines, and celebrations that ensure a culture of academic success
- Ensuring all students are receiving high quality extra-curricular experiences
- Performs such other tasks and responsibilities as assigned by Lead Administrator

### **Qualifications:**

- Bachelor's degree.
- Results-oriented individual – a flexible thinker willing to do “whatever it takes”
- Belief in the ADVANCE Baton Rouge and school missions and model
- A ferocious desire to provide our students with an exemplary education.
- Five years experience in teaching, teacher coaching, or student support.
- Proficiency in Microsoft Excel, PowerPoint, Word and Outlook

## Director of Special Education

### **Responsibilities:**

- Coordinates all special education programs within the ABR charter school portfolio
- Interprets and implements all state and federal special education requirements and mandates to ensure compliance
- In concert with school leadership and appropriate personnel, plans and implements professional development programs for special education, regular education personnel and parents.
- Supports the procurement of all federal and state special education grants.
- In concert with school administration, supervises and evaluates all special education staff and programs
- Responsible for system-wide student records system including compliance with appropriate laws and regulations
- Responsible for ensuring delivery of all of the services prescribed in the individual education plans of students enrolled at an ABR managed schools.

### **Qualifications:**

- Masters Degree
- Certification as Special Education Administrator or eligible for certification
- Five years of teaching and/or supervision in the field of special education
- Working knowledge of LA Department of Education special education regulations

# Director of Student Data and Reporting

**SUMMARY DESCRIPTION OF POSITION:** The Director of Student Data and Reporting supports the Office of Chief Operating Officer and provides system wide leadership and direction in the management of Districts data to ensure compliance and accountability to federal and state regulatory authorities.

## **MINIMUM QUALIFICATION STANDARDS**

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

- Excellent oral and written communication skills.
- Supervision of staff and project management.
- Ability to meet established deadlines.
- Ability to interpret policy, procedures, and data.

**EDUCATION, TRAINING, AND EXPERIENCE:** Bachelor's degree required in related field with an excellent academic record, Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administer and enforce all enrollment, grading, scheduling standard operating procedures and timelines.
- Provide instruction and disseminates information to Principal and other school administrators regarding student information requirements for the operation of the student information system.
- Convenes regular meetings with school-based data managers to provide professional development, share information and technical support.
- Submit external reports related to per pupil funding including count day rosters and additional supplemental funding for students with special needs, as well as grant related and federally mandated reports such as the annual 3% verification of meals eligibility, and civil rights data collection.
- Verify annual Adequate Yearly Progress (AYP) / No Child Left Behind (NCLB) report cards for accuracy and submit appeals when data errors exist.
- Compile longitudinal data sets linking historical standardize test score data, internal assessments, and other academic or non-academic data elements.
- Development and maintenance of school performance dashboards that are aligned to the organizations performance management framework key metrics.
- Develop custom reports such report cards, truancy and discipline letters as well as other customizations to the system.
- Oversee the yearly enrollment process for 6 charter campuses.
- Provide technical assistance and support to Partnership schools in the areas of enrollment and scheduling.
- Assists in identifying system enhancements and in the selected of student information system related hardware and networking needs.
- Assists principal in the selection of student information managers.

- Troubleshoots operation and software problems, determines cause of error or stoppage, provide workarounds in cases where the problem is software related or escalate to system technical support if required.
- Responds to specific information requests from the school and district staff and external parties.
- Perform other duties as assigned

# Enrollment Coordinator

## **Responsibilities:**

- Establish presence in the community for outreach and recruiting purposes;
- Provide enrollment counseling for incoming students and families;
- Serve as liaison to parents and facilitate parent education and involvement;
- Counsel students and families through the appropriate application process for high school and/or college entrance;
- Assist students and faculty with student admission testing preparation, financial aid and completion of high school/college applications and essays when applicable;
- Establish rapport with local and regional high schools and/or colleges;
- Facilitate workshops and seminars about high school and/or college options.

## **Qualifications:**

- BA/BS degree in education, counseling or related field;
- Demonstrated experience working with under-served or at-risk students;
- Demonstrated strong oral and written communication skills;
- Ability and willingness to travel;
- Demonstrated ability to exhibit strong interpersonal skills with students, parents and administrators;
- Demonstrated ability to facilitate workshops.



## Guidance/ Social Worker

### **Purpose:**

- To promote and enhance the overall academic mission by providing services that strengthen home, school, and community partnerships and alleviate barriers to learning.
- To determine the needs and interests of students and present options for development both outside of school and within the school program to maximize the likelihood that students will achieve long-term goals and reach their maximum potential.

### **Essential Functions:**

- Effectively and appropriately assess and address the needs, characteristics, and interactions of students, families, and community.
- Use knowledge and understanding of the reciprocal influences of home, school, and community to intervene for student success via such practices as assessment, crisis intervention, home visits, conflict resolution, individual and group counseling, consultation, program development, dropout prevention, and coordination of school and community services.
- Advocate for appropriate services for students and their families.
- Consult and collaborate with stakeholders on behalf of students and their families.
- Effectively plan, implement, and evaluate programs that promote student and family success.
- Use assessment and evaluation results to develop appropriate interventions for students, families, schools and communities.
- Develop long-term and short-term intervention plans consistent with curriculum, with students' needs, strengths, diversity and life experiences, and with other social and emotional factors.
- Provide services to students in ways that build upon individual strengths and offer students maximum opportunities to participate in the planning and direction of their own learning experience.
- Provide appropriate follow-up to ensure that students' needs are being met.
- Act as a point of contact for outside organizations working with students and their families.

### **Requirements:**

- Master Level Licensed Social Worker
- 5 years clinical experience
- Personal initiative and desire for responsibility
- Strong communication skills ability to work collaboratively with teachers/staff

- Leadership capacity
- Familiarity with the local community

**Terms of Employment:**

Employment of this position is conditioned upon satisfactory completion of criminal background and criminal history check. Social Workers are at-will 12-month employees; benefits associated with this position are described in the employee handbook.

# Human Resource Manager

## Responsibilities:

- Serve client and employees, including teachers and school administrators, by handling day to day questions and helping resolve work-related problems.
- Assist in communicating company policies and procedures. Promote understanding within the organization and across the school operations.
- Recruit for open positions and perform the full life cycle of recruiting activities including sourcing and screening applicants, maintaining recruiting systems, drafting offer letters, providing follow-through with candidates, supporting hiring managers, and reporting recruiting statistics.
- Draft and update job descriptions; assist in classifying positions and/or reclassifying positions as needed.
- Lead employee on-boarding activities; answer employee questions and provide support to managers when integrating new hires into the organization.
- Implement fingerprint-supported background checks and teaching certification of all applicable employees.
- Administer employee benefit programs, answer employee questions, support claim resolution, and maintain related systems.
- Support the performance review process; provide employees and managers with information about the process, policies, job duties, and process for promotion.
- Lead employee recreation and recognition programs.
- Maintain employee records.
- Responsible for new hire, termination, and change of status forms with payroll. Serve as employee liaison to assist in problem resolution with issues related to benefit deductions and pay.
- Coordinate and ensure completion of employee exit interviews. Report outcome of exit interview information to management and tracks/maintains data.
- Ensure compliance with applicable employment laws and regulations.
- Other duties as assigned.

## Qualifications:

- **Education and Experience:** Bachelor's Degree in Business, Communication, Psychology, or other similar degree.
- **Preferred Skills and Work Experience:** Five to eight years previous work experience as an HR Generalist or Senior Generalist. School or education experience preferred.
- General knowledge of the principles and practices of personnel administration; ability to establish and maintain effective relationships with peers and employees; ability to present information and make recommendations effectively in oral and written form. Proficient computer skills and working knowledge of the Internet.
- Demonstrated ability to work under pressure and make deadlines.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; ability to handle multiple tasks; self-motivated; well organized.

# Library-Technology Specialist

## **Responsibilities:**

- Select, order, maintain, and disseminate information in the library and virtual classroom to all faculty and students;
- Teach faculty and students how to use the resources available in the library and provide support for class projects and research;
- Teach faculty and students how to use instructional technology applications;
- Keep current with information, publications, technology, and formats used in the library;
- Maintain library records including: circulation, purchases, patrons, classes, and online access;
- Generate reports for budgeting, yearly statistics, needs assessment and other areas as needed;
- Give book-talks for classes, individual students, faculty, and staff;
- Participate in professional development opportunities to stay current in the field.

## **Qualifications:**

- BA or BS degree in related field; Masters of Library Science degree, preferred;
- Demonstrated technology proficiency;
- Demonstrated strong oral and written communication skills;
- Ability and willingness to travel;
- Demonstrated ability to interact with students, parents and administrators;
- Experience working with urban school population as well as faculty and staff;
- Excellent communication and interpersonal skills.

# Principal

## **Responsibilities:**

- Pursue the vision and Execute the mission of the school;
- As Head of School provide leadership and direction to staff (including Director of Finance and Operations, Director of Curriculum and Instruction, Director of School Culture, and other administrative staff, consultants, administrative assistant, and all teachers);
- Supervise and observe all instructional practices in the school, including coaching and mentoring directly or through other staff and/or professional development programs;
- Hire, evaluate, and terminate staff; except that such action with respect to the Director of Finance and Operations position shall be subject to review and/or approval by the Board of Trustees;
- Administer scheduling, enrollment and curriculum;
- Serve as liaison to the Board of Trustees, including providing formal and informal reports to the Board and charter entity;
- Prepare materials in conjunction with Director of Finance and Operations for Board meetings, including student academic achievement data based on comparative and longitudinal measures;
- Implement and follow policies and procedures;
- Provide a safe environment for learning;
- Ensure proper budgeting, accounting, auditing, and financial planning.

## **Qualifications:**

- BA/BS degree or graduate degree;
- Administrative certification welcomed but not mandatory;
- Demonstrated successful leadership in a senior administrative position in a public or private school, preferably but not necessarily as a Head of School and preferably working with a board;
- Demonstrated successful teaching experience and other school roles, preferred in an urban education setting serving all-girls;
- Exhibited leadership in working with professional staff, students, and the community toward achieving goals;
- Agreement with and commitment to the academic goals and philosophy of the charter school, particularly the single-sex, all-female model;
- Demonstrated willingness to implement merit pay approach for teachers;
- Commitment to accountability, including a rigorous student testing regime;
- Experience or familiarity with data management and presentation and commitment to achieving for students academic goals;
- Demonstrated success in encouraging parental involvement.

# School Operations Manager

## **Responsibilities:**

### *Operational Functions:*

- Responsible for site level procurement of supplies, materials, equipment, and inventory management.
- Local manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts.
- Manage all aspects of free and reduced lunch program/process, including managing the entire application process.
- Coordinate technology implementation (planning, procurement, and training).
- Implement enrollment campaign for students (e.g., new students, intent to attend, waiting lists) including engagement in local marketing initiatives, demographic analysis, coordination with local/regional communications specialists.
- Oversee enrollment at school site and, as required, lead the enrollment process by working with the school leadership, secretaries, teachers and central enrollment department/advertising to meet enrollment targets.
- Work with school personnel to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention.
- Work with school staff to manage reporting and data tracking for all special education programs.
- Prepare reports on site operations.
- Support all operational and logistical projects for start-up operations.
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.

### *Financial Administration Functions:*

- Responsible for site level budget monitoring and management, with input into budget development.
- Review monthly financial reports and update monthly financial estimate templates.
- Coordinate with the grant writers for all federal, state, and local grant applications and reporting.
- Prepare drawdown requests for state funds.
- Manage and reconcile school's petty cash funds.
- Provide financial oversight, including invoice approval and developing the substitute teacher budget.
- Manage accounts payable and payroll processes.
- Oversee, in coordination with the controller, yearend audits as well as any site audits from state or federal agencies

### *Human Resource Management Functions:*

- Manage day to day activities of designated non-instructional staff.

- Cooperate with Human Resources Manager to implement policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.).
- Oversee the processing of all new hire paperwork.
- Maintain personnel files for all employees.
- Lead orientation for new hires.
- Lead annual performance reviews for non-instructional staff.

**Qualifications:**

- **Education:** Bachelor's Degree in Business, Accounting or Finance.
- **Preferred skills and work experience:**
  - Demonstrated success in monitoring budgets of \$5 million.
  - Demonstrated success in managing contracts of up to \$500,000.
  - Experience working in education organizations.
  - Experience with staffing processes and general human resource procedures.
  - Operations and facilities management experience.
  - Knowledge of financial modeling (using Excel) and cost analysis techniques.
  - Experience in managing and enforcing service level agreements and contracts for outsourced services.
  - Demonstrated ability to manage staff of 5-10 exempt and nonexempt employees.
- Demonstrates persistence in overcoming and removing obstacles to goal achievement.
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results.
- Implements and monitors relevant work procedures in line with defined standards.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Recognizes people who may be of critical importance to achievement of one's objectives and involves them to get their input.
- Requests input from others to work towards a more effective outcome.
- Holds employees/colleagues accountable for achieving results and publicly acknowledges effective performance.
- Likes to multitask.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; self-motivated; well organized.

# Senior Accountant

## **Responsibilities:**

- Oversee and manage financial activities of SOMs including procurement, food services, petty cash and school activity funds.
- Process payroll including managing the timesheet process and the financial pieces of benefits administration.
- Manage the entire accounts payable process including reviewing and approving purchase orders, approving payments, ensuring appropriate coding and working with site personnel to ensure all expenditures are in compliance with the operating budget, capital plans, contracts, and restricted funding sources.
- Run the monthly close process including recording month-end journal entries, accruing revenues and expenses, and updating balance sheet schedules.
- Support the Finance Director and the Regional VP, the annual budgeting process including working with the principals on scenarios and ensuring consistent budgeting assumptions.

## **Qualifications:**

- **Education:** Bachelor's Degree in Accounting or Finance; CPA or MBA preferred.
- **Preferred skills and work experience:**
  - Experience with education/governmental accounting or a corporate accounting group. Understanding of GAAP non-profit accounting.
  - Knowledge of payroll processing.
  - Experience with all aspects of the accounts payable process.
  - Demonstrated success in supervising and managing dotted-line reports.
  - Experience in managing financial processes, reading financial reports (and training others on how to do so) and presenting financial information.
  - Demonstrated ability in applying the understanding of those statements to corrective actions when necessary.
  - Experience in financial analysis including budget to actual analysis, ability to understand trends and forecast.
  - Knowledge of financial auditing so as to coordinate annual audits and yearend close process for individual sites.
  - Demonstrated ability to read and understand client contracts in order to understand and deliver on financial requirements.
  - Knowledge of grants so as to understand how grant dollars impact the budget and flow through the system.
  - Advanced knowledge of Excel.
  - Demonstrated ability in using financial/accounting software, with knowledge of QuickBooks preferred.
- Demonstrates ability to confront difficult issues head-on in a professional manner, offer solutions, and be ready to roll up their sleeves and contribute hands-on.
- Enforces and explains corporate policies and procedures and drives/guides expected behavior from others.



- Identifies opportunities to bring others together to share information; ensures people are supporting each other appropriately; encourages exchange of ideas.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Builds and nurtures rapport with the highest levels in client organizations and leverages these relationships effectively for the organization's advantage.
- Builds a shared understanding of goals and targets necessary for successful achievement of strategy in own area.
- Makes regular contact with clients (internal and external) to keep them informed and to learn of any new issues or challenges that can impact expected outcomes.
- Demonstrates ability to interact with clients and staff in a collaborative manner.
- Strong interest in education.
- Demonstrates ability to work independently.
- Record of strong follow through and responsiveness.
- Excellent interpersonal skills and ability to manage relationships.

# Special Education Coordinator & Special Education Teacher

## **Responsibilities:**

- Provide direct and indirect instruction;
- Long and short-term planning addressing individual needs of students;
- Evaluate students' progress;
- Teach a multi-model approach;
- Provide an inviting, exciting, innovative, learning environment;
- Establish and maintain classroom management procedures;
- Prepare written reports accurately and submit in a timely manner;
- Effectively communicate with teachers, parents, and administrators to facilitate the IEP process;
- Effective consultation with parents, students, teachers, and administration;
- Effective professional liaison between school and home when necessary;
- Serve as advisors to students;
- Remain current on rules set forth in special education law and regulations (Coordinator position only);
- Maintain privacy of student records and information (Coordinator position only);
- Serve as primary liaison with CSE of students' district of residence (Coordinator position only).

## **Qualifications:**

- Appropriate state certification as a special education teacher and any other credentialing required and applicable;
- Demonstrated ability to communicate and work effectively with parents;
- Demonstrated ability to adapt to individuals specific needs;
- Demonstrated ability to adapt to differences and changes in characteristics of students, programs, leadership, staff, and community;
- Demonstrated ability to utilize varied teaching methodologies to accommodate students' unique learning styles;
- Demonstrated ability to evaluate tests and measures of achievement;
- Demonstrated ability to work effectively as a team member;
- Demonstrated administrative or organizational ability (Coordinator position only).

# Guidance Counselor

## Responsibilities:

- Develop and manage a comprehensive school counseling program
- Develops and maintains a written plan for effective delivery of the school counseling program
- Communicates the goals of the comprehensive school counseling program to education stakeholders
- Maintains current and appropriate resources for education stakeholders
- Uses the majority of time providing direct services such as academic guidance, individual student planning, and preventive and responsive services
- Delivery of a comprehensive school counseling program

## **Guidance Program**

- Provides leadership and collaborates with the school leadership team to ensure the implementation of the school counseling program
- Implements developmentally and appropriate prevention-oriented group activities to meet the student needs and school goals

## **Individual Student Planning**

- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans
- Accurately and appropriately interprets and utilizes student data
- Collaborates with parents/guardians and educators to assist students with educational and career planning

## **Preventive and Responsive Services**

- Provides individual and group counseling to students with identified concerns and needs
- Consults and collaborates effectively with parents/guardians, teachers, school leadership, and other educational/community resources regarding students with identified needs and concerns
- Implements an effective referral and follow-up process
- Accurately and appropriately uses assessment procedures for determining and structuring individual group counseling services

## **System Support**

- Provides appropriate information to staff related to the comprehensive school counseling program
- Serves on the school leadership team
- Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data
- Participates in professional development activities to improve knowledge and skills
- Uses available technology resources to enhance the school counseling program
- Adheres to laws, policies, procedures, and ethical standards of the counseling profession

## **Accountability**

- Conducts a yearly audit to review extent of program implementation
- Collects and analyzes data to guide program direction and emphasis
- Measures results of the school counseling program activities and shares results as appropriate
- Monitors student academic performance, behavior, and attendance and assists with appropriate interventions

**Qualifications:**

- Master's degree required
- A valid school counselor certification as defined by Louisiana
- Two years experience in student services, social services, training, development, or related positions
- Experience in an educational organization with focus on improving student performance
- Must possess strong interpersonal and communication skills. Incumbents must be able to lead, communicate and persuade others, and interact effectively with others in difficult situations
- Must have the ability to professionally and effectively deliver presentations to small and large groups
- Must be results oriented and able to manage various projects or tasks at one time

# Student Information Manager

## **Responsibilities:**

- **Data Management:** Audit data reports for compliance, ensure reliable reports can be created to meet applicable requirements, determine system protocol and standards (i.e. field labels and structure); ensure that regular backups of data are applied.
- **Systems Development:** Monitoring of the student information system and audit for compliance with applicable requirements; implement recommendations and ensure that the system is flexible to meet user needs; incorporate user input and feedback to develop plans to enhance the system.
- **User/Client Support:** Anticipate and address user concerns; create viable solutions to meet business requirements; prepare and direct the training of users on the system.
- **Team Management:** Coordinate with school staff to facilitate smooth operations and processes when collecting and reporting on student information. Provide feedback, coaching and developmental opportunities to ensure the team's successful performance.
- **Maintain confidentiality of student records.**  
Work with School Operations Managers to understand their data needs and system requirements. Liaise with technology team to receive feedback on system and work together for problem solving.

## **Qualifications:**

- **Education:** Bachelor's Degree strongly preferred.
  - **Preferred skills and work experience:**
    - Experience in K-12 education.
    - 5-7 years of experience.
    - Experience with information systems and databases.
    - Experience translating business needs and requirements into information system.
  - Knowledge of relational databases and data management processes.
  - Ability to oversee and manage state mandated reports.
  - Experience with developing standards and managing audits against standards.
  - Experience with developing and delivering end user training on data systems.
  - Staff management experience.
  - Demonstrates the ability to implement and monitor relevant work procedures consistent with defined internal and external standards.
  - Demonstrates a clear perspective on process flow components and how they interact.
  - Demonstrates flexibility and ability to shift priorities to address changes in events or assigned goals.
  - Strong interpersonal skills.
  - Demonstrated managerial leadership experience of cross-functional teams.

- Demonstrates a strong sense of urgency through prioritizing and following through on commitments.
- Recognizes people who may be of critical importance to achievement of team objectives and involves them to get their input.
- Seeks opportunities to share information for the benefit of others; seeks the input of others to encourage participation, both within and outside the team.

# Student Information Data Manager I

**SUMMARY DESCRIPTION OF POSITION:** An employee in this class performs a variety of technical and computer support functions for the student information system. Work involves operation of microcomputers, optical mark scanners, printers, and other peripheral equipment. Work at this level requires knowledge of student accounting procedures and regulations, source data, and the functionality of the student information system in order to support school operations and to generate federal, state, and local reports. The employee works under general supervision where goals are provided and the employee, within established guidelines and procedures, accomplishes them. The employee must communicate effectively with a wide variety of groups including students, teachers, principals, counselors, central office staff, parents, governmental agencies, and institutions of higher education. The employee may be involved in the operation and use of local and wide-area microcomputer networks.

## Duties and Responsibilities

- Maintains and utilizes the computerized student information system.
- Create and maintain campus student records, which include the updating and maintenance of both hard copy and online student records. Ensure dissemination of records to campuses, other school districts, central administration, and court ordered requests are accurate and within time frame allotted. Responsible for processing new student enrollments, student transfers, student withdrawals, and student graduation. Review and provide an assessment of instructional placement on new enrollments to the appropriate campus personnel.
- Selects data from varied sources, and summarizes and analyzes information for standard reports to building and school system administrators and State Department of Public Instruction
- Prepares customized reports for local school needs
- Records electronic files for storage, such as daily backup copies or copies for transmittal
- Prepares and/or maintains computer records of student attendance; enters data from submitted forms; reviews late-arrival forms, and reconciles with absences to create "tardy" lists; reviews check-out forms and reconciles with absences to create "early leave" lists. Maintain attendance accounting records in accordance with OLAMS standards. Ensure attendance records are accurate so that an audit trail exists at all time. Verify with parents and teachers the validity of daily attendance as reported. Summarize results of attendance calls in order to convey communicable diseases to the nurse. Generate and distribute excessive absences letters or other attendance problem letters.
- Prepares attendance reports and reconciles manual and computer reports monthly
- Sends correspondence to parents to advise them of excessive absences according to established policies and procedures
- Maintains computer records of students' scores on state mandated tests and standardized tests
- Provides the files to be used in school accountability (ABC's)
- Maintains, generates, and distributes student demographic, scheduling, and grading information

- Maintains records of student suspensions, student withdrawal from school, record of reasons for student withdrawal and students' plans and prepares periodic statistical reports
- Prepares and/or maintains various files, and reports exceptional children being served by school as it relates to the student information system
- Provides information and/or training to school staff on the use of the student information system and application of data from the system

## **MINIMUM QUALIFICATION STANDARDS**

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

- General knowledge of computers, computer commands, peripherals, and various operating systems.
- Ability to work with a high degree of accuracy.
- Skills in the use of graphic user interfaces.
- Knowledge of the attendance regulations in the Student Attendance and School Accounting Manual. Considerable knowledge of data management, policies and procedures.
- Ability to troubleshoot hardware and software problems.
- Ability to exercise independent judgment in correcting data errors or omissions
- Ability to communicate well with school personnel, parents, students, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and status.
- Perform the duties associated with campus receptionist (i.e., answer phones, take messages, greet visitors/guests, address student needs, and release students as requested.) Serve as "first-point of contact" with the community.

**EDUCATION, TRAINING, AND EXPERIENCE:** High School graduation and two years of work experience at least one of which is data entry or a year of work directly related to a computer system which requires knowledge of editing and completing source data; or an equivalent combination of education and experience.



# Student Services Coordinator

## **Responsibilities:**

- Provide students and families social work services;
- Provide small group seminar sessions to students regularly promoting positive social and emotional development;
- Provide small group and individual therapy sessions;
- Suggest and connect families with appropriate social services;
- Serve as the school's Homeless Liaison;
- Maintain privacy of student records and information;
- Undertake administrative and instructional duties as the principal may assign.

## **Qualifications:**

- BA/BS degree or graduate degree in Social Work; MSW preferred;
- Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity (examples include, but are not limited to involvement with community youth organizations, supervisory roles in the Boy Scouts or Girl Scouts, and mentorships);
- Knowledge of local social services;
- Experience with individual goal writing, charting, and progress note taking;
- Exhibited leadership in working with professional staff, students, and the community;
- Agreement with the academic goals and philosophy of the charter school;
- Commitment to accountability, including a rigorous student testing regime;
- Demonstrated success in encouraging parental involvement.

# Teacher

## **Responsibilities:**

- Maintain and enrich their expertise in the subject area they will teach;
- Develop lesson plans that ensure the attainment of state learning standards and the additional specific grade-by-grade learning standards set forth in the charter;
- Coordinate lesson plans with other teachers to maximize possibilities for teaching similar topics in the same general time frame, thus reinforcing student knowledge on an interdisciplinary basis;
- Provide direct and indirect instruction;
- Long and short-term planning addressing individual needs of students;
- Prepare students adequately for all required assessments;
- Evaluate students' progress;
- Prepare at least quarterly individual student achievement reports for parents;
- Provide an inviting, exciting, innovative, learning environment;
- Engage in effective and appropriate classroom management;
- Accept and incorporate feedback and coaching from administrative staff;
- Serve as an advisor to a students, including organizing advisory groups, overseeing the academic and behavioral progress;
- Perform other duties, as deemed appropriate, by the principal.

## **Qualifications:**

- Demonstrated expertise in the subject they will teach, as evidenced by personal skills and knowledge, an undergraduate major or minor or graduate degree in the subject they will teach, or direct subject-area teaching experience;
- If not covered by any of the exemptions provided under New York's charter-school law, possess any required state teaching certification and meet any other applicable credentialing requirements including the federal Elementary and Secondary Education Act, as amended;
- Demonstrated communication skills;
- Demonstrated ability and experience to engage the interest of school-age children;
- Demonstrated ability to work with diverse children, including those with special needs;
- Teaching experience in a public or private school, preferably in an urban setting;
- Demonstrated ability to work well with parents;
- Demonstrated ability to work effectively as a team member;
- Demonstrated ability to evaluate tests and measurements of achievement;
- Demonstrated willingness to be held accountable for student results.

# Technology Manager

## Responsibilities:

- Manage technology strategic plan and budget.
- Oversee infrastructure design (including multi-node LAN/WAN and telephony) and systems implementation.
- Work collaboratively with School District technology departments to manage and support appropriate shared technology services and applications.
- Communicate regularly with school administrators and leaders on school campuses regarding technology issues and concerns.
- Technology vendor RFP management, selection, negotiation and management.
- Set up help desk and asset tracking systems.
- Supervise User Support Technician for servicing users.
- Assist in identification, evaluation, and selection of educational and operational software.
- Develop and implement technology policies, practices and procedures.
- Lead telecommunications projects of strategic impact such as vendor RFP's, migrations across WAN, LAN, Voice and wireless/mobile platforms.

## Qualifications:

- **Education:** College/technical degree or significant equivalent work experience required.
- **Preferred skills and work experience:**
  - Minimum of 5-7 years of technology leadership and management experience.
  - CCNP preferred, CCIE written and CISSP a plus.
  - Experience with layer 2 transport such as ATM, Frame Relay, Ethernet, Layer 3 services: MPLS/VPN routing protocols: OSPF, BGP, EIGRP.
  - Knowledge of network security tools, security practices as they pertain to telecommunications, DMZ's, VPN/RAS, Firewalls, IDS/IPS, NAC, MARS CSA, RADIUS; TACACS and a track record of maintaining solid audit posture.
  - Knowledge of existing network management tools and emerging tools, architectural concepts and principles.
- Ability to articulate and communicate complex technology concepts effectively in non-technical terms in a compelling manner;
- Ability to analyze complex business/technical problems to define system scope and objectives
- Strong analytical and problem solving skills and ability to manage a project independently.
- Strong documentation and oral, written and communications skills.
- Self-motivated team player, able to set priorities and manage to deadlines.
- Excellent trouble-shooting, communication and customer service skills.
- Exhibits a professional image and presence in making oral and written presentations.

- Superior project management skills, with strong ability to multi-task.
- Driven for results, with the ability to maintain a sense of urgency and commitment to the goal of achieving results on time and within budget.
- Team player with strong interpersonal and communication skills, high integrity and strong ability to take accountability and follow through.
- Should possess a belief in the power of education to change a child's future.

## Time Out Room Moderator

### **Responsibilities:**

- Notify appropriate personnel and agencies immediately, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, or controlled substances.
- Establish a professional rapport with students and with staff that earns their respect.
- Serve as a role model for students, demonstrating the importance and relevance of learning accepting responsibility and demonstrating pride in the education profession.
- Meet with parents regarding student discipline issues.
- Provide and supervise in a fair and consistent manner the values, and mission of the school and district, in accordance with due process and other laws and regulations.
- File required reports regarding violence, vandalism, attendance and discipline matters.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community.
- Develop, implement and post Time Out Room procedures and expectations; supervise and maintain a strict environment in the Time out Room.
- Keep accurate documentation for all students that are encountered on a daily basis.
- Supervise daily lunch detentions.
- Supervise after school detentions.
- Supervise Saturday Detentions.
- Other duties as assigned.

### **Qualifications:**

- Minimum High School Diploma
- Ability to demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, and research of learning.
- Demonstrate excellent leadership and organizational skills.