

## ADMINISTRATIVE POSITION DESCRIPTIONS

<p style="text-align: center;"><b><u>Executive Director</u></b></p> <p>Hiring, Firing, &amp; Evaluation of staff</p> <p>Facilities, Operational, Educational Mngmt.</p> <p>Implementation of the Mission of School</p> <p>School Environment, Scheduling, Procedures</p> <p>Public Relations</p> <p>Student Monitoring and Discipline</p> <p>Communication with Parents, Community</p> <p>Parent and Staff Meetings</p> <p>Report financial and educational progress to USA Board, District Board, and State</p> <p>Document development (Employee, Parent, Safety manuals; policies &amp; procedures, ...)</p> <p>Review, revise, authorize all contracts, MOU's, vendors, reports to state, etc.</p> <p>Curriculum development and evaluation</p> <p>Staff professional development</p> <p>Develop and revise annual budget</p> <p>Develop Local Control Accountability Plan, with Board and public input</p> <p>Approve purchasing, payroll, and bill pay</p> <p>Track and predict financial progress</p> <p>Legislative review and compliance</p> <p>Facilitate Board meetings and trainings</p> <p>CHARTER RENEWAL</p> <p style="text-align: center;"><b><u>Tech Mentor</u></b></p> <p>Technology professional development and educational instruction for instructional staff</p>	<p style="text-align: center;"><b><u>Student Services Director</u></b></p> <p>State Testing Administration, data analysis, and assessment of student progress; tech coordination of services</p> <p>Special Ed and 504 Plan Coordination</p> <p>Grant writing, acquisition, preparation, implementation, and reporting</p> <p>Direct athletic program (secure coaches for teams, develop student regulations, attend home games)</p> <p>Elective Director (secure instructors, ensure adequate supplies, advertise, scheduling)</p> <p>Develop and revise School Accountability Report Card</p> <p>Food Services Director</p> <p style="text-align: center;"><b><u>Business Officer</u></b></p> <p>Preparation &amp; revisions of budgets</p> <p>Monitor cashflow, revenues, and expenditures</p> <p>Secure additional funding sources as needed</p> <p>Purchasing, payroll, bill pay</p> <p>State financial reports (with accountant)</p> <p style="text-align: center;"><b><u>Educational Director</u></b></p> <p>Teacher mentoring, professional development, evaluation; Curriculum development and implementation</p> <p style="text-align: center;"><b><u>Administrative Assistant</u></b></p> <p>Human Resources, Safety Officer, Registration, Enrollment Data, Attendance, Audit file compliance, Student file procurement, evaluation, and maintenance</p> <p style="text-align: center;"><b><u>School Secretary</u></b></p> <p>Receptionist, lunch administration, filing, record keeping, data entry, phone calls, student first aid, supply inventory, teacher request fulfillment</p> <p style="text-align: center;"><b><u>Lead Teacher</u></b></p> <p>Mentoring, professional development, leading crew meetings, evaluations of teachers in learning crew, curriculum development and implementation, hiring recommendations</p>
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