B.3 Management and Operation

Arizona Language Preparatory (ALP) will rely on the caliber of its Corporate and School Board members and the expertise of its contracted legal, accounting and special education service providers. Especially in the first three years, ALP will be a small school with few paid administrative positions. The Corporate Board will ultimately have authority over corporate financial and legal matters, including all corporate and legal contracted service providers. Legal services will be contacted as needed when/if situations arise that we need to make legal decisions and /or defend the decisions already taken. Because the Corporate Board has delegated authority on daily operations to the School Board, the School Board is responsible to set all school policies and set and review the school budget. Upon approved by the Corporate Board, the School Director then enforces that school policy and adheres to the school budget. For example, the School Board sets hiring policies and allows for employee salaries in the school budget, but the School Director interviews and hires employees with the support of faculty and staff.

School Director

The School Director will ultimately have the majority of the responsibilities of the school and will be administering the day-to-day activities of the school. If at any time over the three years the Director is unable to perform all the duties of the school a second administrator will be hired. The School Director is employed by the Corporate Board of Directors.

The School Director will be in charge of the following areas:

Instruction- On a daily basis the Director will be in classrooms modeling, coaching, observing and supporting teachers in their day-to-day instruction ensuring that the school curriculum is being taught effectively utilizing the Arizona State Standards. The Director will ensure that assessments are driving instruction and that data collection is taking place, IEPs are completed and up-to-date.

Curriculum and Assessment - The Director will be working with the Curriculum Planner in charge of all required assessments and testing including but not limited to AZELLA, Standford-10, AIMS testing, etc. The Director will work directly with the Curriculum Planner to monitor daily and weekly formative assessments and monitor student mastery of the Arizona State Standards.

Staff Development - The Director will deliver Professional Development on a monthly basis and ensure that the new concepts and skills are evident in classroom instruction. Weekly coaching and classroom observations will also inform him of possible future PDs.

Contracted Services - The Corporate board makes all the decisions in regard to legal and special education contracted services but they will receive recommendations from the Director who will be involved in all aspects of the contracted services, arranging initial student testing to students receiving weekly Special Education assistance and reaching out for legal advice or services. Arizona Language Preparatory will use the services of CBHSP Arizona, Inc. on a need basis regarding special education services. For a detail list of professional qualifications and

services rates please refer to B.3.2 Contracted Services in our charter application document.

Personnel - The Director will be in charge of teacher evaluation and the general supervision, training, hiring and mentoring of teachers.

Grants Management - The Director will be aggressively seeking out new grants and managing any that have been awarded to the school.

SAIS -The Director will be in charge of weekly attendance and SAIS reporting. The Director will train the Business Manager for this task and can delegate when needed.

Management staff at ALP's sister school, BeiBei Amigos Language Preschool, will provide mentor and assistant to the Director, if required. Ms. Denisse Ramos and Ms. Yuntan Emily Sheen have been operated the private language immersion preschool for the past three years. They will provide guidance and support to the ALP school management, board and staff to ensure ALP's success in the great Phoenix metropolitan area as an excellent school of choice offering cutting edge and innovative educational alternatives to students in the valley. Mr. Sean Diana has extensive experiences in dual immersion education and he will provide guidance and training for staff in areas such as curriculum development and language immersion programs.

Curriculum Planner

The Curriculum Planner supervises the development of the trilingual immersion language programs kindergarten to Grade 3. Following the ALP educational philosophy, the policies and regulations established by the ALP Boards, and consultation with the School Director, the Curriculum Planner is responsible for oversight and planning of all in-service programs; oversight and planning for curriculum documentation throughout the school, development of an in-house curriculum database, oversee the lessons plans for ELL learners, administer the AZELLA assessment, assist in professional development focusing on SEI strategy, fostering of a positive school climate, teacher evaluation where appropriate, and the development and management of associated program budgets.

The curriculum planner will be in charge of the following areas:

Curriculum Planning – The Curriculum Planner will assist in lessons plans for ELL learners. Develop, oversee and monitor the process by which curriculum documents are collated, presented and used throughout the school. Form and lead the Curriculum Council as oversight body of curriculum development, review and implementation. Oversee and evaluate, in collaboration with the School Director, the work of all personnel associated with planning and implementation of the academic program of the school.

Curriculum and Assessment - The Curriculum Planner will be working with the Director to administer the AZELLA assessments, create ILLP and complete all compliance paper including the PHLOTE, for the states. The Curriculum Planner is in charge of the Standford-10 and AIMS testing. The Curriculum Planner will also be in charge of monitoring daily and weekly formative assessments and monitoring student mastery of the Arizona State Standards. The Curriculum

Planner will daily monitor the delivery of the curriculum following the curriculum map and assist teachers in the pacing of the lessons and assessments.

Staff Development - The Curriculum Planner will assist the School Director to deliver Professional Development focusing on SEI Strategy on a monthly basis and ensure that the new concepts and skills are evident in classroom instruction.

Business Manager

The Business Manager provides the leadership and direction on strategic planning in relation to the business and support services of ALP, including all financial implications, and ensuring that ALP uses its resources effectively and efficiently at all times.

The business manager will be in charge of the following areas:

Finance and Business – The Business Manager will work with the ALP Boards and the School Director to create detailed budget for the school. Monitor and control income and expenditure in relation to the school's budget. To assist in the preparation of financial matters with the state and federal government agencies. Work collaboratively with contracted accounting firm to file financial returns to both state and federal.

Human Resources Management – The Business Manager is responsible for general personnel matters in consultation with the School Director to ensure required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness, and maternity procedures, etc. Monitor absence and undertake return to work interviews with the School Director. Maintain confidential staff records and to provide leadership and guidance for administrative and staff where appropriate. Ensure all HR processes and systems are legal, compliant with internal policies and best practices, and are efficiently undertaken.

Marketing – The Business Manager will work to promote the school to different audiences, including the press, and raise ALP profile within the local community. The Business Manager is to liaise with local businesses for fundraising, etc.