B.3 Management and Operation

Individual BASIS schools operate within a hierarchy that places the **Head of School** and **Head of Operations** in a joint leadership structure with split responsibilities. The reporting chain for every employee at a school site leads to one of these two individuals. BASIS Peoria K-6 intends to employ 13 non-instructional staff members in each of its first three years:

The Head of School is responsible for overseeing the entire academic program and managing relationships with all stakeholders—teachers, non-academic staff, students, and parents—to foster a positive school culture. Heads of School are also responsible for monitoring instruction of all teachers and providing them with at least two evaluations per year (based on observation and academic performance, coordinating with the Director of Academic Programs), as noted in the PMP. The Head of School also monitors teachers' progress through their syllabi—which align to the BASIS Curriculum and the AZCCRS—to ensure that they are on track to cover all topics required for a course.

The Head of School is responsible for coordinating mandated state testing and plays an active role in overseeing BASIS's internal Pre-comprehensive and Comprehensive Exams.

He or she is also responsible for planning and running all on-site staff development. Off-site staff development is managed by BASIS.ed.

The Head of School is responsible for managing any disputes between employees or accusations of misconduct.

Perhaps most importantly, the Head of School must demonstrate a commitment to excellence in education and be capable of developing a school that will achieve this mission.

Necessary Qualifications:

- Strong belief in and adherence to the BASIS model
- Ability to effectively analyze data to improve student achievement
- Excellent oral and written communication skills
- Ability to exercise excellent judgment and decision making
- Excellent problem solving and negotiating skills
- Ability to work independently with diverse constituents while maintain high professional standards
- Exemplary organizational skills; ability to establish and manage multiple priorities; ability to work under pressure
- Outstanding attention to detail and accuracy
- Patience, flexibility and a sense of humor

Education and Experience:

- Bachelor's Degree, Master's preferred
- 5-7 years' experience in a school setting, preferably charter or independent

The Head of Operations is primarily responsible for the oversight of the day-to-day operations of the school including budgeting and financial transactions, facilities management, extracurricular activities,

contracted services, and employee services such as hiring and terminations. The Head of Operations provides financial data to BASIS.ed accounting staff, who handle bookkeeping and financial controls in addition to annual reporting, audits, and ongoing finance-related management decisions. The Head of Operations role is highly situational and requires the ability to problem solve and effectively execute decisions. It is imperative that the Head of Operations share the BASIS vision of improving the state of education in our country.

Necessary qualifications:

- Demonstrated knowledge of management principles and practices
- Excellent oral and written communication skills
- Ability to think analytically and strategically
- Excellent problem solving and negotiating skills
- Ability to work independently with diverse constituents while maintain high professional standards
- Exemplary organizational skills; ability to establish and manage multiple priorities; ability to work under pressure
- Outstanding attention to detail and accuracy

Education and Preferred Experience:

- Bachelor's in Business Administration or similar degree
- 3-5 years in a financial or purchasing management role
- Education management or non-profit management a plus
- Facilities management a plus

The Director of Academic Programs, reporting to the Head of School, is responsible for class scheduling, student registration, development of extracurricular activities, overseeing teaching fellows (grades 5 and 6 only), and standardized test coordination. The Director of Academic Programs also oversees curriculum implementation at the school. They serve as the primary liaison between campus faculty and the Central Curriculum Division. This position is directly responsible for the day-to-day implementation of the BASIS Curriculum and student progress. They will schedule one-on-one meetings with teachers who are identified as struggling through classroom observation and review of student data (formative assessments, mid-term reports, etc.).

Minimum Qualifications:

- Bachelor's degree and valid fingerprint clearance
- 3+ years of experience in an education environment
- Sound understanding of academic plans and approaches to learning
- Knowledge of and experience with standardized testing (state tests, SAT, ACT, PISA, etc.)

Preferred Qualifications:

- Experience creating curricular programs and school schedules
- Understanding of student scheduling and academic requirements (graduation)

The Registrar, reporting to the Director of Academic Programs, manages all student records, reporting systems, and attendance systems.

Minimum Qualifications:
A High School diploma and valid fingerprint clearance are required to work at BASIS.

Preferred Qualifications:
Experience with children is preferred. Skills include proficiency in Microsoft Word. Together with a high level of personal responsibility and optimism, a successful applicant will demonstrate strong communication and interpersonal skills, and will thrive in a fast-paced, achievement-oriented learning environment.

The Auxiliary Programs Coordinator, reporting to the Director of Academic Programs, is responsible for scheduling teaching fellows, after-school programs and club development, managing the SMART for Charters online payment system (for security deposits and extracurricular fees), and after school activities.

Minimum Qualifications:
A Bachelor's degree and valid fingerprint clearance are required to work at BASIS.

Preferred Qualifications:
Experience with accounting is preferred. Together with a high level of personal responsibility and optimism, a successful applicant will demonstrate strong communication and interpersonal skills, will thrive in a fast-paced, achievement-oriented learning environment, and will be able to stand for long periods of time inside and outside of the building.

The Director of Student Affairs, reporting to the Head of School, is responsible for student conduct and discipline, arrival and dismissal, parent interaction, special education programs, English language learners (ELL), and overseeing teaching fellows (grades K-4 only).

Minimum Qualifications:
- Dynamic and energetic personality; passionate about engaging students to be enthusiastic learners
- Experience working with and motivating students in grades 5-12
- Sound understanding of academic plans and approaches to learning
- Able to set a positive, hard-working, and fun school culture among students, teachers, and direct reports
- Bachelor’s degree and valid fingerprint clearance

Preferred Qualifications:
- Experience communicating with parents on sensitive topics including student achievement, discipline, peer relations, etc.
- Experience resolving teacher/student/parent/peer conflict
- Leadership skills and experience, preferably in a school environment
- Together with a high level of educational attainment, a successful applicant will demonstrate strong communication skills in teaching ideas and concepts with precision and confidence.
- Critically, an applicant should possess a high GPA in his/her major, excellent recommendations and be open to new ideas in education.

The Dean of Students, reporting to the Director of Student Affairs, is responsible for proactively managing student conduct, managing the academic support program for all students, and managing discipline.

Key Competencies:

- Strong belief in and adherence to the BASIS model
- Relationship building skills
- Ability to effectively analyze data to improve student achievement
- Excellent oral and written communication skills
- Ability to exercise excellent judgment and decision making
- Excellent problem solving and negotiating skills
- Ability to work independently with diverse constituents while maintain high professional standards
- Exemplary organizational skills; ability to establish and manage multiple priorities; ability to work under pressure
- Outstanding attention to detail and accuracy
- Patience, flexibility and a sense of humor

Education and Experience:

- Bachelor's required, Master's preferred
- 3-5 years' experience in a school setting, preferably charter or independent

The Special Education Coordinator, reporting to the Head of School, is responsible for compliance regarding all special education efforts and requirements and is also responsible for coordinating all support services for students requiring special education. This individual will also hold all legally required certifications for managing special education in Arizona.

Minimum Qualifications:
A Bachelor's degree, valid state issued cross-categorical special education certification and valid fingerprint clearance are required to coordinate special education at BASIS.

Preferred Qualifications:
Experience in case management or building-level program administration is preferred. Together with a high level of educational attainment, the successful applicant will demonstrate knowledge and credibility to parents, students, staff, supervisors, and outside agencies through oral and written communication that is timely, confident, and articulate. Critically, an applicant must possess a high GPA in his/her major, a thorough knowledge of current disability law (IDEA, Section 504), excellent recommendations, experience working with children, ability to perform tasks with precision (attention to detail, adherence to timelines), excellent organizational skills and facility with office technology, and be open to new ideas in education.

The Health Coordinator, reporting to the Special Education Coordinator, provides first aid and other minor health services to students.

Minimum Qualifications:

A High School diploma and valid fingerprint clearance (obtained after hire) are required to work at BASIS. Valid First Aid and CPR Certificate issued by an authorized agency.

Preferred Qualifications:
Experience with children. Knowledge of communicable disease prevention and medication protocol. Together with a high level of personal responsibility and optimism, a successful applicant will demonstrate strong verbal and written communication and interpersonal skills, and will thrive in a fast-paced, achievement-oriented learning environment.

The Facilities Coordinator, reporting to the Head of Operations, is responsible for school maintenance, building security, vendor coordination, inventory, and event preparation.

Minimum Qualifications:
- High School Diploma or equivalent (Bachelor's degree preferred)
- Ability to obtain a valid fingerprint clearance is required to work at BASIS.
- Experience handling facility maintenance.
- Must possess strong communication and interpersonal skills.
- Demonstrated problem solving ability
- Must be able to stand for long periods of time inside and outside of the building

Preferred Qualifications:
- Experience with inventory tracking and systems.
- Together with a high level of personal responsibility and optimism, a successful applicant will thrive in a fast-paced, achievement-oriented learning environment.

The Technology Coordinator, reporting to the Head of Operations, maintains all IT hardware in the building and is conversant will all software programs in regular use.

Necessary qualifications:
- Knowledge and understanding of BASIS organization
- Attention to detail and strong organization and communication skills.
- Ability to work well with others
- Analytical with strong problem solving skills
- Strong project management skills
- Ability to interpret a variety of instructions in written or verbal form
- Understands the value of a positive user web experience

Education and Experience Requirements:
Required:
- Technical or Associates degree
- 2+ years in an IT Help Desk environment
- Solid understanding of wireless protocols 802.11b/g/n/x/ac

Preferred:
- Bachelor's Degree
- Knowledge of SharePoint 2013

The Front Office Assistants (2), reporting to the Head of Operations, sort incoming mail, lock and unlock the building as they arrive and leave, manage general correspondence, and greet visitors.

Minimum Qualifications:
A high school diploma or minimum of 7 years administrative experience and valid fingerprint clearance are required to work at BASIS.

Preferred Qualifications:
Experience with children is preferred. Skills include proficiency in Microsoft Office. Together with a high level of personal responsibility and optimism, a successful applicant will demonstrate strong communication and interpersonal skills, and will thrive in a fast-paced, achievement-oriented learning environment. Organization and follow-up skills.

We will also employ several teachers who will double as Subject Area Advisors (SADs).

The Subject Area Advisors are teachers with a particular expertise in their subject. Most BASIS schools have one SAD in each subject and if not, they are paired with a regionally accessible SAD. These subject experts are able to provide deep content support for teachers and are also in the classroom teaching on a day-to-day basis, so they have direct daily experience with the issues teachers are facing.

Minimum Qualifications:

- Bachelor's degree in subject area, Master's preferred
- 5+ years of experience teaching the subject content
- Knowledge of and experience with standardized testing (state tests, SAT, ACT, PISA, etc.)

Preferred Qualifications:

- Experience coaching other teachers
- Experience creating curricula and defining learning objectives for subject area
- Understanding of student learning styles and pedagogical approaches

Grants Management

On-site school staff do not specifically work with grants management and student accountability information systems (SAIS) reporting. These functions are managed entirely by BASIS.ed (see the next section, B.3.1). However, the BASIS.ed staff work closely with school-based personnel in effectively implementing, accounting for, and allocating these resources in accordance with state and federal guidelines to ensure accurate, timely, and allowable expenses.

Student Recruitment and Registration Process

Although we have already begun monitoring the interest of families in the BASIS Peoria K-6 target population, BASIS will begin student recruitment for BASIS Peoria K-6 in earnest in fall 2014. Information regarding the opening of the new campus will be widely publicized within the city of Peoria and surrounding region through both print and on-line media outlets with the intent of reaching all households within this area. During this time, BASIS will host Information Sessions for parents that will describe the curriculum and programs offered at BASIS Peoria K-6. Parents will be invited to join the

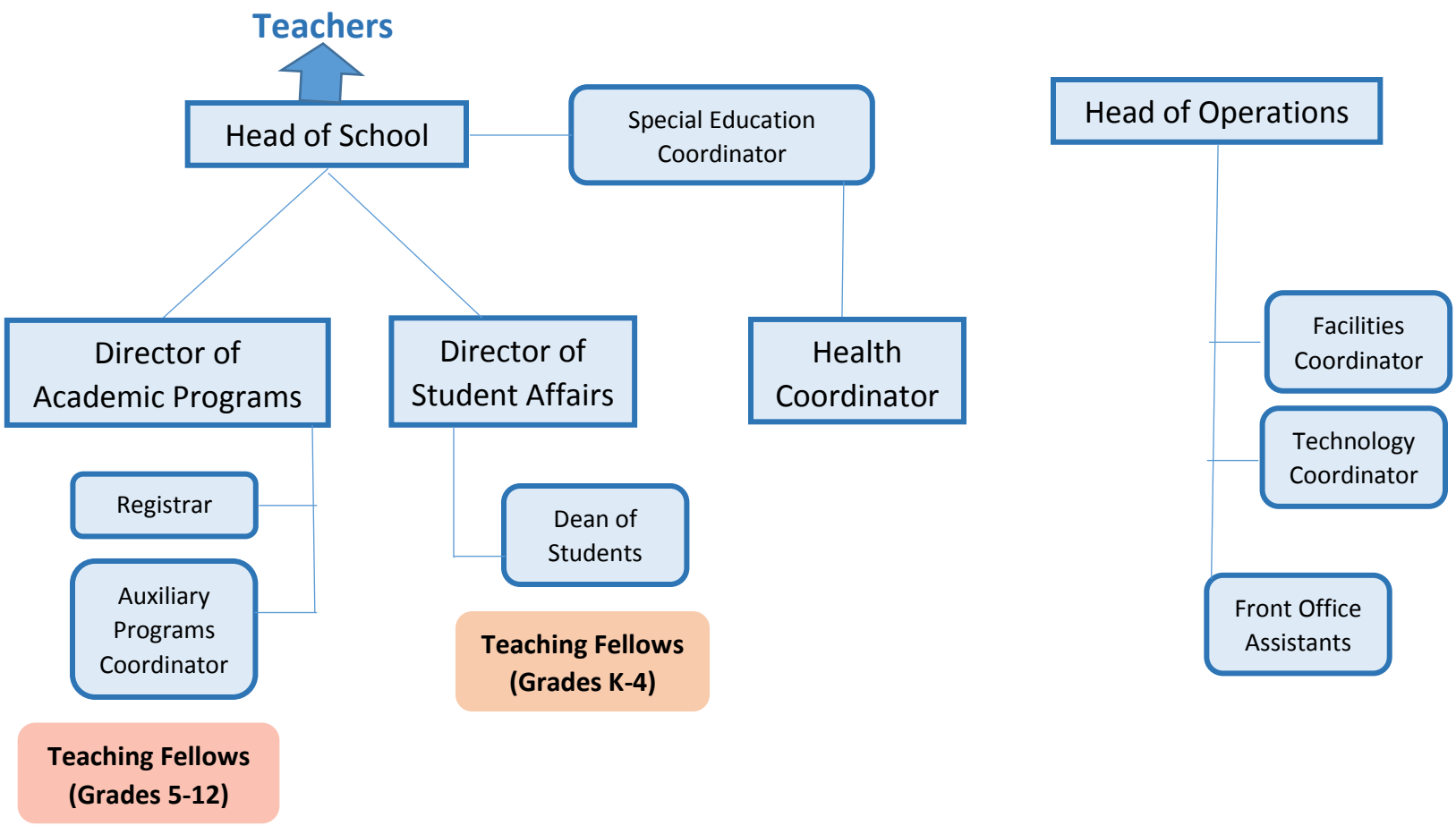
interest list (essentially an email list) so that they will be notified about future events and relevant deadlines. BASIS uses the list to gauge demand for the school and plan accordingly.

During the Open Registration Period (ORP), which will take place during mid-February to early March 2015, any interested parent can submit a registration packet. Parents fill out the registration packet online, which asks for general student and parent information. The parent then brings the printed packet to one of the Information Sessions or to BASIS Peoria, with their proof of Arizona residency and a copy of their student's birth certificate and immunization records. In order to ensure that all families are able to access BASIS enrollment, Information Sessions are often held in public libraries where computer and Internet access is available. The BASIS team that works on student enrollment makes every effort to ensure the process is accessible to all families and the team is available to help in any way possible to assist families.

If the number of registration packets received during the ORP exceeds the number of available spots in a given grade, all applicants in that grade enter an admission lottery that is run at the conclusion of the ORP. Most applicants have an equal chance of securing a spot at BASIS, but our enrollment policies grant preference to:

1. Students who are children, grandchildren, or legal wards of employees or leased employees of the school, employees of the management organization, members of the governing body of the school, or directors, officers, partners or board members of the charter holder
2. Students who are siblings of BASIS students enrolled at the same campus; and
3. Students who are attending another charter school that is managed by BASIS.ed at the time of registration or are siblings of a student currently attending another charter school that is managed by BASIS.ed at the time of registration

Students who do not secure a spot in the admission lottery are placed on a waiting list in the order pulled from the lottery. Once the ORP ends, registration remains open on a first-come, first-served basis. Parents who apply at this point for grades that are full are placed at the bottom of the waiting list for that grade unless granted a preference as listed above. This "extended registration" process remains available to parents for the duration of the school year.


Teachers
Head of School
Special Education Coordinator
Head of Operations
Director of Academic Programs
Director of Student Affairs
Health Coordinator
Facilities Coordinator
Technology Coordinator
Registrar
Auxiliary Programs Coordinator
Dean of Students
Front Office Assistants
Teaching Fellows (Grades K-4)
Teaching Fellows (Grades 5-12)