B.3 Management and Operations

The Governing Board will have ultimate responsibility for the charter school, setting school policies, and legal and financial oversight. The Governing Board will hire the School Director who will be responsible for the implementation of the school mission and values, to provide direct leadership for curriculum and instructions, for community involvement and development, recruitment, and parent relationships. In year two, a Director of Technology will be hired. Beyond year three a Special Education Director and a Director of Curriculum and Instruction will be added as the scholar population increases and the budget can provide for such positions.

School Director

The School Director, Margie Montgomery, will be directly responsible to the Governing Board for implementation of the program of instruction and operation of the charter school in a manner consistent with the policies and practices created by the Governing Board. The School Leader will foster a culture of academic excellence and collaboration among all staff at the school to ensure its scholars are prepared to be successful in college, to be positive and upstanding members of their community and leaders among their peers and beyond to positively impact their world. The School Director will be responsible for creating and cultivating a parent group to provide support to the scholars and school. The School Leader will also continue to make community connections and maintain appropriate communication with all stakeholders to achieve this mission.

Responsibilities

The School Director will facilitate the creation of the school's curriculum, review unit and daily plans and assessments, conduct classroom observations, facilitate data driven reflection and planning sessions, lead professional development, evaluate teachers, oversee the state testing process, and ensure compliance with state-mandated instruction, assessment and reporting, including requirements for English Language Learners who require four hours of structured English Language Development. The School Director will also hire and supervise personnel who provide psychological evaluation and speech therapy and other services for students with special needs. In year two, the School Leader will hire a Director of Technology to remain consistent with the school's program of instruction. In year three, if the scholars with special needs exceed 10 students, the School Director will hire a Special Education Teacher to oversee services and collaborate with Individual Education Plan's. This teacher will also oversee all special services and English language learner programs.

The School Director is responsible for fostering and maintaining a culture of responsibility and excellence at the school. This includes collaborating with the Governing Board to develop clear behavioral expectations and a system for administering consequences, training and overseeing staff to consistently implement these expectations and policies, the School Director will create

a policy for administering consequences for serious acts of misconduct that is elevated from the classroom level. The School Director will also be ultimately responsible for the school's compliance with all laws and grant requirements.

Initially, the School Director will be responsible for any grant writing. The Director will train the clerical person to report and maintain all grants. The ultimate responsibility of compliance will be with the School Director.

Qualifications of the School Director

- Demonstrate integrity and a commitment to implement and foster the mission, beliefs and values of Desert Star Academy
- Demonstrate a passion for scholar achievement and success
- Demonstrate strong organizational, planning and implementation skills
- Active community membership to promote the school's mission and values, also to seek resources and community support for Desert Star Academy
- Have a Master's Degree in Educational Leadership
- Have a strong sense of urgency, integrity, enthusiasm and commitment
- Demonstrate the ability to motivate, lead and develop staff to achieve high academic standards
- Have the ability to deliver constructive evaluations and work with staff members to achieve personal goals and strengthen weaknesses
- Demonstrate organizational skills to form parent and school support groups
- Experience with budgets and financial planning
- Have a valid Arizona principal certificate
- Provide a valid fingerprint clearance card

Technology Director

This position will be created in year two of operation. The Technology Director will report to the School Director and be responsible for the operation and maintenance of all technology equipment and software. The Technology Director will work as the liaison between the technology vendors and the school with regard to equipment, technology updates, obtaining bids, etc. The Technology Director will oversee all delivery and installation of technology equipment and software. Again periodically, present a report to the Governing Board on technology products and services. Again, conduct staff development trainings on electronic mail grade book, United Streaming, and other programs as needed.

Qualifications:

- Demonstrate expertise knowledge in network and technology software, equipment and products
- Have the ability to prepare, present and train staff on all software, programs and new technology equipment

- Have a valid Arizona fingerprint clearance card
- Demonstrate experience in the technology field

Teachers

Teachers are directly responsible to the School Director for implementation, nurturing and demonstrating academic excellence and the Academy's mission and culture in their classrooms. They must ensure all academic requirements and expectations, are met. They must partner with parents to provide communication and render support for the scholar's high academic achievement. Teachers must demonstrate the ability to create engaging lessons directly aligned to the 2010 ADE Common Core Standards and create, administer, record, and analyze scholar data. They work collaboratively work with colleagues to develop, implement and assess action plans. Teachers demonstrate a strong commitment to developing young scholars for college.

Qualifications

- Maintain a Highly Qualified status to be incompliance with No Child Left Behind
- Have a Bachelor's degree from an accredited college or university and teach at least three years in the content area certified.
- Demonstrate proficiency in instruction, management and in the ability to lead scholars to significant academic gains through previous teaching experience.
- Demonstrate strong content knowledge of the subject they teach across three grade levels.

Special Education Teacher (year 2)

The Special Education Teacher is directly responsible to the School Director for implementation, nurturing and demonstrating academic excellence and the Academy's mission and culture in the classrooms. They must ensure all academic requirements, modifications, and accommodations are met according to all IDEA rules and regulations. Directly responsible to schedule, plan, and develop the student's Individual Education Plan. They must conduct the IEP team meeting annually and render support for academic progress. The Special Education Teacher must partner with the classroom teacher to ensure all special education services are being implemented and documented. The Special Education Teacher will be hired in year three if the special education population permits. The funds are budgeted in year three to prevent a shortfall in the personnel line item.

Responsibilities

- Serve as a case manager for all special education students
- Schedule, plan, write IEP and deliver goals to annual IEP meeting
- Partner with classroom teachers to implement scholar's IEP
- Oversee the ELL program and ensure plans are implemented

Qualifications

- Maintain a highly qualified status in special education to be incompliance with No Child Left Behind
- Maintain a valid Special Education License from the Arizona Department of Education
- Have a Bachelor's Degree from an accredited college or university and teach at least three years in special education
- Demonstrate proficiency in instruction, management and in the ability to lead scholars to significant academic gains through previous teaching experience
- Demonstrate a strong content knowledge of special education disabilities and service

- Demonstrate a passion for special education and scholar achievement and success
- Demonstrate strong organizational, planning and implementation skills
- Have a strong sense of urgency, integrity, enthusiasm and commitment to students with special needs
- Demonstrate organizational skills to plan, conduct and implement IEP goals and services
- Three years of experience in special services

Operational Plan

Instruction

The School Director will be responsible for oversight of the curriculum and instruction for at least the first three years. In year four or beyond, a Curriculum Director will be hired to take over these responsibilities. The School Director will facilitate curriculum meetings for resource adoption, curriculum mapping, lesson plans and adherence to Common Core Standards.

Curriculum and Assessment (Mandated State Testing)

The School Director will take responsibility for training, organizing and instructing teachers on procedures for administering AIMS or other standardized assessments.

Staff Development

The School Director will be responsible for scheduling all staff development, and will conduct collaborative meetings with teachers as a group and individually to determine the necessary staff development to implement a successful program of instruction. Staff development will be mandatory during the month of July prior to school opening, at the start of the new year and monthly during Friday Staff Development meetings.

Contracted Services

The School Director will be responsible to oversee all contract services to be performed. Contract services include special needs services, maintenance, and financial accounting

Financial Management

Overall, the School Director will have administrative oversight responsibility for financial management. The Director will work with the Governing Board and school contracted accountant to develop policies and practices to ensure that there is separation of financial duties. The accounting firm will write and sign all checks for invoices and payroll to ensure proper separation of financial duties. The School Director will be responsible for submitting all bills and invoices to the accounting firm for processing. Financial reports will be prepared by the accounting firm and approved by the Governing Board and the Corporate Board quarterly. The School Director will rely heavily on practices and procedures presented by the accounting firm to ensure overall financial growth and success of Desert Star Academy.

Personnel

Formal written evaluation of all employees will be performed bi-annually. Frequent classroom visits and informal verbal teacher reviews will occur as often as needed. It is important to provide consistent positive feedback and constructive comments frequently to ensure that standards are being taught and mastered by the students. The School Director will keep and maintain teacher notebooks with any informal reviews, discussions or activities worthy of noting including but not limited to subsequent improvements. Failures to improve will be used in compiling information for bi-annual reviews. Classroom successes and activities will be logged as well as any staff development the teacher has accomplished.

Grants Management

Initially the School Director will write the various grants. The School Director will attend the annual Director's Institute to remain current on all special education laws, practices and issues. The office clerk will have the responsibility for reporting and managing the grants according to directions of the grant. Title I and IDEA Basic grants will be written by the School Director. The office clerk will be attending training provided by Arizona Department of Education.

Student management Information System (SAIS)

Desert Star Academy will purchase School Master for all reporting to the Arizona Department of Education. The clerical staff will be trained to input and verify all data in the system. The School Director will have administrative oversight of the SAIS