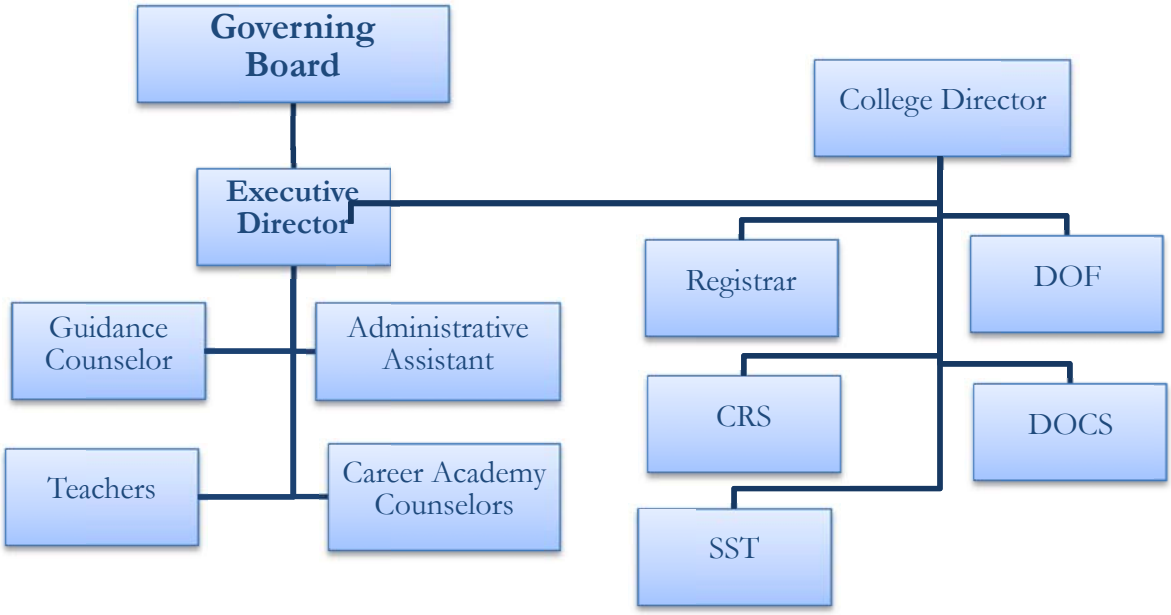
B.1 Organization Chart

The school's organization chart outlines the reporting relationships of the Governing Board, Executive Director (ED), and all school staff. The right side of the chart, starting with College Director, contains the key ITT Tech positions that, as part of the EMO, are available to assist the Executive Director with ECA operations.

Organizational Structure of the Early Career Academy



All ECA staff are employees of the EMO. All ECA staff report to the ED. Staff includes a guidance counselor, highly qualified teachers, an administrative assistant and teaching assistants (called Career Academy Counselors). Teachers include regular and special education.

The **Executive Director** executes the mission and vision of the Early Career Academy; leads and ensures excellence in teaching, student learning and student development; promotes community support and maintains efficient and effective operations of ECA.

Teachers, both regular and special education, deliver quality instruction ensuring student satisfaction by instructing students in a classroom or laboratory setting according to program objectives and course syllabi. Special Education instructors also interface with various contractors for IEP prescribed educational services.

The **Guidance Counselor** is a critical position to the school as it pertains to student enrollment, credit review and course placement for students and class scheduling. The Guidance Counselor will work with the Executive Director administratively on issues such as student discipline, attendance, social services, assessment and teacher development.

Career Academy Counselors (CAC), or teaching assistants, will support the teachers in delivering lesson plans and provide supplemental instruction as appropriate and directed by the teacher.

College Staff - various positions from the college will be available to provide additional support for ECA. Below are explanations to the acronyms in the organizational chart above and some examples of how the charter school will benefit from the college staff at the campus.

- Registrar – lend expertise on scheduling and class size management.
- DOF (Director of Finance) – help with the handling and management of state funds.
- CRS (Community Relations Specialist) – utilize local knowledge that will aid in the promotion, advertising, and event planning.
- DOCS (Director of Career Services) – assist graduates with employment if desired and leverage local employers for Student Professional Experiences.
- SST (Systems Support Technician) – technical support as well as providing examples of innovative learning technologies and how to apply them in the classroom.

ECA is a small school with a maximum capacity of 240 students; the staff headcount will remain constant with the exception of teachers and Career Academy Counselors. These two positions will grow during the first two years and then remain constant thereafter.