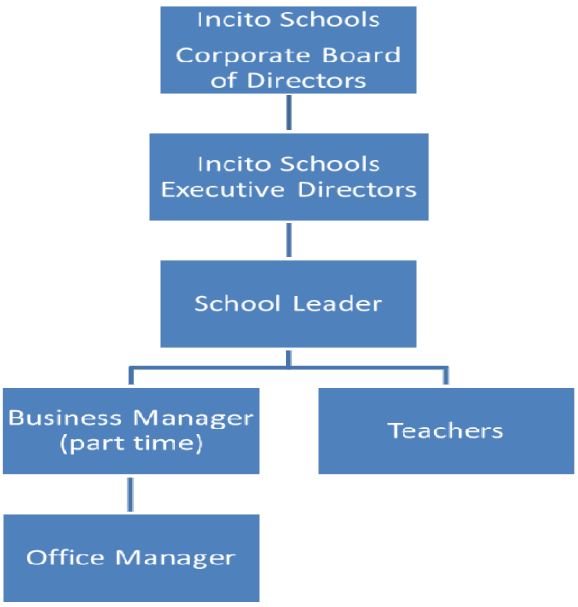
B.4 MANAGEMENT AND OPERATIONS

Description of Organizational Structure

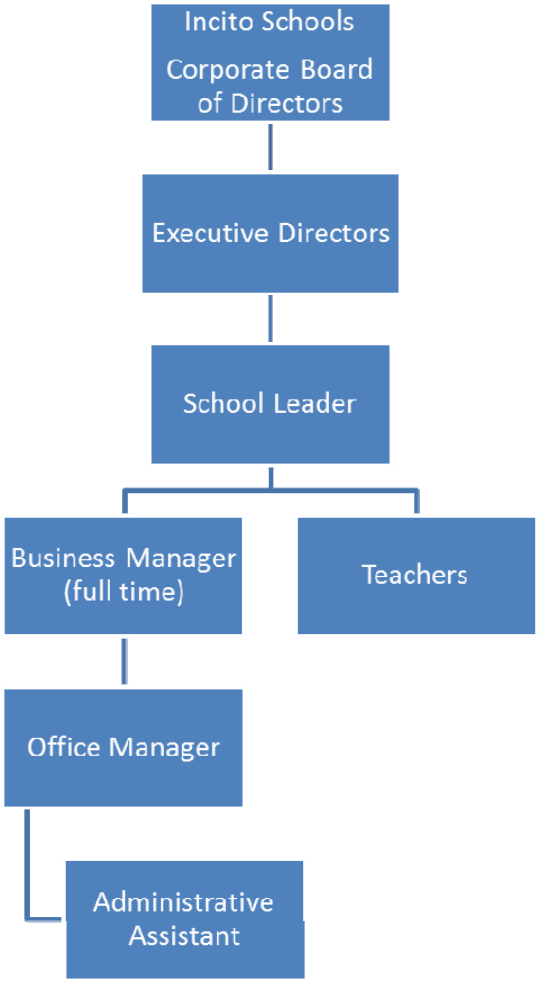
Incito Schools' Corporate Board will initially consist of three members and will expand to five members. The current members of the Corporate Board are highly vested in the best outcomes for this charter school and support the school's vision and mission. The Board of Directors will have overall responsibility for administration of the charter school. The Corporate Board's overall roles and responsibilities include:

- Maintain integrity and promotes school's mission and vision
- Appoints members of School Policy Council
- Delegates specific authorities to the School Board at its annual meeting or at any duly called meeting
- On a quarterly basis, reviews the financial documents and meeting minutes of the charter school to ensure that appropriate legal and financial procedures are being followed and make recommendations such as adding or revoking authorities
- Receives and reviews the School Board's evaluation of the School Director and sets his/her salary
- Makes recommendations for school level and Board professional development
- Leads marketing development for the school
- Conducts instructional walkthroughs and informs teacher and staff evaluations

Incito Schools Organizational Chart Year 1 & 2



Incito Schools Organizational Chart Year 3



Management Needs and Priorities

The Board of Directors of Incito Schools will oversee the Executive Directors. The Executive Directors will hire and oversee the School Leader and ensure that the vision and mission of Incito Schools is upheld. The School Leader will work with the Executive Directors to develop the overall goals of the school and the overall teaching model. The School Leader will provide leadership and direction to the staff for implementing educational programs. The School Leader will interact with the parents and community. The School Leader will collaborate with any committees in order to reflect the best interests of the student body. As indicated in the organization chart, the School Leader will report directly to the Executive Directors. The Business Manager will provide the daily financial management of the school, maintain the annual budget, oversee purchasing, manage grants, and input student data. The Business Manager will report directly to the School Leader and Executive Directors when needed. The Office Manager, who reports directly to the Business Manager, will manage the office staff and oversee all student enrollment and attendance in year 1 and 2. Starting Year 3, Incito Schools will hire an Administrative Assistant to support with office needs and serve as a receptionist.

Executive Directors (will report directly to the Corporate Board)

Roles and Responsibilities

Executive Directors are extremely dedicated to the success of the school and are prepared to teach classes and perform other functions as needed. Executive Directors work in collaboration with School Leader in order for the School Leader to dedicate his/her time on safety of student and teaching and learning. Incito School's leadership believes that the School Leader should be a true Instructional Leader. The Executive Directors' responsibilities include:

- Oversee that the School's mission and vision is being implemented with fidelity.
- Articulate broad goals; develop a strategic plan for implementing policies, curriculum activities and budgets that ensures the educational development of each student and the professional development of each staff member.
- Oversee financial management in collaboration with the Business Manager.
- Oversee, develop and implement marketing strategies.
- Oversee upkeep of facilities.
- Oversee Incito Schools operations.
- Ensure compliance with Arizona state policies and procedures; compliance with all regulatory agency guidelines and reporting, and practices leading to accreditation.
- Communicate directly with contracted lawyer.
- Maintain charter status.
- Preparation of reports as required by regulatory agencies, board of directors.
- Collaborate with Business Manager regarding contracted services.
- Research best practices and professional development for development of teachers and staff members.
- Communicate and collaborate with The Rock of Refuge Corporation.
- Contract for necessary property and liability insurance.
- Develop and oversee implementation of risk management plan.
- Supervise all school personnel, directly or indirectly.
- Recruit, hire, train and evaluate teachers and staff.
- Evaluate and coach School Leader.
- Oversee legal responsibilities.
- Develop and implement a student recruitment plan and meet enrollment goals.
- Oversee registration and orientation of new students in collaboration with Office Manager.
- Provide opportunity for student input.
- Create and implement a development plan to obtain external funds.
- Observe classrooms on a regular basis.
- Conduct staff meetings as needed.
- Be visible and accessible to students, families, and community
- Promote and maintain open communications; foster a school-wide atmosphere of respect and dignity for students and staff.

- Support the School Leader with the development of the school calendar and schedule
- Develop and implement a community relations plan; represent the school to the community and public.
- Maintain positive relationships with parents, businesses and neighboring community.
- Ensure full teaching and administrative staff with excellent qualifications by on-going performance evaluation and replacement as necessary.

Qualifications/Key Skill Sets

- Ability to create an empowering, positive, and creative learning environment that fuels a passion for learning.
- Capable of developing a community of learners who are integrally connected with the surrounding community.
- Collaborative and shared leadership style.
- Data management and analysis; experience using data to drive new ways to increase student achievement and clearly identify academic interventions.
- Ability to research best practices and guide professional development for teachers, leaders, and staff.
- Ability to effectively evaluate teachers and create professional development goals.
- Experience with financial management.
- Ability to communicate with community and develop marketing plans.
- Administration and/or teaching experience.

School Leader (will report directly to the Executive Directors)

Roles and Responsibilities

- Oversee and participate in curriculum development
- Set and meet academic goals
- Implement school's instructional program
- Implement the professional development plan
- Oversee testing plan and administration of state mandated tests
- Uphold Incito Schools Vision and Mission
- Collaborate with Executive Directors to develop and implement student recruitment plan.
- Collaborate with School Policy Council to define and disseminate information about the school disciplinary policies and procedures to parents, students, staff, and community.
- Provide opportunity for student input.
- Be visible and accessible to students, teachers, staff and the community.
- Observe in classrooms on a regular basis.
- Conduct staff meetings.
- Ensure qualify of all school meetings.
- Promote and maintain open communications; foster a school-wide atmosphere of respect and dignity for students and staff.
- Interpret the school's mission for the community.
- Encourage the use of community resources.
- Evaluate and coach teachers.
- Greet students and staff; allow for questions, comment, input
- Review staff attendance; oversee teacher substitution if necessary

- Review student attendance; take action as required by policy
- Collaborate with Business Manager and Office Manager
- Handle or delegate student disciplinary issues
- Handle staff disciplinary issues
- Ensure safety and cleanliness of facilities.
- Detect and prevent potential problems.

Qualifications/Key Skill Sets

- Ability to create an empowering, positive, and creative learning environment that fuels a passion for learning.
- Capable of developing a community of learners who are integrally connected with the surrounding community.
- Collaborative and shared leadership style.
- Data management and analysis; experience using data to drive new ways to increase student achievement and clearly identify academic interventions.
- Ability to effectively evaluate teachers and create professional development goals.
- Enjoy working with a culturally and economically diverse student body and community.
- Administration and/or teaching experience.

Business Manager (will report directly to the School Leader and Executive Directors when necessary)

Roles and Responsibilities

- Inputs data into student reporting system
- Maintains direct contact with Arizona Department of Education regarding student reporting
- Responsible for accounting and bookkeeping
- Responsible for grants management Identify any possible financial risks including
- Collaborates with all outside vendor and/or Contracted Services and ensures financial agreements are in place and followed
- Monitors enrollment of students
- Managed day to day finances and budget, on-going budget management and provides weekly budget reports to Executive Directors
- Manages bank account and agreements
- Approve purchases-supplies, equipment, instructional materials, etc.
- Ensure availability of tools and supplies necessary for learning and teaching.
- Oversee state mandated student data reporting.
- Financial management including development of annual budget and ongoing budget management.
- Implement a development plan to obtain external funds.

Qualifications/Key Skill Sets

- Working knowledge of bookkeeping techniques and procedures.
- Skilled in accounting and financial management.
- Articulate and understand Incito Schools vision and mission.

- Excellent verbal and written communication skills.
- Enjoy working with a culturally and economically diverse student body and school community.
- Ability to work independently with minimal supervision.
- Ability to work with a high degree of accuracy.

Office Manager (will report directly to Business Manager and the School Leader when necessary)

Roles and Responsibilities

- Supervises front office staff including determining workloads, establishing work schedules, monitoring work performance, screening, interviewing and recommending new support staff hires and terminations, conducting performance evaluations, performing training functions of support staff and implementing policies and procedures.
- Manages administrative functions including preparing correspondence, memos, newsletters, reports, and developing record keeping systems, bulletins, Board reports, and forms. Prepares special reports and helps teachers and other staff as required.
- Serves as liaison between School Leader's office and community, communicates School policies and procedures, and provides follow-up as required.
- Monitors student attendance and tardies; follow up parent correspondence
- Coordinates and ensures the maintenance of school records and other required documents.
- Oversees collection and verification of staff attendance and timesheets.
- Under the direction of the School Leader, develops operating procedures and guidelines for friendly, effective and efficient operations of the school office.
- Assists with scheduling and implementation of special projects and events.
- Monitors building security concerns and manages key distribution and security.
- Responsible for records requests, registration and withdrawals.
- Establish and maintain good rapport with students, employees, community members and vendors.
- Maintains a high level of ethical behavior and confidentiality.
- Monitors and schedules substitutes and duty coverage.
- Support as health assistant, when needed.
- Other job related duties as assigned.

Qualifications/Key Skill Sets

- Understand and articulate Incito Schools Vision and Mission.
- Excellent verbal and written communication skills.
- Enjoy working with a culturally and economically diverse student body and school community.
- Ability to work independently with minimal supervision.
- Ability to work with a high degree of accuracy.
- Proficient in computer based word-processing; spreadsheet and data base management.
- Working knowledge of general business practices.
- Ability to learn, interpret and explain policies, regulation and programs.

- Ability to resolve problem situations.
- Considerable knowledge of information gathering and reporting techniques.
- Ability to plan and organize work activities.

Administrative Assistant (will report directly to the Office Manager and support School Leader when necessary, position begins Year 3)

- Answers and screen phone calls, directs inquiries to appropriate party, receives visitors, students and staff; responds to inquiries about the school or a specific school program, identifies sensitive issues and brings them to the immediate attention of the Office Manager or School Leader.
- Greets students, parents, staff, and community members.
- Answers phone and organizes mail.
- Explain basic administrative policy, rules, and procedures for public.
- Key operator for office copy machine (s); operates standard office equipment.
- Maintain supply closet for use by facility and staff.
- Process shipping and receiving.
- Support with student attendance.
- Execute assignments from Office Manager as delegated.

Qualifications/Key Skill Sets

- Understand and articulate Incito Schools Vision and Mission
- Excellent verbal and written communication skills.
- Some knowledge of office practices.
- Some knowledge of basic computer operation.
- Some experience with data entry.
- Some experience with word processing.
- Ability to operate a phone system.
- Ability to operate basic office equipment.