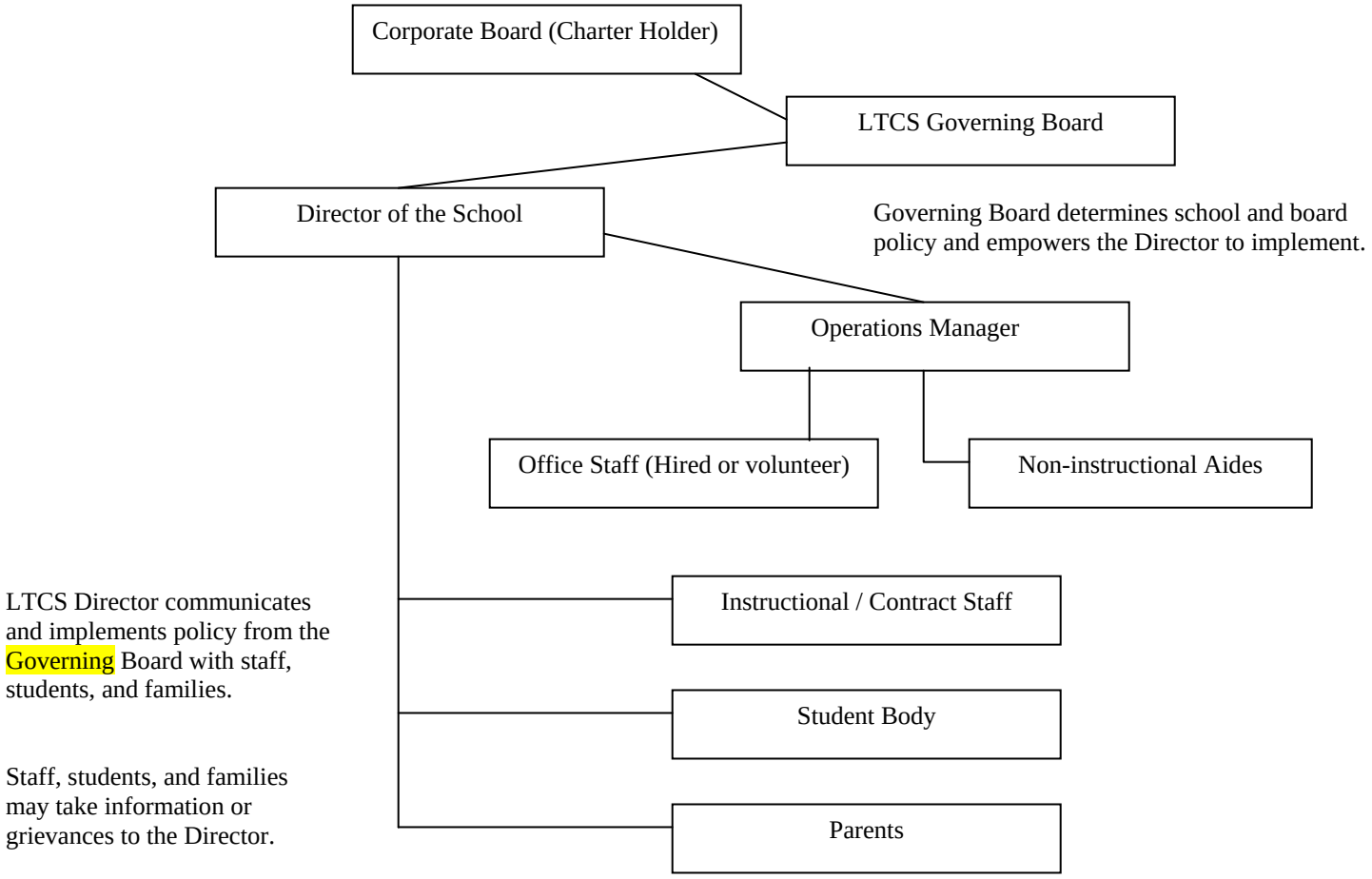
B.4 Management & Operation

As demonstrated in the organizational chart below, the Director of the School is the direct link between the Governing Board, Corporate Board, and LTCS Staff. The Director will be responsible for personnel issues, budgeting, financial management and legal compliance. The Director of the school will report to the Governing Board. The Governing Board is ultimately responsible for the management of the school and reports to the Corporate Board, which is the charter holder.



La Tierra Community School's Founding Governing Board shall not be less than five (5) or more than seven (7) Directors. Each Director shall serve for a two (2) year term and until a successor is elected. A Director whose term has expired may be elected to a succeeding term. The Founding Board members shall serve at least two years following the opening of the school.

The **Director** at La Tierra Community School will be the "face" of the school, leading the school's development in every facet. Ideally, the director will hold a degree in Education and Administration with teaching experience in K-12 schools. He/She would have experience managing budgets and interacting with parents/guardians. The director would also ideally have a strong background in Expeditionary Learning.

Director

Requirements& Critical Skills

- Valid and current Arizona fingerprint clearance and drivers license (or ability to obtain prior to orientation start date)
- Strong communication and organizational skills
- Business savvy---meeting financial obligations while building revenue sustainability
- Instructional leader that knows the Arizona State Standards and how to help teachers integrate the standards into rich, engaging curriculum
- Data manager that knows how use data to make sound decisions
- Dedicated to creating a high-performing, model school that enriches the Prescott community
- Willingness to work with students at the elementary grade levels
- Experience in specific office and accounting practices
- Experience in a school management or office setting
- Experience with computer programs necessary for completion of job duties
- Willingness to obtain further training as needed

The **Operations Manager** at La Tierra Community School will be a support person for the director with regards to charter compliance, daily operations and managing non-instructional staff and aides. The operations manager will handle requests from the instructional staff regarding supplies, field trip requests, purchase orders and will be responsible for daily attendance management. The operations manager will be the "go to" person for families needing answers to general questions about the daily operation of the school.

Operations Manager

Requirements & Critical Sklls

- Valid and current Arizona fingerprint clearance and drivers license (or ability to obtain prior to orientation start date)
- Pleasant and inviting telephone and counter presence
- Strong communication and organizational skills
- Accuracy in all accounting, preparing and filing tasks

- Notary Public (or ability to obtain prior to start of contracted services)
- Willingness to work with students at the elementary grade levels
- Experience in specific office and accounting practices
- Experience in a school management or office setting
- Experience with computer programs necessary for completion of job duties
- Flexibility in schedule
- Willingness to obtain further training as needed

Formal teacher evaluation process

At LTCS, the Director will conduct frequent "observational walk-throughs" on a regular basis and utilize the quick "Observational Check-lists" provided by ELS. In addition, ELS staff will provide model instruction, guided practice for the teachers, and observational feedback on a regular basis.

For first and second year teachers, the Director will conduct a minimum of two formal observations (one each semester). The observation protocol includes access to the lesson plans in advance, a pre-observation conference between the Director and teacher, the observation, and then a follow-up debrief and written response. For staff with three or more years teaching at LTCS, formal observations and feedback will be conducted on an annual basis.

Observational indicators will include Learning Expedition design, integration of content standards, use of active pedagogy and instructional strategies, classroom climate and culture, knowledge of and passion for teaching the content, formative and summative assessments, and implementation of the core practice benchmarks. Teachers demonstrating deficiencies will be placed on a plan for improvement with specific professional growth goals and timelines.