Roles and responsibilities for administering the day-to-day activities of the school

The management and operation plan for Pieceful Solutions Charter School envisions four full time administrative positions for the first three years of the school's operation – Director, Assistant Director, Business Manager and Administrative Assistant/Registrar.

Director:

The Director will have executive functions and oversee the entire operations of the school – both the educational and business, including the contracted services. The Board of Directors hires and supervises the Director. All other personnel will be supervised by the Director and report to the Director. The Director oversees the day-to-day operations of the school, oversees personnel – recruiting, hiring and dismissal, professional development. The Director oversees the implementation of grant programs at the school. The Director interacts with parents and the community in promoting the mission of the school.

Critical Skills

- Advocate for students of autism
- Master's degree in Education or related field
- Special Education specialization
- Data analysis
- Capable of identifying with families and students with autism and meeting the needs of this specific population
- Experience working with autistic kids
- History of researching best practices and guiding professional development for teachers and staff
- Experience with business operations and financial management
- Leadership skills
- Track record of community outreach

Assistant Director:

The Assistant Director will report to the Director and will oversee the implementation of the program of instruction. Data driven instruction will be guided by the Assistant Director, who will implement school wide processes for gathering and analyzing data. He/She will be the leader in data-driven decision making. The Assistant Director will work hand-in-hand with the Director to promote a positive school culture that focuses on helping students with autism achieve their full potential.

Critical Skills:

- Master's degree;
- Special Education certified
- Curriculum, instruction, assessment and academic standards experience;
- Data analysis
- Instructional leadership experience.

Business Manager:

The Business Manager will report to the Director and will be responsible for the financial and operational functions of the school. The main duties for this position will include developing long and short term financial plans for the school, management of all aspects of the school's finances, accounting, payroll, accounting and financial compliance for grants as well as reporting of all financial information to the Director. The Business Manager will work to ensure that the school has the necessary revenue and resources to run effectively.

Critical Skills:

- Working knowledge of bookkeeping techniques and procedures
- Skilled in accounting and financial management
- Proficient in computer programs for word processing, spreadsheets and data base management
- Ability to work independently with minimal supervision
- High attention to detail and accuracy
- Ability to manage multiple projects and multi-task

Administrative Assistant/Registrar:

The Administrative Assistant/Registrar will have office support and administrative duties, will maintain attendance the SAIS student management system. Reports to the Director.

Critical Skills:

- Working knowledge of computer programs such as Word, Excel and SAIS reporting software
- Excellent phone skills and communication skills
- Experience working in an educational setting
- Experience in providing customer service to families affected by a disability
- High attention to detail and accuracy
- Ability to manage multiple projects and multi-task

Operational plan

The table below presents a summary of the administrative personnel number at Pieceful Solutions Charter School each year for the first three years:

Pieceful Solutions Charter School – Administrative Personnel						
Year/Student Enrollment	Year 1/120 Grades:K-5		Year 2/120 Grades:K-5		Year 3/120 Grades:K-5	
	Number	FTE	Number	FTE	Number	FTE
Administrative Personnel						
Director	1	1.0	1	1.0	1	1.0
Assistant Director	1	1.0	1	1.0	1	1.0
Business Manager	1	1.0	1	1.0	1	1.0
Administrative Assistant/Registrar	1	1.0	1	1.0	1	1.0
TOTAL:	4	4.0	4	4.0	4	4.0

The table below presents the operational plan for Pieceful Solutions Charter School for critical operational areas:

	Oversight Responsibility	Notes
Instruction	**Director**	The Director will oversee the work of the Assistant Director.
Curriculum and Assessment (mandated state testing)	**Assistant Director**	The Assistant Director will be responsible for the implementation of the curriculum, program of instruction, assessment and alignment to standards. He/She will be the leader in data-driven decision making. The Assistant Director will be responsible for all state mandated testing.
Staff Development	**Director**	The Director will be responsible for the staff training needs and development based on the proposed education plan.
Financial Management	**Business Manager**	The Business Manager will be responsible for the financial and operational functions of the school: developing long and short term financial plans for the school, management of all aspects of the school's finances, accounting, payroll, accounting and financial compliance for grants as well as reporting of all financial information to the Director. The Business Manager will work to ensure that the school has the necessary revenue and resources to run effectively.
Contracted Services	**Director** **Business Manager**	The Director will oversee the programmatic performance of all contracted services. The Business Manager will be responsible for the financial aspect of contracted services.
Personnel	**Director**	The Director will be responsible for the oversight of personnel and hiring.
Grants Management	**Director** **Business Manager**	The Director will oversee the programmatic compliance and implementation of all grant projects, including entitlements. The Business Manager will be responsible for the financial and accounting compliance of all grant projects, including entitlements.
Student Accountability (SAIS)	**Director**	The Director will oversee for SAIS. The Administrative Assistant/Registrar will perform the daily work on SAIS.