Management Needs and Priorities

The Pima Rose Academy corporate board is a 7 member board of directors responsible for corporate management. The Corporate Board oversees the school governing board and appoints school board members. As explained in B. 3., Governing Body, the School Governing Board is a 3 member board responsible for approving policy, school budgets and to ensure compliance with local, state, and federal law.

The Superintendent reports to and advises the School Governing Board. The Superintendent reports annually to the School Governing Board about academic achievement. The Superintendent oversees all school operations, including academic oversight, and directly manages the school principals.

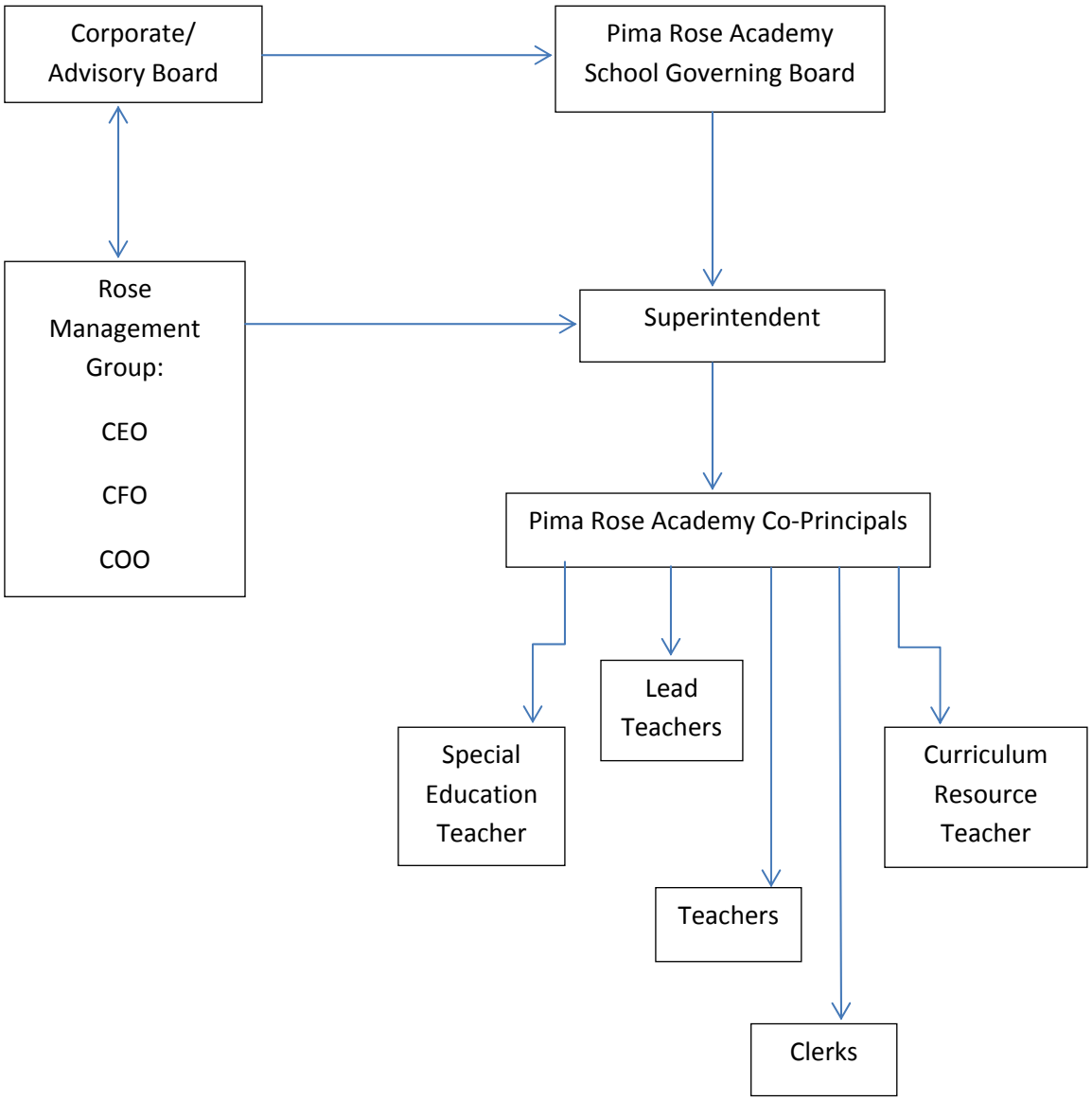
Principals are responsible for managing the day-to-day activities of the school. Principals supervise clerks and teachers, including Lead, Special Education, and Curriculum Resource. The principals have daily contact with teachers during scheduled professional development. The clerks are the first contact that students, their parents/families, and potential customers interact with at Pima Rose Academy.

Key Administrative Roles and Responsibilities

Rose Management Group, an educational management organization, provides all management and operation support, including academic oversight, through its contractual agreement with Pima Rose Academy. The key administrators are provided by Rose Management Group and are listed below.

Key Administrator	**Role and Responsibilities**
CEO	The CEO oversees all corporate activities and administrative personnel.
CFO	The CFO is responsible for financial management by creating and monitoring the school budgets and cash flow. The CFO is responsible for maintaining legal compliance in the areas of taxes, annual external audits, and other corporate financial matters.
COO	The COO is responsible for administering and monitoring human resources, accounting, maintenance, and technology. The COO is responsible for maintaining legal compliance with local, state, and federal laws and may seek outside advice in the area of personnel.
Superintendent	The superintendent is responsible for academic staffing, supervising and developing instructional leadership. The superintendent is responsible for maintaining legal compliance with local, state, and federal laws for school operations, and academic oversight. The superintendent signs and oversees contracted services for the school.

Delineation of roles and day-to-day operations at Pima Rose Academy:

Position	**Day-to-day activities**
Front Desk Clerk	Answer school inquiries via phone or in person; enroll students, schedule orientations and meetings, take attendance and call for absent students, process records requests
Teachers	Teach students, grade classes, classroom management, participate in daily professional learning community meetings
Special Education Teachers	Provide differentiated instruction for SPED students, when needed; SPED paperwork; participate in IEP meetings
Curriculum Resource Teacher	Review course proposals and course proposals for state standards alignment; Reports of needed fixes for electronic curriculum to technology department, e.g. spelling & punctuation errors, functionality errors, standard alignment questions; acts as on-site resource and trainer for specialty software and supplementary educational materials such as Dyn Ed, Ace Reader, Carnegie Math, etc.
Principals	Discipline, orientations, professional development, parent/ student meetings, facilitate IEP meetings
Superintendent	Discipline hearings, professional development, address personnel issues
COO	Assign staff to resolve maintenance and technology issues; address personnel issues via HR.

Pima Rose Academy and Rose Management Group
Contractual Organization Chart