Flagstaff Arts and Leadership Academy
Organizational Chart
Narrative

The Flagstaff Arts and Leadership Academy (FALA) is currently governed by a seven member Board of Directors (BOD). The BOD sets policy and direction for the school and approves all policies, procedures, and operating budgets. Additionally, the BOD supervises the Executive Director.

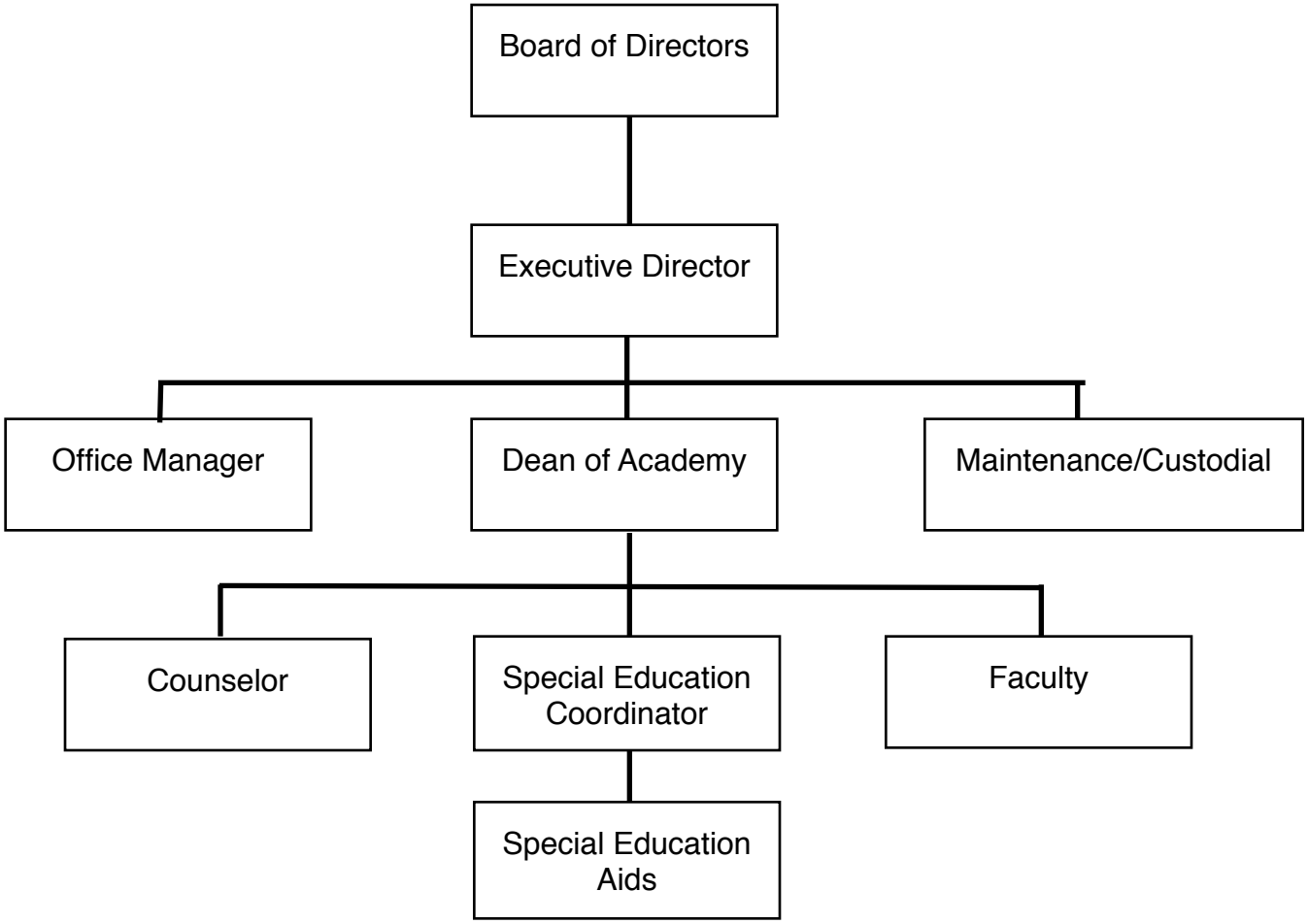
The Executive Director (ED) is ultimately responsible for all aspects of the school's operations and supervises the Dean of Academy, Office Manager, and school Custodian. The ED is responsible for budget management, legal compliance, maintenance, fundraising, marketing, and public relations.

The Dean of Academy (Dean) is responsible for the day-to-day school operations and supervises the faculty, Counselor, and Special Education Coordinator. The Dean is primarily responsible for handling student discipline issues and parent communication regarding student achievement. Additionally, the Dean oversees curriculum and faculty development and ensures that the school's curriculum meets state standards.

The Counselor is responsible for personal student counseling, registration and student records, and college counseling.

The Special Education Coordinator (SPED Coordinator) supervises SPED Aides and also works one-on-one with SPED students who require a contained classroom environment. The SPED Coordinator is charged with ensuring legal compliance and updated IEP and 504 documentation.

The Office Manager is responsible for accurate and timely attendance record keeping and reporting. The Office Manager is also responsible for the operations of the school's front office including answering phones, greeting parents and students, and supply ordering.

Faculty is responsible for developing curriculum for each of their courses and for teaching the school's students.

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