SKYVIEW SCHOOL
Organizational Chart Narrative

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Skyview School, Inc. is an Arizona non-profit corporation and is the Charter Holder for Skyview School. Skyview School is a K-8 independent public school in Prescott, Arizona serving 160 students and was first approved by the Arizona State Board for Charter Schools in 1996. The founders were educators and parents who sought to create an innovative educational environment for their children that would help to develop informed citizens capable of independent thought and decision-making. They spent two years thoroughly researching a variety of educational models and best practices. After lengthy discussions and careful planning the founders developed an educational program that combines the traditional values of respect and responsibility with contemporary cognitive and brain-based research supporting inquiry, application, and real-life contextual learning. Key features of Skyview School's program include a rigorous academic curriculum aligned with the Arizona state standards; integrated, thematic and project-based learning; multiple intelligences instruction; multi-age classrooms; and strong family involvement.

Organizational Reporting Structure/ Specific Responsibilities

Charter Holder
Skyview School, Inc.

Corporate Board
Membership on the Corporate Board and the Board of Directors (governing body) is dual. The officers of the Corporate Board are the same individuals as the officers of the Board of Directors. The Corporate Board holds title to property and enters into debt on behalf of Skyview School.

Board of Directors
The Board of Directors exercises ultimate governance of Skyview School. The Board has the ultimate authority for the receipt and disbursement of school funds, hiring and firing of exempt personnel, and the establishment and enforcement of all school policies. The Board, subject to requirements set forth in Arizona state law and the Charter, may delegate its authority to hire and fire personnel to one or more persons including, but not limited to, the Director and/or Board President.

The ability of Skyview School to carry out its mission successfully depends upon the strength of its Board of Directors. An effective Board of Directors provides strategic direction for the school, chooses and nurtures strong school leaders, and ensures the school's financial and legal health. For Skyview School to succeed, the Board must be committed to the school's mission, possess substantial leadership skills and expertise, set policy that guides the school's work, and evaluate both the school and itself with an eye toward continuous improvement.

The Board of Directors shall be responsible for governance issues of Skyview School. Some of the governance functions of the Board include:

- One of the most important responsibilities of the Board of Directors is to develop a functional, cohesive, working Board to promote the educational mission and vision of Skyview School in support of the greater community. As such, Board recruitment is a collective and joint effort by Board members, in close consultation with the Director, to identify, recruit, and accept new Board members.
    - The Board is a self-perpetuating Board. As such, it is solely responsible for bringing new members onto the Board and accepting resignations of present Board members.
        - The Board seeks collectively and jointly to recruit members who bring particular strengths and diversity to the Board (e.g. attorneys, accountants, educators, etc.). As a whole, the Board identifies potential individuals and a Board representation or Board team approaches each prospective new member.
            - Recruitment shall incorporate selecting external community members as well as members of the Skyview community.
            - Retaining an "institutional memory" of previous decisions, so as to not "reinvent the wheel" every few years.
            - Application and review process for recruiting new Board members.
            - Orienting new Board members regarding the role and function of the Board.
            - Term rotation of Board members to provide a natural and logical transition from year to year.
            - Continuing education and development of Board members
- Conducting business in an official Board meeting if there is a quorum of the Board members. All meetings are open to the public, except for executive sessions that are held according to state law.
    - The Board meets at regular monthly meetings.
    - The Board can call special meetings when determined necessary.
        - The Board must conduct meetings using established procedures as defined in the *Policies and Procedures Manual.*
- Appoints ad hoc committees when it is determined to be of assistance.
    - The Board develops guidelines for each committee prior to its first meeting.
- Developing and updating policies and procedures in conjunction with the Director (through the *Policies and Procedures Manual*)
- Fiduciary responsibilities (shared with Director). The Board of Directors recognizes that effective budgeting and money management constitutes the foundation of the entire school program. In order to make that support as effective as possible, the Board of Directors:
    - Requires maximum efficiency in accounting and reporting in compliance with the USFRCS.

        - Develops advance planning through established budgeting procedures.
            - The Board will review the proposed annual budget presented to it by the Director. Approval of the proposed, adopted, and revised budgets shall be consistent with Arizona Revised Statues and approved during open meetings.
            - To ensure budget expenditures are in keeping with the adopted budget, the Board reviews a monthly report of expenditures and revenues presented to it by the Director.
        - Actively explores all practical and legal sources of additional revenues.
            - The Board annually considers and votes on a request to authorize investments each June for the following fiscal year.
            - The Board must approve all fundraising events.
        - Designate one or more banks as depositories for safeguarding the school's funds.
            - The Board approves authorized signatures for checking accounts, currently set as the Operations Manager and Board President.
            - The Board will prescribe the amount of bond to cover fidelity and loss of money.
        - Approves expenditures of funds.
            - The Board shall vest single-item fiscal authority to the Director for all spending for $5,000 or less. Spending above that level shall have the approval of the Board following required procurement procedures.
            - The Board approves reimbursement for the Director for all expenses incurred while carrying out authorized duties.
        - Reviews and discusses the annual audits and makes them available for the public record.
- Establishes goals that are supportive of the educational program.
    - Provide a physical environment for teaching and learning that is safe and productive.
    - Provide services, resources, and assistance, supporting the needs of the educational programs.
    - Establish and maintain an administrative records management program.
- Establishes personnel policies.
    - The Board makes all classification decisions.
    - The Board makes decisions to hire and terminate all exempt personnel.
        - The Board hires and supervises the Director and he/she reports directly to them. One of the most important roles of the Board is to recruit and support a dynamic Director who can provide vision and leadership to Skyview School. The Director acts as the bridge between the Board and the staff of the organization and is designated to act on behalf of the Board to implement its decisions. When looking for a Director, the Board must assess Skyview School's specific needs, then seek a qualified individual who has the skills and experience to guide the school in meeting those needs.
        - The Board establishes an annual evaluation process for all exempt personnel.
            - The Director conducts the annual evaluations for all exempt personnel and reports directly to the Board.

        - The Board annually evaluates the performance of the Director in carrying out the decisions of the Board and other assigned responsibilities.
    - The Board establishes personnel conduct expectations and discipline procedures.
    - The Board is responsible for developing a fair and equitable pay system and employee benefits, and procedures to reimburse employees for their out-of-pocket costs.
    - The Board establishes personnel records and administrative procedures.
- Assures that the mission and vision of the school is successfully implemented (shared with the Director)
    - The Board supervises the Director to ensure that the mission and vision, as outlined in the Charter, are continually being implemented.
    - The Board annually approves the school calendar for the following year.
    - The Board has the authority to make decisions on all fundamental curriculum changes.
    - The Board establishes a baseline for student achievement, standards, and accountability.
- Legal compliance—special education services, Charter compliance, contracts, and acquiring and disposing of real estate/plant facilities (shared with Director).

Director

The Director is responsible for the direction and coordination of staff and students in their efforts to implement Skyview School's charter through direct involvement and/or delegation. The Board of Directors employees the Director to act as the Chief Executive Officer (CEO) for the school. The Director enforces the statutes and rules of the state of Arizona, implements the policies established by the Board, and ensures that the tenets of the Charter are administered. The Director is responsibility for all aspects of the administration of the school.

Any of the powers and duties assigned to the Director, unless limited by statute or Board action, may be delegated to others serving under the Director. The Director continues to be responsible for the satisfactory implementation of the delegated power and duties. Lines of authority are clearly communicated to the Board and staff by the Director through organizational charts, job descriptions, regulations, and directives.

The Director is responsible to implement the following:

- Pedagogy
    - Tenets of the Charter
        - Develop a modified year-round calendar annually for Board approval.
        - Provide training to all new employees on the tenets of the Charter.
        - Establish an educational atmosphere that best supports the mission of the school in an instructional environment.
    - Upkeep and Revision of Policy Manuals
        - Policy and Procedures Manual
        - Staff Manual
        - Student/Parent Handbook
    - Curriculum
        - Responsible, with input from the staff, for the development of the curriculum within the mission of the school.
        - Approve all school related clubs.

        - Responsible for approving materials to be used in the classrooms.
        - Responsible for conducting annual planning retreats with the teaching staff.
    - Instructional Strategies
        - Responsible for the development and training of fieldtrip procedures.
        - Ensure teachers are implementing multiple intelligences instruction, project-based curricula, learning centers, etc.
    - Assessment
        - In collaboration with instructional staff and in accordance with the Charter, establish guidelines for the academic achievement of individual students.
        - Responsible for the proper administration and security of all testing materials.
    - Arts Integration
- Supervision/Personnel
    - Interviewing, Hiring, and Contracts
        - Participation on teacher search committees.
        - Periodic review of the classification process to ensure equity.
        - Determine whether a vacancy should be filled or not. Director will ensure funds are available to fill a vacancy.
        - Authorized to make in-house assignments not to exceed ninety days.
        - Authorized to hire consultants in accordance with the procurement policy and report to the Board the names and rate of pay.
        - Authorized to hire non-exempt support staff.
        - Responsible to announce and advertise all job vacancies (shared with Operation Manager).
        - Responsible for establishing procedures for evaluating and interviewing candidates that are consistent with applicable law.
        - Responsible for evaluating applicants and hiring non-exempt employees.
        - Responsible for recommending candidates for Board approval.
        - Authorized during the initial probationary period to terminate employees.
    - Evaluation of Staff
        - Conducts annual formative evaluations of all teachers.
        - Prepares evaluations and recommendations for contract renewal or non-renewal for Board review by March 1st.
    - Staff Training and Professional Development
        - Responsible to ensure teachers submit annual goals and objectives.
        - Responsible to provide and/or delegate staff training.
        - Provides authorization for the use of funds for specific professional development activities.
    - Conduct and Discipline
        - Authorized to provide oral and/or written warnings.
        - Authorized to recommend the placement of an employee on disciplinary probation for a period not to exceed three months.
        - Presents a case for disciplinary action against an employee to the Board.
- Community Relations
    - Public and Community Relations
    - Volunteer Program
- Finances

- USFR Compliance
    - The Director is ultimately responsible for receiving and properly accounting for all funds of the school.
    - The Director is responsible to provide the Board with monthly financial reports showing the school's financial condition.
    - The Director is responsible for student accounting and shall report enrollment and attendance required by the state (shared with Operations Manager).
    - The Director is responsible for the development and implementation of procedures for maintaining school inventories (shared with Operations Manager).
    - The Director is responsible for oversight of all purchasing, contracting, competitive bidding, receiving and processing of all bid protests, in accordance with the Arizona School Procurement Rules (shared with Operations Manager).
    - The Director has the discretion to make purchases of $5,000 or less.
    - The Director establishes payroll procedures that conform to all requirements of the law and all policies of the school, and ensures employees receive paychecks no later than the stated payroll dates (shared with Operations Manager).
    - The Director has discretion for employees to be reimbursed for expenses incurred while carrying out authorized duties.
- Budget Development, Implementation, Monitoring, and Reporting
    - Each year the Director is responsible to prepare and disseminate the proposed, adopted, and revised budgets and accompanying documents to the Board in order to accomplish all required budgetary actions for the following year, as required by the state of Arizona.
- Oversees State and Federal Grants (shared with Operations Manager).
- Fundraising
    - The Director is responsible for the oversight of all Board approved fundraising activities.
    - The Director is responsible for the proper accounting of all funds generated from fundraising activities (shared with Operations Manager).

- Other Responsibilities
    - Coordination of work-study and student placements with local colleges and universities
    - Student Enrollment (shared with Operations Manager)
    - Student Discipline
    - Special Education
        - Authorized as the Special Education Director to ensure coordination of consultants, support staff, and services students are receiving.
        - Ensures legal compliance with documentation and delivery of services.
        - Facilitates Child Study Team meetings.
        - Attends all special education meetings.
    - Committees
        - The Director ensures each committee member is briefed on the requirements of the Arizona Open Meeting Law.

        - Posts all notices and agendas of all meetings of the committees.
        - Publicly posts minutes of all meetings.
    - Board Communication/Relationship
        - Assists the Board with the recruitment of prospective Board members.
        - Assists the Board President and other Board members with formulating the Board of Directors regular, special, and executive meeting agendas.
    - Facility/Site Maintenance
        - The Director establishes procedures to protect the safety of all students, employees, visitors, and others present on the school's property or at school-sponsored events (shared with Operations Manager).
            - Provides for safe maintenance and operation of equipment, buildings and grounds (shared with Operations Manager).
            - Provides specialized assistance as requested by staff.
            - Schedules regular inspections (shared with Operations Manager).
            - Ensures that state and federal regulations are posted and maintains appropriate safety records (shared with Operations Manager).
            - Arranges for the correction of defects as reported by employees (shared with Operations Manager).
            - Obtains insurance appraisals to determine the adequacy of the school's fire, casualty, automobile, personal liability, and errors-and-omissions insurance whenever new bids for insurance are solicited (shared with Operations Manager).
            - Ensures that pest-control applicators fill out and post all applications (shared with Operations Manager).
            - Establishes procedures for filing accident reports.
            - Develops and maintain emergency plans for fire or other threats and coordinates plans with local police, fire, and hospital authorities as necessary. Responsible for submitting plans to the Board by September of each year (shared with Operations Manager).
            - Develops plans and procedures to enhance the security of the school's property, minimize fire hazards, protect records and funds, and prevent vandalism and burglary (shared with Operations Manager).

Operations Manager

The Operations Manager at Skyview School is a full-time, supervisory level, exempt employee who assists in preparing state and federal grant proposals; tracks student attendance; keeps the administrative offices operating efficiently and smoothly; and is responsible for keeping the school site clean, safe, and in good condition.

The Operations Manager is responsible for the following specific duties as overseen and delegated by the director:

- Day-to-Day Operations
    - Site/facilities management (shared with Director).
    - Monthly volunteer newsletter (shared with teachers).
    - Quarterly newsletter (shared with Director).

    - Monitor student health needs (immunizations, vision/hearing screening, contagious diseases, etc.).
    - Ordering of testing materials and security of these materials.
    - Maintain student and employee files.
    - Updates cumulative leave balances for staff.
    - Database entry and reporting.
    - Clerical duties as needed.
- Upkeep and Revision of Policy Manuals
    - Policy and Procedures Manual
    - Staff Manual
    - Student/Parent Handbook
- Completing and Filing State Reports
    - Oversees compliance with all federal and state mandates concerning attendance, reporting, budgeting, and safety issues, including:
    - 40th day report
    - 100th day report
    - Special Education Census
- Revenues/Expenses
    - Manages purchase requisitions for all budgetary items.
    - Acts as school purchasing agent to obtain quotes/best prices on goods and services in accordance with USFRCS and school policy.
    - Monitors and oversees cash collections, bank deposits, purchase orders, and petty cash disbursements. Signs student activity club checks.
    - Researches and monitors employee benefit programs, including health insurance options (shared with Director).
    - Manages fixed assets to include tagging, tracking, and taking annual inventory.
- Office Records
    - Ensure all enrollment packages are complete (shared with Director).
    - Send for records on new students.
    - Copy and send records for students who have withdrawn.
- Student Health
    - Administer prescription drugs.
    - Monitor students with health needs (diabetes, asthma, etc.).
    - Document all medical issues and treatment.
    - Maintain full medical kit.
- Supervision
    - Interviews, supervises, and evaluates administrative and custodial staff (shared with Director).
    - Receptionist and administrative assistant—all front office duties and responsibilities.
    - Custodian and Maintenance—daily site clean-up and maintenance.
    - School personnel and decision-making authority in Director's absence.
- Grants
    - Prepare budget and grant applications (shared with Director).
    - Prepare monthly grant reports.
    - Prepare annual completion reports for grants (shared with Accountant).
- Audit and Accounting

    - Gather bids for audit.
    - Prepare documentation for on-site audit.
    - Gather bids annually for accounting services.
- Cash Receipts
    - Receive, receipt and deposit checks/cash for school.
    - Assign USFRCS account codes to receipts for accountant (shared with Accountant).
    - Maintain on file deposit slips and supporting documentation.
- Disbursements
    - Oversee disbursements to vendors, reimbursements to staff.
    - Collect W9s from vendors.
    - Receive, count and inspect merchandise/sign packing slips, compare packing slips with original invoice or PO.
    - Work with vendors on discrepancies.
    - Assign USFRCS codes to bills for accountant.
    - Review payroll prepared by accountant for accuracy.
    - Obtain signatures on checks and distribute.
    - Maintain vendor files and cancelled check records.
- Payroll
    - Collect time sheets and leave forms.
    - Review checks for accuracy.
    - Obtain Board signature and distribute.
    - Maintain separate files on each employee for payroll purposes.
- Travel
    - Collect supporting documentation for staff travel.
    - Determine expenses which are reimbursable and amounts of reimbursement in accordance with USFRCS and board policy.
    - Assign USFRCS account codes to paperwork.
    - Maintain travel documentation.
- Marketing
    - Creates and maintains website.
    - Creates and submits newspaper advertisements.

Accountant (Educational Services, Inc.)

Skyview School has a business service agreement with Educational Services, Inc. Educational Services, Inc. provides the following services:

- Business Services
    - Advise on all financial affairs.
    - Assist in budget development.
    - Provide a program of accounting to comply with state and federal guidelines.
    - Provide accounting functions for budgeting, accounts payable, and payroll.
    - Monitor the apportionment of local, state, and federal funds.
    - Monitor the apportionment of funds to District sponsored schools.
    - Develop and recommend procedures for the collection and deposit of all other funds.
    - Prepare all regular payrolls and weekly expense vouchers.
    - Deliver accounts payable checks once a week and payroll checks every other week.
    - Provide financial information when applying for grants.

- Assist school staff in development and implementation of internal records procedures.
- Work with outside auditors.
- Advise on matters regarding Auxiliary Operations and Student Activities.
- Advise and assist in the development of RFP's as requested by the school.
- Advise in the implementation of the food service program.
- Provide a listing of items to be added to the fixed assets record and assist in maintaining a fixed asset list.
- Provide legislature updates on changes in the law.
- Submit budget and other financial reports to the State of Arizona as needed.

Classroom Teacher

Classroom teacher is a full-time exempt position. The classroom teacher designs, plans, and develops curricula, and provides instruction to students based on the theory of multiple intelligences. She/he also develops project-based curricula, including fieldwork and in-depth, long-term projects. Teachers actively promote Skyview School as a community of learners by guiding students to showcase their learning through celebrations of learning and providing opportunities for parents to contribute volunteer hours to the school.

A classroom teacher is responsible for the following specific duties as overseen and delegated by the Director:

- Thematic, Project-Based Learning
  - At Skyview School thematic, project-based learning is the primary way of organizing curricula. Thematic, project-based curricula integrate diverse subject areas that require students to construct deep understandings and skills and to create products for real audiences.
    - Design, implement and evaluate thematic, project-based curricula as the primary means of organizing study. The curricula must align with district and state standards, including the mission of the school and the tenets of the Charter.
    - Write detailed documents including: compelling topics, in-depth investigations and detailed project plans including plans for integrating literacy instruction.
    - Arrange and facilitate well-planned fieldwork experiences to support learning.
    - Develop and use authentic assessments to assess student work throughout the thematic project.
    - Support students in the development of portfolios and in preparation for student-led conferences, as well as public exhibitions of work.
- Active Pedagogy
  - Teaching and learning are active pursuits and are facilitated by engaging in thematic, project-based classrooms. Effective instructional practices promote equity and high expectations: they make the content of learning come alive, ensure that all students think and participate, and allow the teacher to know all students and their thinking well. Knowledge of each student's level of understanding and participation leads teachers to differentiate instruction.
    - Employ a range of effective instructional practices (active pedagogy) to give students the support they need to complete projects and meet standards.

        - Develop lesson plans that ensure that instruction is paced well, encourages all students to think, engages all students in productive work throughout the class period, and ensures smooth classroom management.
        - Use multiple intelligences instruction.
        - Use differentiated instructional strategies to teach to each child's academic needs.
        - Use flexible groups based on ongoing assessment to confer with students and provide differentiated instruction.
        - Work with students to create assessment criteria that are connected to standards, portfolio, passage and graduation requirements, and help students understand, reflect on and take responsibility for their learning.
        - Design lesson plans that both teach writing and support understanding of content in all subject areas.
        - Design lesson plans that both teach reading and support understanding of content in all subject areas.
- Culture and Character
    - Skyview School's culture is developed and sustained through practices that bring the community together, promote shared understandings, and encourage all community members to become active participants. Physical and emotional safety, respect and responsibility, and a disciplined environment characterize the climate in Skyview School. Teachers foster student character by providing challenging academic work, personal intelligences curricula, and the expectation that students are courteous, respectful, and compassionate.
        - Develop and implement personal intelligences curricula that promote the positive development of classroom and school culture.
        - Develop classroom expectations that align with Skyview School's conduct for respect and responsibility.
        - Prepare students for and participate fully in student led conferences.
        - Provide students and families with clear and instructive information about student progress in all progress reports.
        - Choose instructional practices, compelling topics and projects that promote character development.
        - Design and participate in fieldwork activities with students.
        - Participate fully and positively in the staff culture of the school.
        - Be willing and able to collaborate with peers in the development of curricula and school structures.
        - Be willing to give and receive support from peers to improve teaching practices.
        - Attend and take full advantage of professional development opportunities.
        - Provide opportunities for families to contribute volunteer hours.
        - Provide proactive, clear, and concise communication to families.
        - Provide direction and supervise Classroom Aides.

Integrated Arts Coordinator

The Integrated Arts Coordinator designs, plans and develops curricula and provides instruction to students based on the concept of multiple intelligences and the principles of thematic, project-

based learning, including fieldwork and support for teachers planning and executing in-depth, long-term projects and expeditions. The Coordinator will teach art technique and appreciation to students K-8 and coordinate with the classroom teachers and music teacher to integrate curricula with the arts. The Coordinator will arrange for Skyview students to experience the Yavapai College Performing Arts Series.

The Integrated Arts Coordinator is an exempt position and is responsible for the following specific duties as overseen and delegated by the Director:

- Actively participate in designing, planning and implementing, often on teams, effective curricula that integrate art skills and techniques with core content into long-term projects.
- Coordinate the efforts of music teachers, movement teachers and other arts-related instructors in the design and implementation of instruction and the assessment of learning in these areas
- Link curricula and instruction to the Arizona Learning Standards.
- Arrange for Skyview students to experience the Yavapai College Performing Arts Series
- Coordinate one or more annual permanent installation of selected student art work on the school premises and/or in the community.
- Assess student learning in the context of the child's multiple intelligences.
- Collaborate with members of the school community to promote the Skyview School's mission.
- Embrace the principles and logistics of cooperative learning teams.
- Know each child well in order to identify and promote his/her strengths.
- Know each family well through parent conferences and attending school-wide family events.
- Design and implement an annual personal professional growth plan that includes but may not be limited to Skyview School staff development activities.
- Develop and maintain a classroom environment that promotes learning and is characterized by the emotional safety needed to take risks in learning.

Music Teacher

The music teacher designs, plans and develops curricula and provides instruction to students based on the concept of multiple intelligences and the principles of thematic, project-based learning, including fieldwork and support for teachers planning and executing in-depth, long-term projects and expeditions. The music teacher teaches music performance techniques and music appreciation to students K-8 and coordinates with the classroom teachers and Integrated Arts Coordinator to integrate curricula with the arts.

Music Teacher is an exempt position. The music teacher is responsible for the following specific duties as overseen and delegated by the Director:

- Actively participate in designing, planning and implementing, often on teams, effective curricula that integrate music skills and appreciation with core content into long-term projects.
- Collaborates with the Integrated Arts Coordinator and classroom teachers to integrate music instruction with the project-based curricula.
- Link curricula and instruction to the Arizona Learning Standards.
- Assess student learning in the context of the child's multiple intelligences.

- Collaborate with members of the school community to promote the Skyview School's mission.
- Embrace the principles and logistics of cooperative learning teams.
- Know each child well in order to identify and promote her/his strengths.
- Know each family well through parent conferences and attending school-wide family events.
- Design and implement an annual personal professional growth plan that includes but may not be limited to Skyview School staff development activities.
- Develop and maintain a classroom environment that promotes learning and is characterized by the emotional safety needed to take risks in learning.
- Prepare students to share their learning of music through celebrations of learning.

Special Education Consultant
Special Education Consultant is a non-exempt position. The consultant provides special education services at Skyview School as an extension of the curricula of Skyview School, as stated in Section 8 of Appendix I of the Skyview School Charter, and ensures that Skyview School is in full compliance of both state and federal regulations.

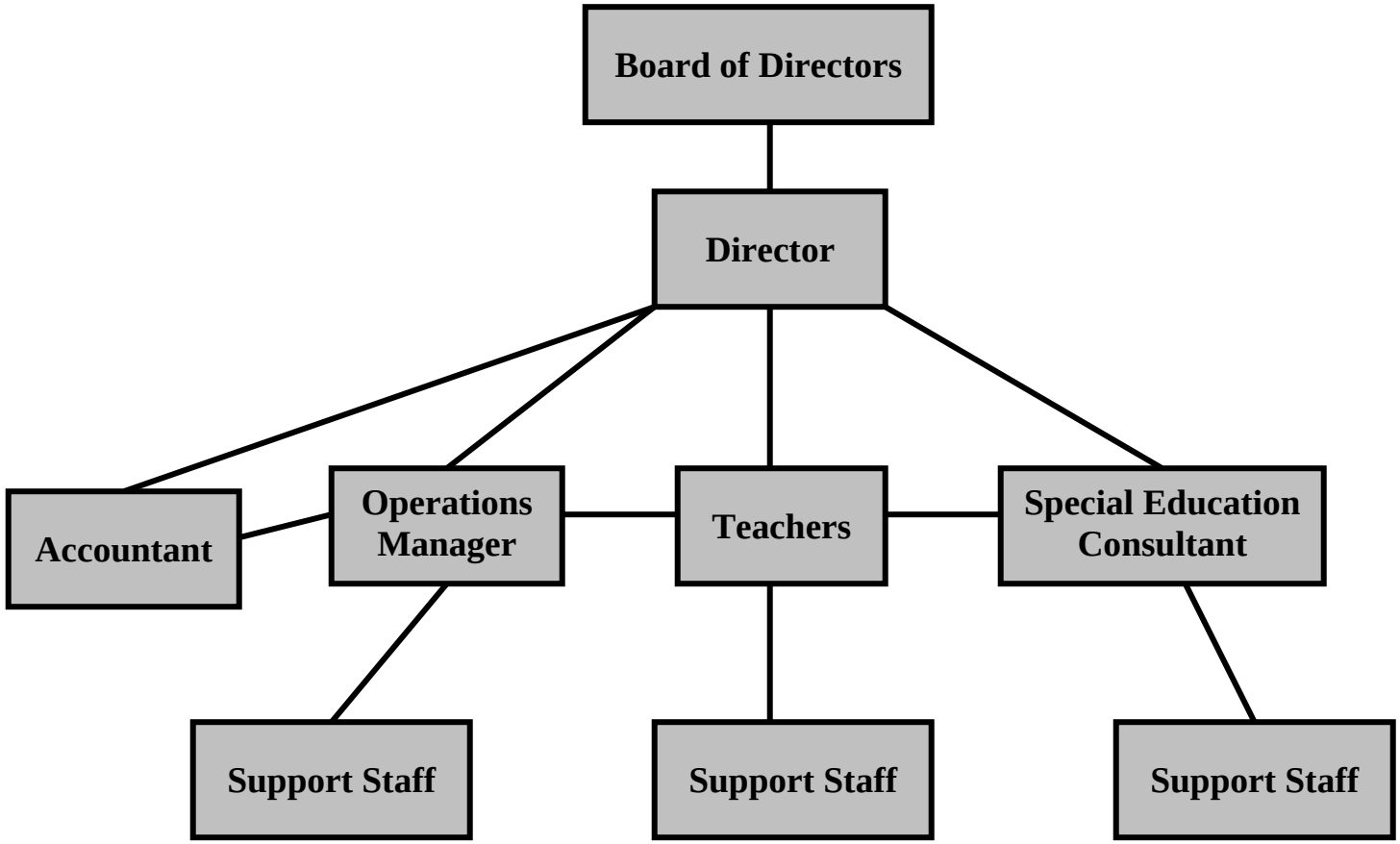
The Special Education Consultant is responsible for the following specific duties as overseen and delegated by the Director:
- Remain current on state and federal regulations concerning Special Education.
- Review applications for new students for history of SPED Services.
- Review records of returning students and new students and compile a list of students who are receiving SPED services.
- Insure that all students qualified for SPED services have a current and accurate IEP.
- Arrange and conduct annual reviews for all SPED students.
- Provide an orientation of SPED regulations, procedures, and services for all staff at the first staff meeting of the school year.
- Provide ongoing training to teachers and SPED aides throughout the year as needed.
- Work with the SPED providers and SPED aides to develop a schedule of services in the general curriculum for returning SPED students and revise schedule to assist all new SPED students.
- Supervise the SPED aides regarding services provided to eligible students.
- Schedule and conduct all SPED meetings to ensure compliance.
- Attend all contracted IEP meetings to ensure compliance.
- Schedule MET meetings to review referrals from Child Study Team to determine information needed to identify a student for SPED.
- Obtain parent permission for evaluation if recommended.
- Contact psychologist to arrange psych evaluation and re-evaluations as needed.
- Schedule and conduct RED/IEP meetings to determine eligibility for services and develop IEPs as necessary.
- Work with the main office to meet deadlines for required state reports and/or grants.
- Insure that all SPED student records are secured and kept confidential.
- Keep the Director informed as to updates, needs, changes, and/or compliance issues relating to the SPED program.

- Provide the Director with evaluation and recommendations regarding the performance of the SPED aides.
- Performs other duties assigned by the Director.

Support Staff
Skyview School has several support staff positions that include Title I Paraprofessional, SPED Aide, Classroom Aide, Janitorial Services, and Building Maintenance. All of the support staff positions are non-exempt positions and are hired by the Director. The Director delegates supervision of support staff to the Operations Manager, teachers, and the Special Education Consultant.

- Title I Paraprofessional
    - Title I Paraprofessional is a non-exempt position. The Title I Paraprofessional provides supplemental reading instruction for qualifying students. This position is under the direct supervision of the Director and the Title I Supervisor, who is a senior teacher with the required qualifications.
        - Determines eligibility by reviewing AIMS/Terra Nova (Stanford IX) test results and assessing students using DIEBLES and appropriate measures using the Building Blocks and Four Blocks Reading Programs.
        - Instructs individual students or small groups with the review of vocabulary work or phonemic instruction using researched-based sight word lists, Building Block/Four Blocks strategies.
        - Uses side-by-side instruction in building comprehension strategies for verbal and nonverbal fluency.
        - Regularly tests all students receiving services using running records and WIAT II testing materials.
        - Conducts yearly post-state-testing tests to determine if students qualify to be exited from the program by using DIBLES, WIAT II, and summative evaluations on AIMS/Terra Nova (Stanford IX) scores.
        - Prepares quarterly assessments of students' progress.
        - Collaborates with classroom teacher to ensure consistency of services.
- SPED Aide
    - SPED Aide is a non-exempt position. The classroom Special Education Teaching Aide assists classroom teachers with the implementation of curricula and instruction and support of SPED students, in accordance with their Individual Education Plans (IEPs). The SPEP Aide works under the general direction and supervision of the classroom teacher and through collaborative supervision with the Special Education Consultant.
        - Assists the classroom teacher with the implementation of curricula and instruction and support of SPED students, in accordance with their Individual Education Plans (IEPs).
        - Works under the general direction and supervision of the classroom teacher and through collaborative supervision with the Special Education Compliance Consultant.
        - Participates in occasional celebrations of learning as required.

        - Collaborates with members of the school community to promote the Skyview mission.
        - Assists with daily recess and lunch duty, as needed.
        - Embraces the principles and logistics of cooperative learning teams.
        - Participates in off-site fieldwork as directed by the supervising teacher.

- Classroom Aide
    - Classroom Aide is a non-exempt position. The Classroom Aide assists classroom teachers with the implementation of curricula, instruction of students, and day-to-day tasks.
        - Assists the classroom teacher with the implementation of curricula, instruction of students, and day-to-day tasks under the direction and supervision of the classroom teacher.
        - Participates in occasional celebrations of learning.
        - Collaborates with members of the school community to promote the Skyview mission.
        - Assists with daily recess and lunch duty, as needed.
        - Embraces the principles and logistics of cooperative learning teams.
        - Participates in off-site fieldwork as directed by the supervising teacher.

SKYVIEW SCHOOL
Organizational Chart