Organizational Chart

Narrative

Flow of Accountability

The Board of Directors, as the representative of the corporation, holds the first level of accountability for the school. This board operates as a policy board putting trust and confidence in the role of the Executive Director (ED) and holding the ED accountable for all aspects of the school. The board is responsible for ensuring that the school has the best ED available so that students and families receive the best possible education.

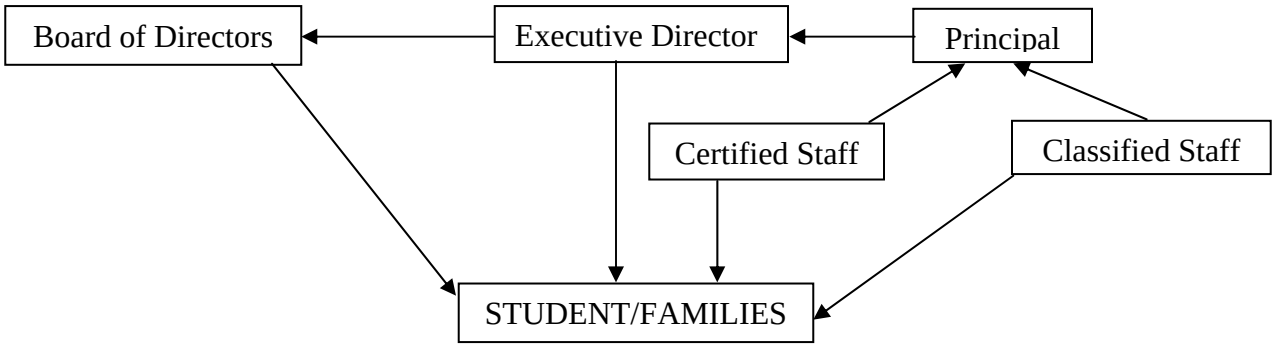
The Executive Director (ED) is responsible for the operation and performance of all schools within the charter. Roles for this position include fiscal manager, human resource director, student data manager, and federal programs and grants manager. The ED also acts as the principal's immediate supervisor. Each role is guided by the overarching goal of increasing student achievement.

The Principal of the school is responsible for the daily, school level operations. Duties include teacher evaluation, curriculum and assessment development, program implementation, and facilities management. Each of these roles supports the principal's primary objective, which is student achievement. The principal is the immediate supervisor of all certified and classified staff.

The certified staff consists of the teachers, social workers, and academic coaches. These individuals are responsible for implementing the programs set forth by the principal, evaluating programs for effectiveness, and ensuring that all students achieve to their highest potential. Members of the certified staff act as team leaders to support other certified and classified staff.

The classified staff is comprised of the administrative assistants, the food service workers, bus/van drivers, and facilities maintenance personnel. Each of these staff members is directly accountable for the responsibilities outlined in the employment agreements and is directly supervised by the principal. While these roles are non-instructional, each team member must be committed to students and families in a way that reflects his/her role in the school.

Flow of Accountability
Chart 1



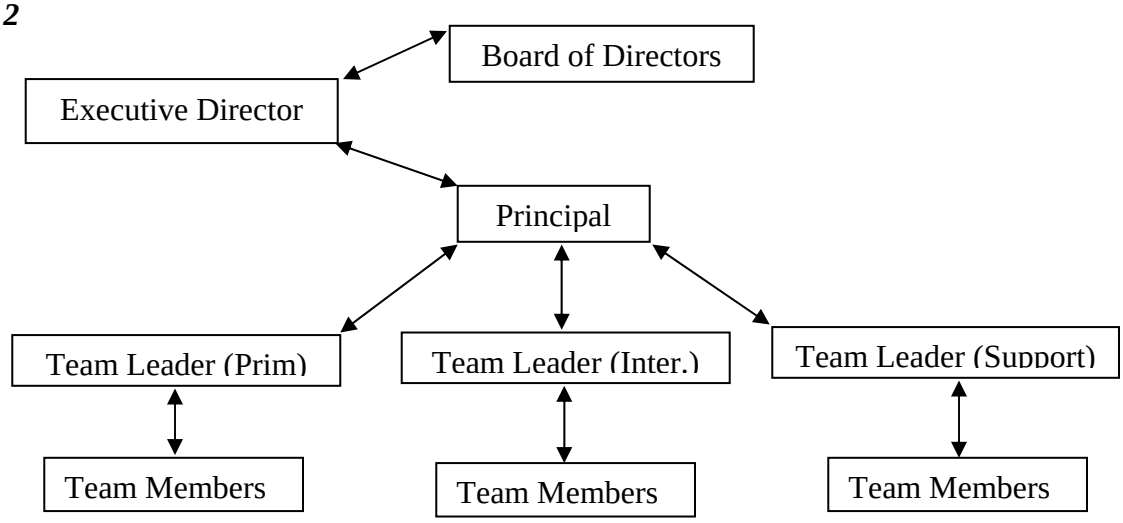
Organizational Chart

Narrative

Flow of Communication

Communication is key to the success of any organization. *Tertulia* uses a team structure to ensure that all stakeholders receive information pertaining to them and most importantly to the performance of the school as a whole. The flow of communication is visually represented below. Communication regarding the general operation of the school, including instruction, parent interaction, community involvement, or requests for support, would flow according to the chart below. In the event of a grievance or safety issue, communication is open directly from any staff member to the executive director.

Flow of Communication
Chart 2



Team Structure

The team structure used for communication will also used as professional learning teams within the professional development program of the school. *Tertulia* requires each staff member to participate on a professional learning team in order to support the individual growth of each staff member and to advance the professional levels of the school personnel. The teams represent the primary campus, intermediate campus, and support services in the school. Each team includes a leader and 2-4 members whose work is similar in nature. Team leaders are critical to the success of this model and therefore are significant in the success of the school. All team leaders must meet the qualifications outlined below.

1. Minimum of three years of teaching experience.
2. At least one year of experience at *Tertulia*.
3. Demonstrated success through student achievement scores.

Organizational Chart

Narrative

Team Responsibilities

The professional learning teams will work together to help the principal to ensure success of all aspects of the school. Some duties might include a review of programs (as applicable), analysis of data, planning of events, reporting progress, and providing feedback and evaluation to the principal. These teams will meet regularly (bi-monthly) with specific topics to discuss or tasks to complete. Topics and tasks are assigned by the principal and are relative to school wide goals and objectives.