B.4 Management and Operation

Management Needs and Priorities

Scottsdale Country Day School is reliant on the high caliber of its Governing Board Members, and staff to be successful. In addition to its Corporate Board, a School Governing Board is already established and working towards the vision and mission of the school. The School Governing Board will add members when appropriate and its strength will be the necessary foundation for building a successful charter school. The current Corporate Board for SCDS has already established bylaws, set budgets, recruited new members, and has set many school policies to realize the mission and vision of the school. The Principal then enforces those school policies and adheres to the school budget, set forth by the SCDS Governing Body.

Primary Responsibilities, Skills, and Experience for Each Administrator

Principal

Roles and Responsibilities

- Oversee staff and students on a daily basis
- Establish and maintain a positive school culture
- Discipline of students
- Lead faculty and staff meetings
- Conduct orientations for new staff members
- Organize and attend professional development
- Conduct parent/student meetings when necessary
- Attend IEP meetings
- Organize and conduct advertising/marketing ideas
- Be the testing coordinator for AIMS
- Non-voting member of SCDS Governing Board
- Reporting back to the school governing board

Qualifications/Key Skill Sets

- Degree and Masters degree in Education
- Arizona Department of Education Principal and Teaching Certificate
- Leadership skills
- Excellent communication skills both written and verbal
- Experience working with children
- AIMS coordinator experience
- Structured English Immersion Endorsement

Assistant Principal – Paget Merriman

Roles and Responsibilities

- To assist Principal in day-to-day running of the school
- To be the acting Principal in the absence of the Principal
- To monitor curriculum
- To ensure state standards are being adhered to and achieved

- To be the testing coordinator and director of programming for English Language Learner students.

Qualifications/Key Skill Sets

- Degree and/or Masters degree in Education
- Excellent communication skills both written and verbal
- Leadership skills
- Experience working with children
- English Language Learner Program knowledge and experience
- Structured English Immersion Endorsement

Office Manager – Katherine Prahcharov

Roles and Responsibilities

- Answer school inquiries via phone or in person
- Deal with student inquiries and records requests
- Enroll students
- Schedule orientations and meetings
- Take attendance and call for absent students
- Assist Principal and Assistant Principal
- Be the first point of contact for students, parents, and staff members

Qualifications/Key Skill Sets

- College Degree
- Excellent Communication skills
- Ability to work with students, parents, and family members
- Experience in specific office and accounting practices
- Experience with computer programs necessary for job duties

Bookkeeper/Finance

Roles and Responsibilities

- Accounting
- Payroll
- Benefits
- Calculating and submitting payroll taxes
- Maintaining and providing financial reports upon request of Principal
- Reports to the Principal

Qualifications/Key Skill Sets

- College degree in accounting/finance
- Accounting Experience
- Office Experience
- Valid Arizona Fingerprint Clearance

Reporting Structure at SCDS

The Principal reports to and advises the School Governing Board on matters at the school level and reports annually about academic achievement. The Principal oversees all school operations, including academic oversight, and directly manages the school staff. The Principal is responsible for managing the day-to-day activities of the school. The Principal supervises administrative staff and teachers. The Assistant Principal is responsible for reporting to the Principal.

The Principal will be supported by the Assistant Principal and faculty in the day to day running of the school. Further assistance will be given to the Principal on matters relating to the curriculum, assessments, professional development, student discipline, and other school related issues.

Description of Organizational Structure

The Corporate Board manages SCDS as a corporation and the School Governing Board for the day to day running of the charter school. The SCDS Governing Board is responsible for many aspects at SCDS, including approving policy, establishing and managing school budgets, and to ensure compliance with local, state, and federal law. These responsibilities are fully outlined in section B.3. of this application.

The organizational chart in Diagram 1 below demonstrates that SCDS Governing Board of Directors is overseen by the Corporate Board of Directors. The staff and bookkeeper/accountant at SCDS report directly to the Principal, who in turn reports to the Governing Board of Directors. The Principal may consult individual Governing Board members for advice needed within the Open Meeting Law statute. Any grievances from staff members are to be reported to the Principal, unless the grievance is the Principal, then it should be presented to the SCDS Governing Board of Directors.
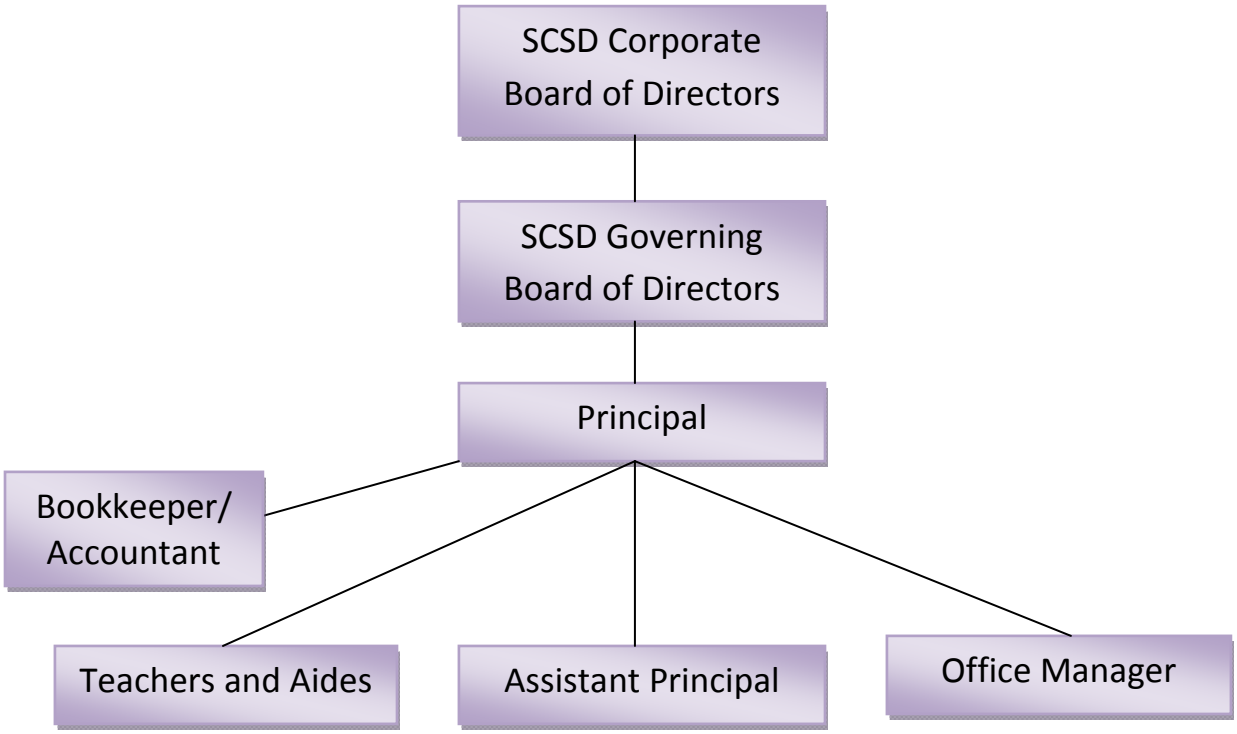
Diagram 1: Organizational Chart