B.3 Management and Operation

Management Needs and Priorities

Scottsdale Country Day School outlines responsibilities based on a high caliber of its Governing Board Members and staff. 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 Board for SCDS has already established bylaws, set budgets, started the process for recruiting 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.

Table 1: Administrative Staff Needs of Scottsdale Country Day School

Administration and Support	Year 1	Year 2	Year 3
Principal	1	1	1
Curriculum/ELL Director	1	1	1
Office Manager	1	1	1

Table 2: Administrative Plan

Area of Oversight	***Position Responsible***
Curriculum Development and Oversight	Principal & Curriculum/ELL Director
Special Education	Principal & Special Education Teacher
English Language Development Programs	Principal & Curriculum/ELL Director
Staff Training and Development	Principal
Assessments and Academic Data Collection	Principal & Curriculum/ELL Director
Mandated Testing (AIMS, Stanford 10, AZELLA)	Principal & Curriculum/ELL Director
Financial Management	Principal
Contracted Services	Principal
Personnel - Hiring and Evaluation	Principal & Governing Board
Grants Management	Principal
Student Accountability Information System (SAIS)	Office Manager

Primary Oversight Responsibilities, Skills, and Experience for Each Administrator

Principal (1 for years 1, 2, and 3)

Roles and Responsibilities

- Oversee school personnel and students on a daily basis
- Establish and maintain a positive school culture
- Oversee instructional methods used by SCDS teachers
- Discipline of students

- Lead faculty and staff meetings
- Monitor technology and its use within the school
- Conduct orientations for new staff members
- Organize professional staff development and attend professional development for self-growth
- Monitor and fulfill Grants Management requirements
- Conduct parent/student meetings when necessary
- Attend IEP meetings
- Organize and conduct advertising/marketing ideas
- Be the testing coordinator for mandated state testing
- Voting member of SCDS Governing Board
- Reporting back to the school governing board
- Identify and work with contracted services clientele and oversee the work being done

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
- Fingerprint Clearance Card

<u>Curriculum/ELL Director (1 for years 1, 2, and 3)</u>

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 design, plan, oversee, and monitor the 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.
- To oversee the ELL students and ensure their needs are being met.

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
- Fingerprint Clearance Card

Office Manager – Katherine Prahcharov (1 for years 1, 2, and 3)

Roles and Responsibilities

- Responsible for Student Accountability Information System (SAIS)
- 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 Curriculum Director
- Be the first point of contact for students, parents, and staff members
- Board Member

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
- Fingerprint Clearance Card

Bookkeeper/Finance (Done externally by ADI Business Solutions)

Roles and Responsibilities

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

Qualifications/Key Skill Sets

- Financial Management
- Certified Accounting company with experience and success in working with charter schools
- 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 Curriculum/ELL Director is responsible for reporting to the Principal.

The Principal will be supported by the Curriculum/ELL Director 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 and School Governing Board will be one and the same on June 15, 2013, upon successful approval of the charter school application for SCSD. The SCDS Board manages SCDS as a corporation and 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 Board of Directors is oversees the Principal. The staff, bookkeeper/accountant, and other contracted services for SCDS report directly to the Principal, who in turn reports to the SCDS 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 relating to the Principal, then it should be presented to the SCDS Board of Directors.
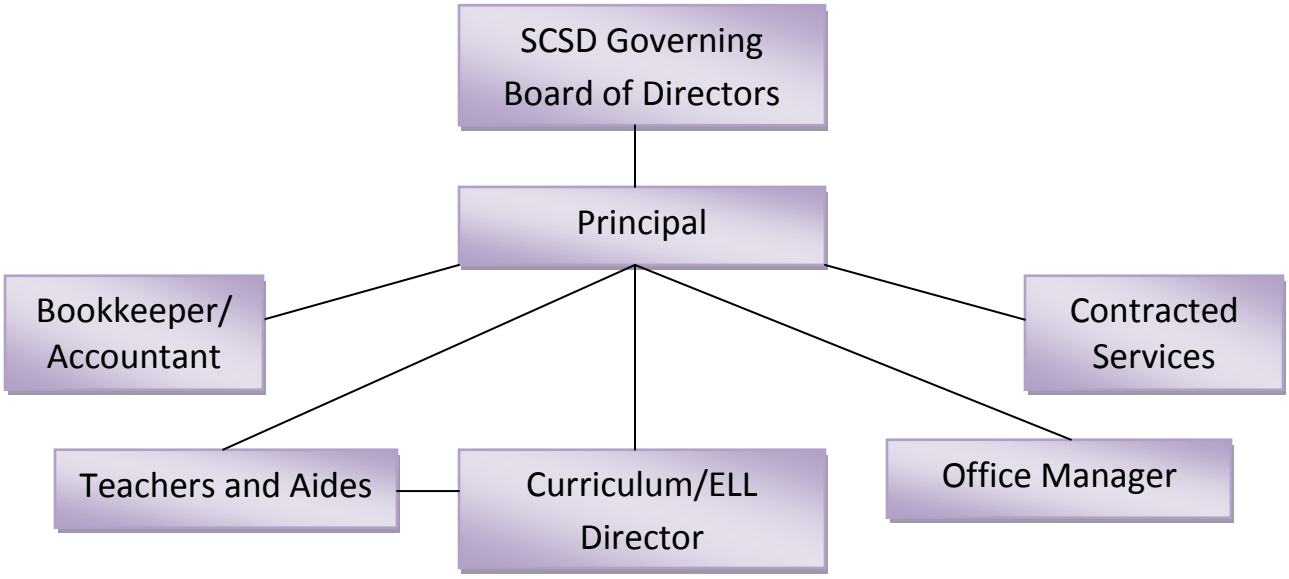
Diagram 1: Organizational Chart