B. ORGANIZATION DESCRIPTION

B.4.0. MANAGEMENT & OPERATION

B.4.a. Management Needs & Priorities.

For day-to-day operations, Seneca Preparatory Academy (SPA) Directors needs and priorities will be to provide the instructional leadership required for the successfully implementation of the school's Performance Management Plan (PMP); that is, the RTI-Early Intervention Reading & Math. The successful implementation of the PMP will create a high-quality school program that will bridge the achievement gap.

Every day, the School Directors will ensure that the school is safe, adequately staffed and that a high-quality research-based educational program is provided to regular students and to students with special needs (ELLs, SPED, at-risks…) according to state and federal standards. In addition, the School Administration will use SPA financial and non-financial resources judiciously as required by state and federal laws and with regard to the benefits of students, their parents and the community.

B.4.b. Primary Responsibilities; Skills, and Experience.

Executive Director

Credentials /Experience Required

(1) Doctorate degree from an accredited university, or Master degree and superintendant-level experience in lieu of advanced graduate degree; (2) demonstrated business management experience (MBA) and at least 4 years experience in charter school management or teaching; (3) detailed knowledge and experience with the French or European Education System; (4) expert level knowledge and experience in strategic development and project management; (5) ability to conceive, formulate and implement an education program from scratch; (6) flexibility, versatility and ability to troubleshoot situations and think outside the box; (7) ability to inspire and turn complex ideas into reality. (7) The Executive Director is responsible for leading the overall operations of the corporate organization, including corporate management, marketing, strategic planning, human resources, finance and fundraising, facilities management, instruction, community and public relations, stakeholder cultivation, research and evaluation.

Key Responsibilities

(1) Responsible for the day-to-day operations and for all operation activities at Seneca Preparatory Academy Foundation and at Seneca Preparatory Academy SPA) ; (2) Directly responsible for the successful implementation of SPA Performance Management Plan (the RTI-Early Intervention Reading & Math Program); (3) Responsible for the overall instructional leadership, financial management, marketing, legal compliance, information technology and special education needs at SPA; (4) responsible for interacting and dealing with corporate stakes holders such as the Arizona Department of Education, Tucson or Sunnyside Unified School District; (5) with Assistant Director of Curriculum & Instruction, the Executive Director is co-

responsible for student discipline, security, interaction with parents and supervision of teaching staff.; (7) in summary, the Executive Director is ultimately responsible for moving SPA ahead;

Overall the Executive Director is the overseer of the whole corporation.

Assistant Director of Curriculum & Instruction

Credentials and/or Experience Required

(1) Preferably Master's Degree in Curriculum and Instruction, and Highly Qualified credentials as per NCLB; a Bachelor's Degree and substantial complementary teaching experience would be acceptable; (2) Essential requirement: AZ state teaching certificate for elementary school; (3) AZ ELL endorsement and, if possible some experience with Core Knowledge Sequence and/or Singapore Math; (4) substantial classroom teaching experience; (5) managerial and/or teacher's training experience; (6) expert knowledge of kindergarten and elementary school policies; (7) excellent interpersonal skills.

Key Responsibilities

(1) Mainly responsible for curriculum and instruction, and for teachers training; (2) Responsible for ELL and at-risk student instruction; (2) With the Executive Director is co-responsible for student discipline, security, interaction with parents and supervision of teaching staff. The Assistant Director of Curriculum & Instruction reports to the Executive Director.

School Nurse

Credentials or Experience Required

(1) Must be a registered nurse (RN) licensed from an accreditated US nursing school; (2) substantial nursing experience (at least 15 years) with underserved population; (3) minimum experience required: ICU, medical & surgery, case management, managerial and nursing education experience.

Key Responsibilities

(1) Coordinate health and supportive services between the School and the community; (2) support the school community in addressing contemporary health and social issues facing young people and their families; (3) coordinate health promotion and primary prevention activities, health education including small group work and classroom activities, and community development activities; (4) provide first aid and emergency medical services; (5) initiate emergency and individual health plans for students with chronic medical conditions, and keep track of student immunizations; (6) provide assessment for students and attend Individualized Education Plan (IEP) meetings for students with special educational needs; (7) conduct and supervise state mandated screenings, such as vision, and hearing screening; (8) provide families with information on available resources for procuring free or low-cost services.

Office Manager

S/he is responsible for the coordination of all front office activities, including administrative functions. The Office Manager is also responsible for maintaining the student accountability information system and for human resources. All the non-teaching staffs report to him/her.

This position requires a Bachelor's Degree in Business Administration and at least three year experience in charter/school administration and management. The Office Manager reports to the Executive Director.

B.4.c. Roles and Responsibilities for Administering the Day-to-Day Activities of the School

and

B.4.d. Organizational Chart with Narrative

At Seneca Preparatory Academy (SPA), the Executive Director will be responsible for the day-to-day operations of the School; he will have full responsibility for the physical operation of the School. In addition, he will be co-responsible for school security, student discipline and teacher supervision. He will also be responsible for the overall successful implementation of the Performance Management Plan (PMP) and The Right Educational (RE) System. He will supervise the Assistant Director of Curriculum & Instruction, the School Nurse and the Office Manager.

The Executive Director will work in cooperation with Seneca Preparatory Academy Foundation's Corporate Board and the School Governing Board in translating The RE System into a set of tangible, specific, measurable and achievable academic objectives. He will then oversee the successful implementation of these objectives. The School Governing Board will be responsible for approving the school academic objectives.

The Assistant Director of Curriculum & Instruction will report to the Executive Director. S/he will be the chief academic officer responsible for curriculum and instruction, and for the daily implementation of the school academic plan, i.e., the Performance Management Program (PMP). On a daily basis, s/he will play a critical role in driving and implementing the research and CCSS-based instruction at Seneca Preparatory Academy (SPA). In addition he/she will be responsible for the English Language Development (ELD) Program and for all daily instructional activities involving English Language Learners (ELLs). With the Executive Director, s/he will be co-responsible for discipline, security and teacher daily supervision. All the teaching staffs will report to the Assistant Director of Curriculum & Instruction.

The Office Manager will be responsible for all daily front desk activities and for SPA business management. The Office Manager will also supervise the non-teaching staffs. This position will report to the Executive Director. The Office Manager will supervise the two clerks who will have direct contacts with parents when they drop their children or call the School. The Office Manager and clerks will screen and handle parents' issues; and if necessary refer them to the Assistant Director or to the Executive Director.

The Special Education Teacher will be in charge of all daily educational activities involving student with learning disabilities. S/he will report to the Assistant Director of Curriculum and Instruction.

The School Nurse will report to the Executive Director. S/he will be responsible for organizing the school health program. On a daily basis s/he will assess and triage sick students and

determine whether or not they can stay at school. The School Nurse will also manage students who take medicine at school.