

STONE CREEK  
CHARTER  
GO BOLDLY

Stone Creek Charter School  
Agenda: Board of Directors Meeting  
Tuesday April 6, 2010, 6 PM  
375 Yoder Ave, Avon, CO

Call to Order, Roll Call and verification of a quorum

Revisions and Approval of Agenda:

Approval prior minutes: Meeting of March 2, 2010 (attached)

**DISCUSSION ITEMS**

Administrative Reports/Updates:

- Enrollment Update 2010-2011
- Management/Headmaster Report (K-8)
- Job Descriptions

Next Town of Avon Update Meeting: date; discussion of content and approach

Committee Reports/Updates:

- Human Resources: JG
- Teacher Rep Update
- Finance: RM & Others

Financial Statements:

P&L  
Cash Flow

Vendor payment status update

Operational Donation Update: 2010 - 2011 School Year

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Fund Development

- Technology: DP
- Governance: Mandatory update to SCCS Weapons Policy: mandatory expulsion and reporting; Resolution 2010, Number 2.
- PTO: Update & discussion

**NEW BUSINESS & PARENT INPUT:**

**RESOLUTIONS:** 2010, Number 2; mandatory revision to Governance Manual, Section 8 "Weapons" requiring expulsion, reporting to local law enforcement and record keeping.

**Next BOD meeting:** May 1, 2010 at 6 PM.

**ADJOURNMENT:**

**STONE CREEK CHARTER SCHOOL**

**RESOLUTION OF THE BOARD OF DIRECTORS**

RESOLUTION: 2010, Number 2

DATE INTRODUCED & ACTED UPON: April 6, 2010

MOTION:

I move to approve, as attached, the revision of Policy 8, "Weapons," adding the mandatory requirements of expulsion, reporting to local law enforcement and record keeping for violations concerning a firearm brought to or possessed at school.

MOTION TO APPROVE MADE BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ROLL CALL VOTE:

	<u>ABSENT</u>	<u>YES</u>	<u>NO</u>
Bill Carty	_____	_____	_____
Rachael Cohen	_____	_____	_____
Karen Eyrich	_____	_____	_____
John Goldstein, VP	_____	_____	_____
Eric Lyon	_____	_____	_____
Russell Molina, Treas.	_____	_____	_____
Dave Petrowski	_____	_____	_____
Mike Rindone, President	_____	_____	_____
Ron Wolfe, Secretary	_____	_____	_____

On a vote of \_\_\_\_\_ to \_\_\_\_\_, this Resolution \_\_\_\_\_

Certified by Ron Wolfe, Secretary: \_\_\_\_\_;

Date: \_\_\_\_\_

## **Attachment to Resolution 2010, Number 2**

### *Section 08: WEAPONS*

*SCCS has a "zero tolerance" regarding weapons. Students are not to bring weapons, or items that can be used as weapons, to school at any time. This includes knives of any kind, guns, or simulated guns, brass or metal wrist/arm covers, neck bands, etc. Disciplinary action may include suspension, expulsion and referral to local law enforcement.*

*Violations where it is specifically determined that a student had brought to school or possessed a firearm at the school shall result in a mandatory expulsion for not less than one year unless a shorter or longer term is approved in writing by CSI. Referral to the local law enforcement agencies and/or juvenile delinquency system shall be mandatory for any student who brings a gun or weapon to the school.*

*"Firearm" is as defined in the Gun Free Act, Section 921(a), Title 18 United States Code.*

*SCCS shall keep records of all weapons violations as prescribed by CSI.*

\_\_\_\_\_ *Ronald C. Wolfe, Secretary*

\_\_\_\_\_

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Stone Creek Charter School  
Minutes: Board of Directors Meeting  
March 2, 2010  
375 Yoder Ave, Avon, CO

Call to Order, Roll Call and verification of a quorum: RM, MR, RW, RC (6:02pm), WC, KE (6:10pm), DP, JB present. Eric Lyon, John Goldstein, absent

Revisions and Approval of Agenda: No changes; Motion to approve Mike Rindone seconded by Ron Wolfe

Approval prior minutes: Meeting of February 3, 2010. Motion to approve Ron Wolfe seconded by Russell Molina; approved unanimously without any changes.

**DISCUSSION ITEMS:**

Administrative Reports/Updates:

- Enrollment Update: 203 Students, 4 students withdraw (relocation and family decision). One new 8<sup>th</sup> grader. Next year looks encouraging, more interest in Middle School. 5<sup>th</sup> grade full for next year. Kinder is filling up.
- Management/Headmaster Report (K-8):
  - \* Charter renewal begins in April, this process will take about 5 months, JB will need BOD participation, Rachael Cohen will help with the renewal.
  - \* CSAP is finished for 3<sup>rd</sup> grade, Tuesday 3/9/10 will begin CSAP's for 3<sup>rd</sup> – 8<sup>th</sup> grade. JB will send an email regarding the CSAP environment etc, all staff will be needed for the testing and will need some help with volunteers covering the office during testing time.
  - \* JB would like to change the math curriculum for next year; grades K-5<sup>th</sup>. Upper School math changed this year to align with what the High School is using. JB would like to talk about math program options, lots of research on different programs. Karen will set a date for the next accountability committee meeting, to discuss the math options. This meeting will be after school so parents can attend and have input.
  - \* CSI could be in a position to lobby for a large grant for development of alternative compensation schemes; all schools in CSI need to be on board for alternative compensations.

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\* Roof repairs are needed, 27 leaks, once the snow melts the roof will need work to preserve the structure of the bldg. Need materials and labor, JB will get estimates for the BOD.

\* Tardies are becoming a problem. Too many children arriving late daily and habitually. JB believes the children should not be held responsible, we need to address this with the parents.

Next Town of Avon Update Meeting: discussion of content and approach : Carrie will set up a date for the end of March/beginning of April with Mike Rindone.

## Committee Reports/Updates:

- Human Resources: JG : N/A

- Teacher Rep Update :

3<sup>rd</sup> grade raised \$500.00 for Haiti donation. 8<sup>th</sup> grade would like 2 more \$1.00 out of uniform fundraising days. There is a need for quality substitute teachers, students need quality instruction when teachers are out. March bonus? BOD will discuss this at the next BOD work session.

- Finance: RM & Others

Financial Statements: P&L: We are in a good situation

Cash Flow: In the Black

Vendor payment status update: Paid off 70% of balance, 30% left.

Operational Donation Update: 2010 - 2011 School Year. Collected an additional \$10,000. MR will follow up with EL for more updates

Fund Development: SCCS Educational Foundation Update

501C3 app is submitted. Operational donation cannot go into the foundation; per the Wells Fargo agreement.

- Technology: DP

JB will help DP to determine the maximum amount of time the school can be down, JB will send DP critical times as well. About \$5K may be needed to provide adequate backup and restoration capability

- Governance: None

- PTO: Update & discussion

Round up earned \$3,800.00, discussed putting the money towards gifted and talented programs; reading specialist.

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No more fundraisers planned for PTO, just support the Derby.

**NEW BUSINESS & PARENT INPUT:**

Tech program; no curriculum. Parents not satisfied with current Tech assignments. Needs to be better.

**RESOLUTIONS:** None

**Next BOD meeting:** April 6, 2010 at 6 PM

**ADJOURNMENT:** Motion to adjourn Ron Wolfe seconded by Bill Carty; unanimous at 7:10pm.

APPROVED BY BOD: \_\_\_\_\_ DATE: \_\_\_\_\_

UNAPPROVED

## **JOB DESCRIPTION**

**TITLE:** Board of Directors Members and Officers

**SCHOOL:** Stone Creek Charter School  
0375 Yoder Avenue  
Avon, Colorado 81620

**REPORTS TO:** Parents and Community

**SCHEDULE:** Uncompensated; work as much as you can!

### **SUMMARY:**

The Board of Directors serves as the executive body of the school. It is responsible for achievement of the school's mission, school policy, strategy, financial stability, growth and academic performance. It is also responsible for meeting all requirements of the Charter, CSI and CDE regulations and Colorado Revised Statutes relevant to public schools. The day-to-day management and operation of the school will be the responsibility of the Principal.

### **SUPERVISES:**

The Board supervises and assesses the performance of the Head Administrator (Principal, Headmaster, etc. by whatever title the school organizes under).

### **ALL MEMBERS:**

The Stone Creek Board will collectively:

- Determine the organization's mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- Select the head administrator. The board must reach consensus on the head administrator's responsibilities and undertake a careful search to find the most qualified individual for the position.
- Provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- Ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.

- Ensure effective organizational planning. The board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Recruit and orient new board members and assess board performance. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
- Enhance the organization's public standing. The board should clearly articulate the school's mission, accomplishments, and goals to the public and garner support from the community.
- Determine, monitor, and strengthen the organization's programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
- Support the head administrator and assess his or her performance. The board should ensure that the head administrator has the moral and professional support he or she needs to further the goals of the school.

#### ADDITIONAL RESPONSIBILITIES OF OFFICERS

In addition to their above responsibilities as Board members, officers have the following additional job responsibilities as required by the SCCS Bylaws.

President: The President shall be the principal executive Officer of SCCS, and, subject to the control of the Board of Directors, shall in general supervise and control all of the business affairs of SCCS. The President shall also act as the Chairman of the Board and be the presiding Officer at meetings of the Board of Directors unless otherwise specified by resolution of the Board of Directors. The President may sign, with the Secretary or any other authorized Officer of SCCS, any deeds, mortgages, bonds, contracts or other instruments authorized to be executed, except where the signing and execution thereof shall be expressly delegated to some other Officer or agent of SCCS, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Vice-President: The Vice-President, if any, shall, in the absence of the President, or in the event of the President's inability to act, conduct all Directors meetings and shall have the authority, in the absence of the President, to sign all minutes of meetings transcribed by the Secretary, bonds, deeds, agreements or other instruments in writing made and entered into by, or on behalf of, SCCS wherein the capital of said school is or may be impaired, encumbered or otherwise affected and to perform such other

administrative functions in the absence of the President as may be deemed necessary or beneficial to the affairs of this school. The Vice-President shall attend all Directors meetings and shall serve as general advisor to the President.

Secretary: The Secretary shall keep the minutes of the Board of Directors' meetings in the Minute Book of SCCS; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of the Seal of SCCS and, if required, see that the Seal is affixed to all documents, the execution of which is duly authorized; and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors. In the absence of the Secretary or his inability to perform his duties, such duties may be performed by an assistant Secretary or by a Secretary pro tempore appointed at any meeting by the Chairman of the Board.

Treasurer: If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have custody of the corporate funds and securities, and shall keep full and accurate accounts of all receipts and disbursements, and of the financial and business transactions of SCCS in books belonging to SCCS; shall deposit all moneys and securities and other valuable effects of SCCS in such banks and depositories as the Board may direct; shall, either alone or in conjunction with others named by Resolution of the Board, have power to withdraw by check or draft or other order, the funds of SCCS on deposit in any bank or safe deposit box. When so requested by the President or the Board of Directors, he shall from time to time make written reports to them showing the financial condition of SCCS, and shall perform such other duties as the Board may designate. In the absence of the Treasurer or the inability to perform the duties of the office, such duties may be performed by an assistant treasurer or other person designated by the Board.

## **JOB DESCRIPTION**

**TITLE:**               **Headmaster**

**REPORTS TO:**       **Board of Directors**

### **SUMMARY:**

The Headmaster as the Chief Educator is responsible for the learning environment of the School, curriculum, educational programs, enrichment, gifted and special education and for the achievement of academic excellence. As Chief Educator, the Headmaster creates a positive learning environment where students can grow and experience success academically, socially, physically and in character development. This environment must excite the minds of students so that they may go forth boldly and change the world. Additionally the Headmaster serves as the Chief Operating Officer of the school. In this capacity they are responsible for implementing Board policies, legal compliance, assessments, reporting, budget projections and status. They work closely with Board members providing support and direction in various aspects of general management and operations.

### **SUPERVISES:**

The Headmaster will supervise all teachers, the Operations Administrator and the Office Manager.

### **RESPONSIBILITIES:**

#### **Academic Leadership**

- Serves as the lead educator, creating a successful, unified and comprehensive educational program and experience for all grades;
- Implements the mission and vision for the school;
- Uses data effectively to monitor and evaluate student progress and lead instructional/curricular improvement;
- Stays current in and demonstrates comprehensive knowledge of effective, research-based instructional practices to improve student achievement;
- Works with the Accountability Committee to propose the school calendar for Board approval.

#### **Accountability**

- Leads the administration and analysis of all student assessment testing;
- Participates as a member of the school Accountability Committee;
- Prepares all appropriate and required accountability reports;
- Updates and works with the Board to achieve the targeted improvements and to eliminate impediments to student achievement;
- Ensures that instruction and assessment are in a manner consistent with the School's mission statement.

### **Learning Environment**

- Creates a positive and supportive school culture of excitement, high expectations, among performance and accountability among students and teachers;
- Supports teacher efforts to design and implement activities and programs to promote character development;
- Fosters a climate of innovation;
- Facilitates the resolution of any problems that might arise among teachers, students and parents;
- Ensures that teachers understand and implement all student and faculty policies and procedures established by the Board.

### **Curriculum**

- Provides curricular and instructional leadership to the school that maximizes student achievement;
- Ensures the development, evaluation, mapping and implementation of the Core Knowledge curriculum;
- Develops, implements and maintains standards and benchmarks for the school that meet or exceed CDE standards.

### **Enrichment & Special Education**

- Establishes programs, assessments and supervises teachers for music, art, foreign language, physical education, special needs and gifted students across all grades.

### **Communications**

- Interacts with school community members to build supportive relationships;
- Fosters communication and collaboration among faculty, staff, parents and students to support school goals;
- Ensures that the staff uses and keeps current Power School;
- Uses the Pony Express effectively to make timely communications to parents; encourages participation from all stakeholders in school programs and activities;
- Leads and participates in open enrollment meetings and attends school events as necessary;
- Represents the school and communicates its mission and programs to the staff and to the community at large.

### **Human Resources**

- Conducts regular classroom visits and a minimum of two observations (one of which will be announced) to evaluate teacher performance
- Prepares teacher summative evaluations annually
- Prepares and oversees the professional development programs to improve teacher effectiveness and student achievement
- As appropriate, oversees and conducts leadership training for teachers

and students;

- Responsible for recruiting, hiring and dismissal of teachers and support staff. These recommendations will be approved by the Board.

### **Finance and General Management**

- Provide organization for and oversight of preparation of the budget; monitor budget performance and continually communicate and inform the Board, the staff, and others about the budget and its changing status.
- Provide effective internal controls including policies, systems, procedures and requirements that are established to get their target objective successfully achieved or complied with.
- Continually monitor fiscal records, transactions, entries and statements for regularity and accuracy.
- Prepare reports for the Board, CSI and the Colorado Department of Education.
- Assist and support the Board in establishing faculty compensation schedule and the placement of new and returning teacher's salary equitably within the schedule.
- Supports fulfillment of the School's mission by implementing and enforcing policies established by the Board and by recommending new and revised policies and procedures.
- Assist the Board president in establishing priorities, agendas and specific activities as directed.
- Ensure that the policies and practices of the School meet requirements of the Federal Government, Colorado Revised Statutes, the Colorado Department of Education and the Charter School Institute.

### **Other Duties**

- As assigned by the Board.

### **QUALIFICATIONS:**

- Master's degree or higher in education or leadership/management field
- Demonstrated effective organizational leadership
- Education and experience in working with special needs and gifted students
- Administrative experience in a school setting
- Demonstrated knowledge of school law
- Colorado Principal License will be considered

## **JOB DESCRIPTION**

**TITLE:**               **Teacher**

**REPORTS TO:**       **Headmaster**

### **SUMMARY:**

The Teacher is the primary individual responsible for the learning environment in their classroom, implementation of the curriculum and educational programs, achievement of academic excellence, maintenance of discipline and conformance with school policies. The Teacher creates a positive learning environment in which students can grow and experience success academically, socially, physically and in character development. This environment must excite the minds of students so that they may go forth boldly and change the world. Teachers participate in the planning and operating decisions of the school...policy and budget recommendations, legal compliance, assessment management, reporting, and status. They work closely together and with their supervisor to support and set direction of various aspects of general management and operations.

### **RESPONSIBILITIES:**

#### **Academic Leadership**

- Serves as the class/grade educator creating a successful, unified and comprehensive educational program and experience for all grades; Implements the mission and vision for the school;
- Teaches the Core Knowledge curriculum according to teacher-created curriculum map approved by the Headmaster before school starts.
- Stays current in and demonstrates comprehensive knowledge of effective, research-based practices to improve student achievement;
- Stays current in and demonstrates comprehensive knowledge of effective, research-based instructional practices.
- Participates in Wednesday Professional Development opportunities.
- Participates in other school events and activities as needed.

#### **Accountability**

- Leads the administration of student assessments , including but not limited to CSAP and NWEA testing, for their class/grade;
- Uses assessment data effectively to monitor and evaluate student progress and lead instructional/curricular improvement;
- Prepares and leads the Accountability Improvement Program for their class/grade;
- Prepares all appropriate and required accountability reports;
- Updates and works with the Headmaster to achieve the targeted improvements and to eliminate impediments to their achievement.

### **Learning Environment**

- Creates a positive and supportive school culture of excitement, high expectations, performance and accountability among students and teachers;
- Uses differentiated methods and priorities to meet the needs of all students;
- Maintains classroom discipline and decorum and deals with behavior issues quickly and decisively according to school policies and procedures;
- Supports efforts to design and implement activities and programs to promote character development;
- Fosters a climate of innovation;
- Facilitates the resolution of any problems that might arise among teachers, students and parents;
- Ensures that parents and students understand and implement all policies and procedures established by the Board.

### **Enrichment & Special Education**

- Identifies students with special talents, gifted capabilities or special needs and carries out the school's action plans and policies for such students;
- Coordinates and uses field trips to enrich the curriculum and learning;

### **Communications**

- Establishes and maintains effective communications with students and their family;
- Effectively resolves misunderstanding or issues with parents or guardians;
- Uses the Pony Express, classroom newsletters and other electronic means to make timely and consistent communication with parents;
- Interacts with school community members to build supportive relationships;
- Uses and keeps current Power School on at least a weekly basis;
- Fosters communication and collaboration among faculty, staff, parents and students to support school goals; encourages participation from all stakeholders in class and school programs and activities;
- Leads and participates in open enrollment meetings and attends school events as necessary;
- Represents the school and communicates its mission and programs whenever and however possible.

### **Other Duties**

- As assigned by the Headmaster
- Attend PTO and Board Meetings as directed and as deemed necessary.

**QUALIFICATIONS:**

- Degree in teaching/ education or in science, math or other area of specialization appropriate to the school's needs; favorable consideration given to advanced degrees, National Board Certification and/or Colorado Teacher's License or being qualified to be licensed and on a path to licensing acceptable to the Headmaster and approved by the Board;
- Experience in teaching;
- If an enrichment, gifted or special needs teacher, education, credentials and experience appropriate to the specialty and assignment;

## **JOB DESCRIPTION**

**TITLE:**                   **Operations Administrator**

**REPORTS TO:**       **Headmaster**

### **SUMMARY:**

Provides day-to-day operational management, oversight and administration of the school in support of the vision, mission and policies established by the Board. Coordinate with and support the Headmaster.

### **SUPERVISES:**

Supervise administrative staff, part time, contract and temporary personnel. Works with and coordinates activities of Board members in the preparation of budgets, reports and communications.

### **RESPONSIBILITIES:**

#### **Communications**

- Initiate news releases, school community communications including open houses and special school meetings.
- Create and distribute the school newsletter as assigned along with daily Power School bulletins for administrators, teachers, and public use.
- Screen and direct pertinent internal and external information and report information to Headmaster, faculty and other meetings as determined by Headmaster.

#### **Parent/Student Interface**

- Ensures that the Office is an effective, supportive and efficient first point of contact for parents, students and visitors.
- Provides students, parents and administration with clear, proactive and consistent communication.

#### **Clerical**

- Maintain and update the activity schedule of the school/Headmaster.
- Aid the Headmaster in adhering to time schedules.
- Establish and maintain an effective and efficient administrative office.
- Perform general secretarial duties (i.e. filing, typing, keyboarding, scheduling, office management, confirmation of appointments, etc.
- Cover the school health room, as needed, and use appropriate infection control procedures.
- Assist in the supervision of students in the main office, lunchroom and other requested areas.
- Provide efficient incoming and outgoing mail service.

### **Financial / Budgeting**

- Develop, implement, appraise and adjust a comprehensive plan for purchasing and an annual purchasing calendar.
- Assists the staff in determining the supply and equipment needs of the school.
- Manage a property accounting system and up-to-date inventory record of school property.
- Identify maintenance and improvement needs and prepare priority and spending recommendations for Board approval.
- Maintains needed records of financial receipts, collections, disbursements and reimbursements with accountant.
- Prepares deposits and reconciliation.
- Collection of material fees, donations and kindergarten tuitions when applicable.

### **General Management**

- Prepares all required CDE and CSI reports for approval by the Headmaster and ensures they are submitted in a timely and accurate fashion.
- Maintain the smooth operation of the office and assist with the supervision of office personnel, maintaining strict confidentiality.
- Develop, implement, appraise and adjust property protection, facility security and fire safety programs.
- Manages the Free and Reduced Cost lunch program and coordinates with the PTO on the hot lunch program.
- Oversee and coordinate compliance with emergency drills and training as required by state and local codes.
- Oversee facility safety, cleanliness and sanitation including, but not limited to, the physical building, grounds and playground equipment.
- Assists with the implementation and testing of CSAP and NWEA.
- Troubleshoots technology issues and request technical support when applicable.

### **Enrollment**

- Manages the student application and selection process according to school policies and procedures.
- Oversea enrollment committee, advertising, kindergarten lottery and parent school tours

### **Human Resources**

- Enforce staff compliance with required systems, procedures and policies.
- Train and assist in supervision of school secretarial and building staff.
- Input information for evaluations and human resource forms.
- Assist in the preparation and processing of Change of Status Forms.
- Assist with payroll and PTO attendance records for staff.
- Manages leave request for training and development and leaves of absence.
- Assist with hiring procedures, reference checks and vacancy management and personnel input for evaluations.

### **Data Processing**

- Power School: meet the data recording and processing needs of the School educational and business operations. Set up class schedules and register students.
- Plan for employing, orienting, evaluating, assigning work activities to and managing data processing responsibility to faculty and administrative staff.
- Inform faculty and staff and others about the planned activities and accomplishments of the data management and processing program.

### **Other Duties**

- Attend BOD and PTO monthly meetings.
- Attend Power School training, CSI, CASBO and other school administrator conferences and workshops.
- As assigned by the Headmaster or Board.

### **QUALIFICATIONS:**

- Experience in management of private or public educational institutions or schools; teaching experience preferred.
- Education in finance/management.
- Knowledge of financial planning, budgeting, accounting, fiscal reporting methods and systems and governmental policies and regulations related to schools.
- Knowledge and experience in HR systems, procedures and policies; Effective interpersonal, human relations and communication skills.
- Working knowledge of computer: keyboarding, database, spreadsheet and word processing.
- Effective organizational and time management skills.
- Problem solving capabilities and ability to work with minimal supervision and direction.
- Valid community First Aid and CPR card.
- Alternatively, any combination of training and experience to meet the described duties.

## **JOB DESCRIPTION**

**TITLE: Office Manager**

**REPORTS TO: Headmaster**

### **SUMMARY:**

Provides day-to-day office management, oversight and administration of the school in support of the vision, mission and policies established by the Board. Coordinate with and support the Headmaster

### **RESPONSIBILITIES:**

#### **Communications**

- Structures the school website to include contact info, BOD agendas, minutes, announcements and other school information. Keeps the site up to date.
- Initiate news releases, school community and public communications including open houses and special school meetings.
- Create and distribute the school newsletter as assigned along with daily Power School bulletins for administrators, teachers, and public use.

#### **Parent/Student Interface**

- Ensures that the Office is an effective, supportive and efficient first point of contact for parents, students and visitors.
- Provides students, parents and administration with clear, proactive and consistent communication.

#### **Clerical**

- Act as administrative receptionist as and when necessary.
- Establish and maintain an effective and efficient administrative office.
- Perform general secretarial duties (i.e. filing, typing, keyboarding, scheduling, office management, confirmation of appointments, etc)
- Cover the school health room, as needed, and use appropriate infection control procedures.
- Assist in the supervision of students in the main office, lunchroom and other requested areas.
- Provide efficient incoming and outgoing mail service.

#### **General Management**

- Ensures that student records are maintained accurately and as required.
- Serve as custodian of and record keeper for the building keys.
- Assists Headmaster in administration of NWEA and CSAP.
- Assists with fire drills and maintaining of records as required by state and local codes.
- Troubleshoots technology issues and request technical support when applicable.

### **Human Resources**

- Communicate benefits to employees.
- Maintains and implements employee Insurance & Benefits records.
- Create and maintain personnel records for in-house staff.
- Input information for evaluations and human resource forms.
- Coordinates and manages coverage for teacher absences, including for training and development, and leaves of absence.

### **Data Processing**

- Plan for employing, orienting, evaluating, assigning work activities and managing data processing responsibility to faculty and administrative staff.
- Inform faculty, staff and others about the planned activities and accomplishments of the data management and processing programs.

### **Other Duties**

- Attend school administrator conferences and workshops.
- As assigned by the Headmaster or Board.

### **QUALIFICATIONS:**

- Experience in office management.
- Education in business management preferred.
- Knowledge of reporting methods and systems for governmental policies and regulations related to schools.
- Knowledge and experience in HR systems, procedures and policies.
- Effective interpersonal, human relations and communication skills.
- Working knowledge of computer: Keyboarding, database, spreadsheet and word processing.
- Effective organizational and time management skills.
- Problem solving capabilities and ability to work with minimal supervision and direction.
- Valid community First Aid and CPR card.