

# Roles and Responsibilities

## **Head of School**

- A. Work with the Board President to guide the board to become all that it can to support and grow the school.
- B. Lead Head of Academics and Head of Academic Support.
- C. Lead Head of Administration to fulfill all administrative needs and to do so in a way that upholds Vine's Preparatory School's Business Principles and its mission to serve all students and staff;
- D. Facilitate the board/staff functioning and relationship.
- E. Support and lead the Development Team.
- F. Guide and supervise the school's finances.
- G. Manage all legal aspects of the school.

## **Head of Academics**

- A. Ensure and maximize learning for students and staff.
- B. Hire, coach, and lead all teachers in their development.
- C. Develop strong educational programming and curriculum.
- D. Work with all others to support student and staff learning.
- E. Lead all that has to do with learning.
- F. Create, oversee, and maintain sustainable after school programs and clubs.
- G. Manages and processes all transcripts.
- H. Responsible for maintaining all aspects of school database (Power school)

## **Head of Administration**

- A. Ensure the efficacy, accuracy and integrity of all administrative functions.
- B. Hire, coach and lead all others in that administrative work.
- C. Maintain a productive, positive administrative team that operates on the Vine's Preparatory Charter School Business Principles.
- D. Work with all others to support student and staff learning.

## **Dean of Discipline**

- A. Enforce School Rules.

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- B. Control flow of traffic.
- C. Monitor the building and all aspects of safety.
- D. Work with the Head of Academic Supports to coordinate all emergency services for the school including; training staff regarding emergency procedures, scheduling, conducting and assessing all emergency drills, implementation of the emergency plan.
- E. Assist the Head of Academic Supports to manage all emergencies (medical and mental health) including; respond to all medical emergencies.
- F. Work with the Head of Academic Supports to ensure a safe school environment at all times. This includes; monitor dismissal, work to manage potential safety issues or concerns from parents, complete the Safe Schools Report, create dismissal duty schedule, liaison between school and outside agencies.

### **Nurse**

- A. Manage all health records for all students, maintaining records required by the State Health Department as well as detailed records of all interactions with students.
- B. Liaison with parents, medical professionals and school personnel as the representative of the School's Health and Safety team.
- C. Respond to medical emergencies
- D. Create proactive health programs that encourage healthy habits for all staff and students.

### **Receptionist**

- A. Answers the main phone and transfers calls.
- B. Greets visitors and notifies the appropriate person.
- C. Signs for packages.
- D. Assists with mass mailings.
- E. Sorts incoming mail and drops off outgoing mail at post office.
- F. Schedule conference rooms and AV equipment.
- G. Assist with projects assigned by Head of Administration.

### **Student Services Assistant / Head of Academics Assistant**

- A. Assist the Student Services Department.
- B. Coordinate Student Service Audit.
- C. Handle secretarial tasks for Head of Academics.
- D. Coordinate mass mailings.

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- E. Coordinate book collection at end of year.
- F. Coordinate summer program.
- G. Record teacher attendance.
- H. Maintain time sheets for tutors.

**Academic Advisors/Guidance Counselor**

- A. Work with team to identify students for entry into sap and file appropriate paperwork.
- B. Monitor student attendance and seek interventions for students who have excessive tardies/absences.
- C. Work with the dean's office and the peer mediation program to monitor student behavior and implement positive behavior changes.
- D. Encourage frequent communication with team parents/guardians.
- E. Facilitate discussion around students who are struggling or doing well, and seeking interventions to "catch them up" or "push them further".
- F. Work with the student services department to identify students in need and implement "response to intervention" plans.
- G. Create, co-ordinate and finalize all school schedules and student rosters

**Director of Technology**

- A. Work with Voice net, and others to ensure speedy, helpful, streamlined, and effective technology for the school.
- B. Serve as the Chair of the Technology Committee.
- C. Manage, guide, and direct Power School.
- D. Provide accurate, timely, and helpful data reporting and input.
- E. Ensure that our equipment and data are taken care of and stable at all times.
- F. Make decisions at all levels on the technology front.
- G. Any and all other tasks around technology as needed.

Assistant to Head of School

- A. Handle all administrative duties for Head of School.
- B. Special projects assigned by Head of School.
- C. Attend meetings with Head of School to take notes, communicate action steps, follow up, etc.

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### **Teacher**

- A. Teach classes with pedagogy and curriculum suited to Vine Preparatory Charter School's mission.
- B. Follow skills based content standards for each course and assess students on these skills.
- C. Evaluate students using skills based assessments as well as each other (see below for more details).
- E. Manage the classroom effectively.
- F. Procure and develop materials for teaching classes that are relevant to school's mission as well as to the students being taught.
- G. Write a syllabus for each class and follow that syllabus.
- H. Attend and participate in faculty meetings, in-services, summer meetings, and all other events and meetings scheduled.
- I. Substitute for teaching colleagues as needed.
- J. Arrive at school at least 10 minutes before the start of the school day.
- K. Work with parents to support student learning through conferences, interventions, attending IEP meetings, phone calls, etc.
- L. Deliver specially designed instruction for special education students.
- M. Support the total mission of Vine Preparatory School.
- N. Participate in mediations as requested by self or other.
- O. Get certified within 2 years if not currently certified.
- P. Elect delegates for the Policy Building Team and then share input/feedback with those delegates.
- Q. Take on any extra responsibilities as needed. Possibilities include: leading and supervising lunch, proctoring standardized exams and/or Vine Preparatory School exams.

### **School Developer**

- A. Recruits, coordinates entire admissions process / waitlist process;
- B. Visits middle schools, expos, etc.
- C. Coordinates tours of school.
- D. Continues to develop the school
- E. Coordinates transfer process for students who leave Vine Preparatory Charter School.

### **Staff Governance Committee Team Member**

- A. Represent your constituency fully and accurately at all meetings.
- B. Attend all meetings.

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C. Serve for 1 or 2 years, depending on your term.

D. Work with group to build the policies of Vine Preparatory Charter School.