

Administrative Assistant

Revised 12/2012

Responsibilities:

- Assist Principal, staff and faculty with scheduling, appointments and maintain master calendar;
- Assist Principal, staff and faculty with correspondence;
- Perform all reception duties including greeting visitors, answering phone calls, etc;
- Maintain student records including: assessment results, attendance records, test scores, discipline citations, medical reports and records, and other documents;
- Process and organize enrollment information;
- Assist in purchasing, transportation, travel arrangements, and field trips;
- Collect and maintain data required for the preparation of reports to the charter entity and other appropriate bodies;
- Coordinating mailings and copying;
- Receive and distribute mail, faxes and emails;
- Ensure office equipment is well maintained;
- Organize, order and inventory office supplies;
- Perform other duties as assigned by Principal.

Qualifications:

- High school diploma with business training, college degree preferred;
- Demonstrated organizational and writing skills;
- Ability to read, follow written and verbal instructions, and communicate verbally and in writing;
- Successful experience in an administrative assistant position, preferably in a school setting;
- Excellent interpersonal and communication skills;
- Ability to effectively prioritize and multitask in a high volume work environment with changing priorities;
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint);
- Ability to exercise discretion, professionalism, confidentiality and remain calm in stressful situations.

Assistant Principal

Revised 12/2012

Responsibilities:

- Adhere to and enforces board policy, school guidelines, and administrative directives;
- Support the overall school improvement process including teacher observation, modeling best practice, and analyzing student data;
- Provide leadership in the ongoing development, improvement and evaluation for curriculum, instruction and student data management;
- Responsible for coaching teachers on instructional delivery and methods;
- Serve as liaison to parents and facilitate parent education and involvement; including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework and events;
- Assist the Principal in developing staff development programming;
- Responsible for managing student data systems;
- Assist in administration of scheduling and standardized assessments;
- Assist the Principal in the development of school created assessments;
- Assist in making formal reports to the board of trustees and charter entity on student academic reporting;
- Support the implementation of Response to Intervention and monitors its continued implementation;
- Enforce guidelines to maintain proper discipline and conduct;
- Assist in the development and administration of policies dealing with discipline, conduct, and attendance;
- Communicate relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents;
- Assist the Principal with student expulsions;
- Work with and assists faculty in the development of effective classroom discipline and organization;
- Maintain an effective and safe school environment;
- Prepare required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, parent communications, and other paperwork as assigned;
- Assist in the selection and mentoring of staff;
- Fill in as substitute teacher as needed;

Attachment 27: Job Descriptions, Assistant Principal

- Assist in the writing of grant requests and solicitation of financial support for the school including corporate and private donations;
- Assist in supervision of special events;
- Perform other duties as assigned by the Principal.

Qualifications:

- BA/BS degree required, graduate degree preferred;
- Administrative certification welcomed but not mandatory;
- Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity (examples include, but are not limited to involvement with community youth organizations, supervisory roles in the Boy Scouts or Girl Scouts, and mentorships);
- Demonstrated successful teaching experience;
- Demonstrated organizational skills;
- Demonstrated ability in data management and presentation;
- Exhibited leadership in working with professional staff, students, parents and the community;
- Commitment to accountability, including a rigorous student testing regime;
- Agreement with and commitment to the academic goals, mission and philosophy of the charter school;
- Demonstrated success in encouraging parental involvement.

Business Manager

Revised 12/2012

Responsibilities:

- Responsible for the accurate and timely processing of all receipts and invoices;
- Enter all transactions accurately and timely into accounting system accordance with the chart of accounts;
- Process check runs and the set up of new vendors;
- Help answer questions and resolve issues with vendors;
- Assist in the month end close including identifying necessary accruals;
- Assist with payroll processing;
- Help prepare financial reports and materials for Board of Directors meetings;
- Reconcile monthly bank statements;
- Assist in budget monitoring, management, reporting and preparation;
- Review monthly financial reports and update monthly financial estimate templates;
- Help prepare drawdown requests for state funds;
- Assist with annual audit and meeting other statutory requirements;
- Provide professional and courteous service;
- Help manage and reconcile school's petty cash funds;
- Foster positive working relationships between the vendors and school staff;
- Perform other duties as assigned by Director of Finance and Operations.

Qualifications:

- Bachelor's Degree in Accounting or related field Preferred;
- Working knowledge and experience with QuickBooks strongly preferred;
- Proficient in Microsoft Office: Excel, Access, Word, and PowerPoint;
- Ability to work on multiple tasks and prioritize assignments in order to meet deadlines;
- Excellent attention to detail;
- Strong verbal and written communication skills.

Reports to: Director of Finance and Operations

Director of Finance and Operations

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Responsibilities:

Financial Administration Functions:

- Responsible for budget monitoring, management and reporting, with input into budget development;
- Prepare monthly financial reports for Board approval and post on school website;
- Coordinate with the grant writers for all federal, state, and local grant applications and reporting, as well as helping with the solicitation of financial support for the school including corporate and private donations;
- Prepare drawdown requests for state funds;
- Manage and reconcile school's petty cash funds;
- Provide financial oversight, including invoice approval and developing the substitute teacher budget;
- Manage accounts payable, receivable and payroll processes;
- Prepare materials in conjunction with the Principal for Board of Directors meetings;
- Serve as liaison to Board of Directors on financial issues and questions;
- Oversee the year end audits as well as any site audits from state or federal agencies.

Operational Functions:

- Responsible for site level procurement of supplies, materials, equipment, and inventory management;
- Local manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts;
- Manage all aspects of free and reduced lunch program/process, including managing the entire application process;
- Coordinate technology implementation (planning, procurement, and training);
- Oversee enrollment at school site and, as required, lead the enrollment process by working with the school leadership, administrative assistant and teachers to meet enrollment targets;
- Prepare reports on site operations;
- Manage all operational and logistical projects for start-up operations;
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.

Human Resource Management Functions:

- Manage day to day activities of designated non-instructional staff;
- Implement and oversee policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.);
- Recruit for open positions and perform the full life cycle of recruiting activities including sourcing and screening applicants, maintaining recruiting systems, drafting offer letters, providing follow-through with candidates, supporting hiring

Attachment 27: Job Descriptions, Director of Finance and Operations

managers, reporting recruiting statistics and overseeing the processing of all new hire paperwork;

- Draft and update job descriptions;
- Serve all employees, including teachers and school administrators, by handling day to day questions and helping resolve work-related problems;
- Implement fingerprint-supported background checks and teaching certification of all applicable employees.
- Administer employee benefit programs, answer employee questions, support claim resolution, and maintain related systems.
- Responsible for new hire, termination, and change of status forms with payroll;
- Serve as employee liaison to assist in problem resolution with issues related to benefits, deductions and pay;
- Coordinate and ensure completion of employee exit interviews. Report outcome of exit interview information to management and tracks/maintains data;
- Ensure compliance with applicable employment laws and regulations;
- Maintain personnel files for all employees;
- Lead orientation for new hires;
- Lead annual performance reviews for non-instructional staff;
- Perform other duties as assigned by the Principal.

Qualifications:

- Bachelor's Degree in Business, Accounting or Finance, graduate degree or CPA preferred but not mandatory;
- Demonstrated success in managing budgets of \$5 million or more;
- Demonstrated success in managing contracts of up to \$500,000;
- Knowledge of accounting, financial modeling and cost analysis techniques;
- Experience in managing and enforcing service level agreements and contracts for outsourced services;
- Experience working in education organizations preferred, but not mandatory;
- Experience with staffing processes and human resource policies and procedures;
- Operation and facility management experience;
- Demonstrated ability to manage staff of exempt and nonexempt employees;
- Demonstrated drive, commitment and sense of urgency that inspires others to achieve results;
- Implement and monitor relevant work procedures in line with defined standards;
- Request input from others to work towards a more effective outcome;
- Hold employees/colleagues accountable for achieving results and publicly acknowledges effective performance;
- Demonstrated good judgment; approachable and professional; solid problem solving skills; self-motivated; ability to multitask, and well organized;
- Working knowledge and experience with QuickBooks strongly preferred;
- Proficient in Microsoft Office: Excel, Access, Word, and PowerPoint.

Principal

Revised 12/2012

Responsibilities:

- Pursue the vision and execute the mission of the school;
- As Head of School provide leadership and direction to staff (including Assistant Principal, Director of Finance and Operations, Administrative Assistant, and other administrative staff, consultants and all teachers);
- Supervise and observe all instructional practices in the school, including coaching and mentoring directly or through other staff and/or professional development programs;
- Provide leadership in the ongoing development, improvement and evaluation for curriculum, instruction and student data management;
- Responsible for coaching teachers on instructional delivery and methods;
- Provide leadership in the ongoing staff development programming;
- Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework and events;
- Hire, evaluate, and terminate staff; except that such action with respect to the Director of Finance and Operations and Assistant Principal positions shall be subject to review and/or approval by the Board of Trustees;
- Administer scheduling, enrollment and curriculum;
- Serve as liaison to the Board of Director, including providing formal and informal reports to the Board and charter entity;
- Prepare materials in conjunction with Director of Finance and Operations for Board meetings, including student academic achievement data that is based on comparative and longitudinal measures;
- Organize school events including open houses and parent conferences;
- Assist in the writing of grant requests and solicitation of financial support for the school including corporate and private donations;
- Facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework and events;
- Implement and follow policies and procedures;
- Provide a safe environment for learning;
- Ensure proper budgeting, accounting, auditing, and financial planning.

Qualifications:

- BA/BS degree required, graduate degree preferred;
- Administrative certification welcomed but not mandatory;

Attachment 27: Job Descriptions, Principal

- Demonstrated successful leadership in a senior administrative position in a public or private school, preferably but not necessarily as a Head of School and preferably working with a board;
- Demonstrated successful teaching experience and other school roles;

Qualifications (continued):

- Exhibited leadership in working with professional staff, students, parents and the community toward achieving goals;
- Agreement with and commitment to the academic goals, mission and philosophy of the charter school;
- Demonstrated willingness to implement merit pay approach for teachers;
- Commitment to accountability, including a rigorous student testing regime;
- Experience or familiarity with data management and presentation and commitment to achieving for students academic goals;
- Demonstrated success in encouraging parental involvement.

Maintenance Person

Revised 12/2012

Responsibilities:

- Performs minor repair maintenance;
- Operates heating, A/C, ventilation, electrical and mechanical systems. Operation will be limited to turning equipment on/off and/or setting day/night cycles;
- Sweeps, clean, dust, arrange furniture, empty trash, and set up for activities. Wash walls, woodwork and windows, and clean/polish metal surfaces. Wet mop and spot clean hard and soft surfaces. Clean, sanitize and deodorize restrooms and locker rooms.
- Monitors and reports needed maintenance and repair of equipment, furnishings, fixtures, building and site;
- Coordinate and oversee vendors maintenance and repair work;
- Foster positive working relationships between vendors and school;
- Assists in the maintenance of lawns, landscaping, concrete and blacktop services and playgrounds, including snow and ice removal;
- Operates security systems and opens and secures building at beginning and end of shift;
- Assists with set ups and tear down for school activities;
- Perform other duties as assigned by supervisor.

Qualifications:

- High School Diploma, technical school degree preferred;
- Minimum of 3 years maintenance experience in heating, A/C, electrical, carpentry and common repair work required;
- Maintenance experience in a school setting is preferred;
- Demonstrated ability to work effectively as a team member;
- Ability to read, follow written and verbal instructions, and communicate verbally and in writing;
- Ability to work with little or no supervision.

Middle School Teacher

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Job Description: Middle School Teachers (Grades 6, 7 and 8)

Pike Creek Charter seeks to hire middle school certified teachers in the areas such as: Math, Social Studies, English, Science, Physical Education, Foreign language.

Responsibilities:

- Maintain and enrich their expertise in the subject area they will teach;
 - Develop lesson plans that ensure the attainment of state learning standards and the additional specific grade-by-grade learning standards set forth in the charter;
 - Coordinate lesson plans with other teachers to maximize possibilities for teaching similar topics in the same general time frame, thus reinforcing student knowledge on an interdisciplinary basis;
 - Provide direct and indirect instruction;
 - Long and short-term planning addressing individual needs of students;
 - Prepare students adequately for all required assessments;
 - Evaluate students' progress;
 - Prepare at least quarterly individual student achievement reports for parents;
 - Provide an inviting, exciting, innovative, learning environment;
 - Engage in effective and appropriate classroom management;
 - Accept and incorporate feedback and coaching from administrative staff;
 - Serve as an advisor to a students, including organizing advisory groups, overseeing the academic and behavioral progress;
 - Incorporate kinesthetic learning into daily instruction;
 - Implement routines and instructional methods that promote high expectations for
 - learning;
 - Maintain all records, grades, student work and parent contacts as required by Delaware
 - state law;
 - Utilize student performance data to measure student performance and effectiveness of
 - instruction;
 - Assign homework as opportunities for students to practice specific learning skills or
 - content;
 - Must facilitate an after school activity throughout the school year;
 - Meet at least three times per year with each student's family to discuss student progress;
 - Perform other duties, as deemed appropriate, by the principal.
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- **Qualifications:**
- Highly qualified in a middle school content area (Math, Social Studies, English or
 - Science)

Attachment 27: Job Descriptions, Middle School Teacher

- Possesses a State of Delaware Certification in subject area
- Possesses State of Delaware Certification in Special Education
- Prefer 3+ years of teaching experience
- Demonstrated expertise in the subject they will teach, as evidenced by personal skills and knowledge, an undergraduate major or minor or graduate degree in the subject they will teach, or direct subject-area teaching experience;
- Demonstrated communication skills;
- Demonstrated ability and experience to engage the interest of school-age children;
- Demonstrated ability to work with diverse children, including those with special needs;
- Demonstrated ability to work well with parents;
- Demonstrated ability to work effectively as a team member;
- Demonstrated ability to evaluate tests and measurements of achievement;
- Demonstrated willingness to be held accountable for student results;
- Possesses skill in teaching and understanding the unique learning, social and emotional
 - needs of middle school students;
- Experience in using and analyzing performance data to improve individual and overall
 - student performance;
- Passionate about the schools mission and vision;
- Role model for PCC students by living a healthy and active lifestyle;
- Experience using interactive whiteboards in the classroom preferred.

Reports to: Principal or his/her designee

School Nurse

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Responsibilities:

- Care of the sick and injured in keeping with school policy;
- Maintain accurate, up-to-date health records while protecting privacy of student records;
- Appraise and identify the health needs of students through school screening such as vision, hearing, postural/gate, tuberculin testing and physical examinations;
- Encourage the correction of remedial conditions by working with parents/guardians, teachers and community agencies;
- Supervise prescribed medical treatments and medication administration in accordance with all regulations;
- Coordinate the provision of first aid supplies;
- Participate as a crisis team member and coordinate emergency services for students and staff in the event of sudden illness or injury;
- Assist in the development of all health-related policies and procedures;
- Develop a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school;
- Work with administrators, teachers and other school personnel to modify the school environment and curriculum as needed for children with health concerns;
- Recommend changes in school practices to promote health and remove safety hazards;
- Teach health education, both formally and informally, as requested;
- Monitor compliance with current state immunization and health assessment requirements;
- Participate in the development of IEPs and 504 plans to address individual student needs;
- Serve as a liaison among school personnel, families and health care providers;
- Advise school principal on compliance issues for health and safety;
- Comply with Dept. of Education regulations relative to health and safety in charter schools;
- Ability to exercise tact, discretion, professionalism and confidentiality;
- Perform other duties as may be assigned by the Principal.

Qualifications:

- Bachelor of Science degree in Nursing (BSN) preferred;
- Must be a Registered Nurse currently licensed to practice in Delaware;
- 3 years supervised clinical experience preferred;
- Experience as a school nurse or willingness to participate in training on school procedures (e.g., Induction Cluster Training offered at U. of D.);
- Certified in CPR;
- Excellent verbal and written communication skills;
- Demonstrated ability to communicate and work effectively with parents and staff;
- Excellent organizational and record-keeping skills;
- Commitment to work effectively as a team member;
- Capable of interpreting policy, procedures and data;
- Ability to work in an independent health care setting;
- Willingness to keep up-to-date with current school nursing practice

Special Education Coordinator / Teacher

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Responsibilities:

- Provide direct and indirect instruction;
- Long and short-term planning addressing individual needs of students;
- Evaluate students' progress;
- Teach a multi-model approach;
- Provide an inviting, exciting, innovative, learning environment;
- Establish and maintain classroom management procedures;
- Prepare written reports accurately and submit in a timely manner;
- Effectively communicate with teachers, parents, and administrators to facilitate the IEP process;
- Effective consultation with parents, students, teachers, and administration;
- Effective professional liaison between school and home when necessary;
- Serve as advisor to students;
- Remain current on rules set forth in special education law and regulations (Coordinator position only);
- Maintain privacy of student records and information (Coordinator position only);
- Serve as primary liaison with CSE of students' district of residence (Coordinator position only).
- Must facilitate an after school activity throughout the school year

Qualifications:

- Appropriate state certification as a special education teacher and any other credentialing required and applicable;
- Demonstrated ability to communicate and work effectively with parents;
- Demonstrated ability to adapt to individual student's specific needs;
- Demonstrated ability to adapt to differences and changes in characteristics of students, programs, leadership, staff, and community;
- Demonstrated ability to utilize varied teaching methodologies to accommodate students' unique learning styles;
- Demonstrated ability to evaluate tests and measures of achievement;
- Demonstrated ability to work effectively as a team member;
- Demonstrated administrative or organizational ability (Coordinator position only).

Reports to: Principal or his/her designee