

VOLUNTEERS OF AMERICA
SOUTHWEST CALIFORNIA
POSITION DESCRIPTION

I. IDENTIFYING DATA

POSITION TITLE: TEACHER, ELEMENTARY, CHARTER SCHOOLS
S.A.P. LEVEL: PROFESSIONAL/DIRECT SERVICE?
REPORTS TO: TEACHER
SUPERVISES: CHARTER SCHOOL STAFF
DIVISION: CHILDREN AND FAMILIES/EDUCATION?
PROGRAM:
REVISED: 3/07

II. CLASSIFICATION SUMMARY:

The Elementary Charter School Teacher, under the direction of the Vice Principal, is responsible for providing instruction in content areas in which each assigned student can grow emotionally, socially, intellectually, and physically according to his or her basic needs, ability, and maturity level. He or she works with the Principal and Vice Principal to establish a wholesome learning environment and culture. He or she works in partnership with parents to ensure the highest level of educational achievement for each child.

III. REQUIRED CREDENTIALS, ABILITIES AND EXPERIENCE:

1. Valid California teaching credential.
2. In depth knowledge of project based instruction, differentiated instruction, and convergence thinking.
3. Knowledge of curriculum, California standards, and effective teaching practices. Competency in human relations and oral and written communication.
4. Knowledge and experience with English Language Development.
5. Knowledge with students with special needs.
6. Ability to work well with people: broad grasp of educational planning and curriculum.

IV. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Curriculum and Instruction

1. Supports the implementation of the school vision, culture, and educational model.
2. Provides instruction in varying groups and individually as prescribed by Ballington Academy of Arts and Sciences. This includes character development, Standards Based curriculum, science, arts, and enhanced learning activities.
3. Diagnoses students needs and implements differentiated instruction to address needs of each student to ensure highest educational achievement.
4. Establishes and maintains standards of pupil behavior and ensures learning atmosphere in classroom.
5. Develops lesson plans and instructional materials as part of planned learning experiences to motivate pupils.
6. Evaluates pupil academic and social growth, keeps accurate records, prepares progress reports, and communicates with parents.
7. Creates a functional and enticing learning environment.
8. Identifies students' needs and cooperates with other professional staff member to ensure academic success.
9. Strong knowledge of Standards and Standardized assessments.

10. Maintains professional competence through participation in in-service education and professional development activities.
11. Completes all reports as required, including student evaluation, inventories, program evaluations, and lesson plans.
12. Interprets the educational program to parents and community members through personal conferences, meetings, and various media.
13. Attends faculty meetings, in service meetings, team meetings, and grade level meetings as required.
14. Administers and scores standardized tests as required by the Department of Education
15. Performs basic attendance reporting.
16. Maintains good public relations with parent groups.
17. Supervises students in out of classroom activities.
18. Demonstrate depth of knowledge in curriculum frameworks, latest research based instructional methodology, and special education regulations on both the Federal and State levels.
19. Initiate the use of new teaching methods and materials, initiate, encourage, and direct experimental and pilot programs of instruction.
20. Ability to retrieve, analyze, and sort data to make instructional decisions to improve student performance.
21. Comply with State Curriculum Standards.
22. Complies with state/federal mandates as they relate to curriculum, instruction, special education, and special projects.
23. Assists in the selection, evaluation, and procurement of instructional materials for the state/and or federal programs with the assistance of staff.
24. Willingness to work extra hours to meet deadlines for projects as needed.
25. Genuine concern for students and passion for quality education.
26. Other duties as assigned

V. STANDARDS OF EXCELLENCE

1. Demonstrates ethics, courtesy and respect, and creates an approachable environment.
2. Takes actions to motivate other team members to achieve organizational goals.
3. Thinks strategically of impact or implications beyond immediate situation.
4. Looks at rationale associated with each situation to determine and verify the logic and correctness based on historical or current data.
5. Maintains awareness of new needs and circumstances in Human Resources, is familiar with evolving good practice, and able to respond quickly to challenges and opportunities in ways that fit our mission.

This job description is not meant to be a complete listing of professional duties or responsibilities. Management reserves the right to amend any job description and/or procedure herein. Management will make every effort to notify employees of said changes within a reasonable amount of time.

No implied or in fact contract is created between any employee and Volunteers of America, by any provision of this job description. Employment is deemed to be "at will" by both the employee and Volunteers of America.

My signature below indicates that I have read and understand what is required of my position.

Employee Acknowledgment of Receipt

Date

Immediate Supervisor

Date

VOLUNTEERS OF AMERICA
SOUTHWEST CALIFORNIA
POSITION DESCRIPTION

I. IDENTIFYING DATA

POSITION TITLE: PRINCIPAL, ELEMENTARY, CHARTER SCHOOLS
S.A.P. LEVEL: PROFESSIONAL/PROGRAM MANAGERS?
REPORTS TO: DIVISION DIRECTOR
SUPERVISES: CHARTER SCHOOL STAFF
DIVISION: CHILDREN AND FAMILIES/EDUCATION?
PROGRAM:
REVISED: 5/07

II. CLASSIFICATION SUMMARY:

The Elementary Charter School Principal, under the direction of the Division Director, serves as the chief administrative officer of the school and is responsible for the management, supervision, and operation of the charter school.

III. REQUIRED CREDENTIALS, ABILITIES AND EXPERIENCE:

1. A Master's Degree recommended.
2. Administrator's credential or progress and appropriate clear teaching credential.
3. Three years experience in administration and five years teaching experience. Elementary Charter schools strongly desired.
4. In depth knowledge of project based instruction, differentiated instruction, and convergence thinking.
5. Knowledge of curriculum, California standards, and effective teaching practices. Competency in human relations and oral and written communication.
6. Ability to establish a school climate and implement school vision.
7. Knowledge and experience with English Language Development.
8. Ability to work well with people: broad grasp of educational planning and curriculum.

IV. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Educational Leadership -- Curriculum and Instruction

1. Facilitates the creation and implementation of the school vision, culture, and educational model.
2. Assists in planning, implementing, and evaluating the instructional programs, to include state and federal projects at the school site.
3. Selects, evaluates, and procures instructional materials for the state/and or federal programs with the assistance of staff.
4. Does an annual evaluation of current instructional program and makes recommendation for improvement.
5. Provide leadership for staff and students.
6. Demonstrate knowledge and skill and implement and evaluate curriculum frameworks and the latest instructional methodology: project based instruction, differentiated instruction, investigation and convergence thinking.
7. Ability to retrieve, analyze, and sort data to make instructional decisions to improve student performance.
8. Comply with State Curriculum Standards.

9. Ensures compliance with state/federal mandates as they relate to curriculum, instruction, and special projects.
10. Interpret regulations and develop timelines.
11. Coordinate preparation of project evaluation and disseminate findings and recommendations.
12. Willingness to work extra hours to meet deadlines for projects as needed.

Personnel Management

1. Supervises and evaluates certificated staff.
2. Recruits and hires staff pending corporate approval.
3. Evaluate and develop strategies to address professional development needs of staff
4. Serve as a model and a coach for staff.
5. Plans, organizes and conducts in service training for teachers and instructional assistants.
6. Develops, implements, and monitors budget.

Pupil Management

1. Supervise the safety and welfare of students.
2. Direct disaster planning and preparedness.
3. Implement school regulations pertaining to discipline.
4. Participate in the coordination of Individualized Educational Plans (IEPs) and other support services for students.
5. Assists with student activities.
6. Coordinates the planning for the administration of assessments for students.

School/Community Relations

1. Establish the rapport with the community
2. Serve as the educational leader.
3. Spearhead relationship building with parents and community partners.
4. Proactively resolve parental and community concerns.
5. Assists with the planning and organizing of parent advisory committee meetings and parent education workshops.
6. Other duties as assigned.

V. STANDARDS OF EXCELLENCE

1. Demonstrates ethics, courtesy and respect, and creates an approachable environment.
2. Takes actions to motivate other team members to achieve organizational goals.
3. Thinks strategically of impact or implications beyond immediate situation.
4. Looks at rationale associated with each situation to determine and verify the logic and correctness based on historical or current data.
5. Maintains awareness of new needs and circumstances in Human Resources, is familiar with evolving good practice, and able to respond quickly to challenges and opportunities in ways that fit our mission.

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Immediate Supervisor

Date

VOLUNTEERS OF AMERICA
SOUTHWEST CALIFORNIA
POSITION DESCRIPTION

I. IDENTIFYING DATA

POSITION TITLE: **DIRECTOR OF INSTRUCTIONAL SERVICES,
ELEMENTARY, CHARTER SCHOOLS**
S.A.P. LEVEL: **PROFESSIONAL/DIRECT SERVICE?**
REPORTS TO: **PRINCIPAL**
SUPERVISES: **TEACHERS AND CLASSROOM AIDES**
DIVISION: **CHILDREN AND FAMILIES/EDUCATION?**
PROGRAM:
REVISED: **3/07**

II. CLASSIFICATION SUMMARY:

The Elementary Charter School Director of Instructional Services, under the direction of the Principal, is responsible for the implementation, coordination, and evaluation of instructional programs and the supervision of teachers and classroom aides to ensure the ongoing implementation of high standards of instructional practices, services, and assistance. The Director of Instructional Services will ensure compliance State resting standards and results are met including special education requirements. The Director of Instructional Services will direct professional development

III. REQUIRED CREDENTIALS, ABILITIES AND EXPERIENCE:

1. A Master's Degree required with an emphasis in curriculum.
2. Valid California teaching credential.
3. Three years experience in elementary schools as a curriculum specialist. Elementary Charter schools strongly desired.
4. In depth knowledge of project based instruction, differentiated instruction, and convergence thinking.
5. Knowledge of curriculum, California standards, and effective teaching practices. Competency in human relations and oral and written communication.
6. Knowledge and experience with English Language Development.
7. Knowledge and expertise with students with special needs.
8. Ability to work well with people: broad grasp of educational planning and curriculum.

IV. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Curriculum and Instruction

1. Develops and oversees the implementation, evaluation, and improvement of instructional services.
2. Demonstrate depth of knowledge in curriculum frameworks, latest research based instructional methodology, and special education regulations on both the Federal and State levels.
3. Directs the selection, evaluation, and procurement of instructional materials for the state/and or federal programs with the assistance of staff.
4. Demonstrate skill and knowledge in the design, implementation, and evaluation of the educational programs and activities to ensure academic success and improvement.
5. Supervise the educational program and provide curriculum and instructional leadership at site level.
6. Initiate the use of new teaching methods and materials, initiate, encourage, and direct experimental and pilot programs of instruction.
7. Supports the implementation of the school vision, culture, and educational model.

8. Provides instruction in varying groups and individually as prescribed by Ballington Academy of Arts and Sciences. This includes character development, Standards Based curriculum, science, arts, and enhanced learning activities.
9. Reviews lesson plans and instructional materials as part of planned learning experiences to motivate pupils.
10. Evaluates pupil academic and social growth, keeps accurate records, prepares progress reports, and communicates with parents.
11. Strong knowledge of Standards and Standardized assessments.
12. Initiate the use of new teaching methods and materials, initiate, encourage, and direct experimental and pilot programs of instruction.
13. Ability to retrieve, analyze, and sort data to make instructional decisions to improve student performance.
14. Complies with state/federal mandates as they relate to curriculum, instruction, special education, and special projects.
15. Coordinate project evaluation and disseminate findings and recommendations.
16. Coordinates and develops curriculum for special needs students and coordinates IEPs.
17. Takes leadership role in the development of coherent assessment analyses and summaries.
18. Works with teachers on identified areas of improvement as defined by assessment scores.
19. Willingness to work extra hours to meet deadlines for projects as needed.
20. Genuine concern for students and passion for quality education.

Personnel Management

1. Supervises and evaluates staff assigned to site.
2. Assist with the recruitment, selection, and assignment of staff for charter schools.
3. Evaluate and develop strategies to address professional development needs of staff.
4. Serve as a model and a coach for staff.
5. Plans, organizes and conducts in service training for teachers and instructional assistants
6. Observes the operation of classrooms and provide assistance to teachers and students in achieving educational goals.
7. Coordinate the work of consultants and special education services.
8. Plans, organizes, implements, and evaluates instructional in-service programs to improve instruction.
9. Secures teaching interns
10. Coaches teachers and classroom aides to ensure academic success and performance.
11. Performs classroom visitations to improve instruction
12. Orients new teachers to curriculum
13. Other duties as assigned.

V. STANDARDS OF EXCELLENCE

1. Demonstrates ethics, courtesy and respect, and creates an approachable environment.
2. Takes actions to motivate other team members to achieve organizational goals.
3. Thinks strategically of impact or implications beyond immediate situation.
4. Looks at rationale associated with each situation to determine and verify the logic and correctness based on historical or current data.
5. Maintains awareness of new needs and circumstances in Human Resources, is familiar with evolving good practice, and able to respond quickly to challenges and opportunities in ways that fit our mission.

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Immediate Supervisor

Date

*Ballington Academy for the Arts and Sciences
Policies and Procedures
Emergency Preparedness*

Governing Law: "The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as describes in Section 44237." Education Code Section 47605(b)(5)(F)

I. Health and Safety

Element Requirement: "The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each school employee furnish the school with a criminal record summary as described by Education Code 44237. The procedures shall also address safe housing and employee clearance for tuberculosis."

A. Health and Safety Policies

We are committed to providing a safe, nurturing, healthy, and protective atmosphere in which every member of the community will grow and prosper. BAAS will ensure the safety of the students and staff by complying with the current ECESD independent charter school standards and policies for health and safety as well as all state and federal laws, including Education Code Section 44237. Each new employee or non-parent volunteer who will work in contact with students must submit to a fingerprint scan for the purpose of obtaining a criminal record summary. This requirement is a condition of employment. Also, employees hired by BAAS will be required to have a Mantoux tuberculosis test.

The school health and safety policy will be annually updated and reviewed, in consultation with staff and the specified Sub-Committee. This policy will be distributed to all staff and parents. The policy will cover the following points:

- A requirement that each employee of the school submit to a criminal background check and furnish a criminal record summary as required by California Education Code Section 44237.
- Safe use, maintenance, and sanitation of school equipment and facilities.
- Emergency drill procedures and schedule (earthquake, fire and other).
- A policy for reporting child abuse, acts of violence, and other improprieties as mandated by federal, state and local agencies.
- Compliance with all health and safety laws and regulations that apply to non-charter public schools, including those regarding auxiliary services (food services, transportation, custodial services, hazardous materials, etc.) and those required by CAL/OSHA, the California Health and Safety Code and EPA.
- Emergency site plan.
- Health screening procedure (vision, hearing and scoliosis).
- A requirement that all enrolling students and staff provide records documenting immunizations to the extent required by law. Records of student immunizations will be maintained, and staff will honor County requirements for periodic Tuberculosis (TB) tests.

Ballington Academy for the Arts and Sciences
Policies and Procedures
Emergency Preparedness

- Procedures expected of staff and parents in the case of a sudden illness or injury occurring at school.
- Procedures for administration of medication at school.
- Suggestions for families as to good nutrition for their children.
- Explanation of the necessity of physical education for the child's health.
- Legal obligation of reporting contagious conditions.
- Prevention of drug, tobacco and alcohol use, violence, and early sexual activity.

B. Facility Safety

Fire Drills

Fire drills will be held at least twice a semester. Office personnel will maintain a record of fire drills held and total required time for complete evacuation. When the fire drill signal sounds, teachers will lead the students in their room along the route indicated on the evacuation map posted for that purpose. Before leaving the room, teachers will see that all windows and doors are closed and that they have their class attendance roster with them. Students who are not in a classroom at the time the fire drill signal is given will attach themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and the administrative staff will attempt to locate missing students. Students will remain with their teachers at the designated evacuation site until the administrative staff gives the "all clear" signal.

Disaster Drills (i.e. Earthquake)

Disaster drills will be conducted at least twice a year. Students will be made familiar with the "duck and cover" routine. A disaster drill commencing with the "duck and cover" routine will be initiated by an announcement. Staff and students will hear "This is an emergency drill. Duck and Cover." During the "Duck and Cover" routine in the classroom, teachers will turn off the lights and have students get under a desk or table or against the wall away from the windows. Students must remain quiet and orderly so they will be able to hear additional instructions when given. All drills will be concluded with an "all clear" announcement, or a visible signal from the administrative staff.

In the event of a real earthquake, everyone must engage in the "Duck and Cover" routine immediately and remain in position until the teacher determines that it is safe to leave the building. If remaining in the room becomes dangerous, or when the shaking stops, teachers will proceed with their students to the evacuation site or another safety zone. If students are on the playground or other outdoor area when a disaster drill is called or during an actual earthquake, students are to drop

