

The CFCI Administrative Support Team Shall Consist of the Director, EC Coordinator, Curriculum Coordinator, Human Resource Coordinator and the Business Manager.

Purpose: Team members will meet weekly to maintain open communication and to ensure timely completion of necessary reports and projects, including implementation of the CFCI Strategic Plan, oversight of construction and/or building projects and implementation of Board policies and directives.

The Administrative Support Team will

- ✓ Prepare meeting minutes and action plans; distribute by email to team members.
- ✓ Post a copy of the Administrative Support Team's Action Plans in a CFCI common area.
- ✓ Ensure copies of Support Team's Action plans and meeting minutes are sent monthly to Board's Executive Committee.
- ✓ Reassign administrative tasks as appropriate.
- ✓ Delineate, appropriately assign and document future administrative tasks.
- ✓ Ensure changes in job descriptions are brought before the Board for approval.
- ✓ Delegate appropriate tasks to front office staff.
- ✓ Recruit/incorporate community members into committee work to build outreach, support and expertise.
- ✓ Coordinated first responders for emergency situations after hours.
- ✓ Create and maintain community partnerships (Fort Fisher Aquarium, UNCW, etc).
- ✓ Direct questions or concerns through proper channels or sources of information.

CFCI Director

The director will lead a Support Team of schooled, experienced experts in supporting the faculty and will be accountable for the financial, operational and educational performance and improvement of CFCI. The Director will also be responsible for the internal and external relationships with faculty, staff, students, parents, the Partnership, the NC Department of Instruction and the general public through Public Relations activities.

Reports to: CFCI Board of Directors

Supervises: Entire CFCI faculty and Staff

Desired Education: Doctorate or Masters Degree in Education, School Administration or related field.

Preferred years of Experience: 3-5 years of classroom experience; 3-5 years charter school experience.

Position Type: 12 month, full time

Skill Sets: To Be Determined.

CFCI's Director will

- ✓ **Serve at the pleasure of the Board of Directors**
- ✓ **Chair and lead the CFCI Administrative Support Team**
- ✓ **Attend faculty meetings**
- ✓ **Sign and commit to CFCI's professional conduct policy and confidentiality agreement**
- ✓ **Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members**
- ✓ **Stand in as LEA designee in IEP meetings as needed by EC Director.**
- ✓ **Perform all other duties and responsibilities assigned by the CFCI Board of Directors and Executive Committee.**

CFCI Director Job Duties

Analysis and Planning

- Facilitate the implementation of strategic plans developed by the CFCI Board of Directors and/or CFCI faculty to maintain the mission of CFCI, pursue the vision of CFCI, systemically improve inquiry based instruction and support the social curriculum of CFCI
- In collaboration with the Administrative Support Team, develop, coordinate and put in place a yearly system to evaluate CFCI's "school climate"; report results to CFCI Board and community
- Under the direction of the CFCI Board of Directors, and in collaboration with the Administrative Support Team, facilitate development of plans to maintain and/or improve perception of CFCI by parents, students, staff and the local community
- Coordinate and facilitate High School Transition tasks and activities in collaboration with the Support Team and appropriate faculty members.

Personnel

- Oversee the professional conduct evaluation and professional job evaluation of all teachers, instructional support faculty and Administrative Support Team members using self evaluations, peer evaluations and Director and/or external evaluations; make staffing recommendations to the Board based on the established evaluation system.
- Lead by example and ensure full adherence by staff and faculty to the concepts outlined in *Teaching Children to Care* (Focusing on what matters most, p.125; Using Logical consequences, p. 143; Say what you mean, p. 233; Problem solving class meetings, p. 277; The importance of noticing, p. 306); coordinate annual evaluation of faculty and staff on the manner in which they espouse the tenants of the social curriculum using the input gathered from the established evaluation process.
- Identify gaps between faculty and staff self-evaluations vs. other components of the evaluation processes, collaborate with Support Team to provide support and resources to lessen those gaps and/or create and oversee Guided Improvement Teams (GIT) as necessary.
- Collaborate with Human Resource Coordinator and appropriate board committee to ensure proper documentation of GIT process, including both staff or/ faculty deficiencies as well as progress, growth and improvement.
- Ensure staff and faculty accountability when a breach of policy or procedures is established; collaborates with Human Resource Coordinator to ensure proper documentation and personnel filing.
- Oversee New Teacher Support Teams and teacher licensure process; collaborate with appropriate committees and Support team members to ensure compliance with DPI.
- Ensure compliance with state mandated requirements for Beginning Teacher Support Plans (BTSP).
- Oversee individual Support Team members' state and federal compliance responsibilities, i.e.: testing, EC services, disciplinary statistics, Beginning Teachers, etc...
- Serve as liaison to the Partnership's Executive Board

Student Conduct/Discipline

- Mediate toward resolution in situations involving discipline disputes and parent concerns; document steps taken to resolve such issues.
- Final authority for decisions regarding student conduct issues as well as academic placement.
- Ensures proper documentation and data collection of student discipline.

Public Relations/Communication

- Serve as ex-officio member of the CFCI Board of Directors.
- Act as liaison to CFCI Board of Directors; keep the Board well informed on all matters pertaining to CFCI so as to facilitate the decision making processes of the CFCI Board; submit monthly Administrative Team report to CFCI Secretary.
- Act as CFCI's Legal Liaison; collaborate with appropriate Support Team members to pursue legal questions as needed.
- Act as DPI contact for the school.
- Serve as CFCI's ultimate LEA representative for the Board of Directors.
- Attend meetings required of charter school directors and charter school conferences as appropriate; provide written reports to the board and faculty summarizing information conveyed at these meetings.
- Coordinate the lottery process.
- Coordinate promotion of CFCI's reputation in the larger Wilmington area; maintain amicable relations with other local educational institutions
 - Coordinate fundraising efforts with support from Business Operations Coordinator
 - Collaborate with Business Coordination to provide leadership for grants.
 - Ensure submission of Support Team's monthly contribution to, and monthly distribution of, school newsletter
 - Coordinate and distribute school calendar, including dates of school wide events (i.e.: Field Day, Holiday Festival, End Of Grade Tests).
 - Maintain/update standard CFCI memorandum template; screen for appropriateness and approve via signature documents to be disseminated for any purpose to the greater CFCI community.
 - Ensure accuracy and updating of CFCI website.

Curriculum Coordinator

The Curriculum Coordinator ensures the faculty has the resources and support they need to promote students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing environment. The Curriculum Support Coordinator oversees school-wide testing and ensures that CFCI meets mandated educational requirements.

Reports to: CFCI Director

Supervises: None

Desired Education: M.A. of Education, Curriculum and Instruction or related field

Years of Experience: 3-5 years of classroom experience

Position Type: 11 month, full time

Skill Sets: To Be Determined

The Curriculum Coordinator will

- ✓ **Actively participate in the CFCI Administrative Support Team and follow through on assignments**
- ✓ **Sign and commit to CFCI's professional conduct policy and confidentiality agreement**
- ✓ **Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members**
- ✓ **Serve as back up for any discipline situations that a teacher cannot immediately handle**
- ✓ **Attend faculty meetings**
- ✓ **Serve on appropriate Board Committee(s) as designated through Administrative Support Team**
- ✓ **Attend school wide events whenever possible**
- ✓ **Attend CFCI Board meetings when appropriate**
- ✓ **Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Support Team**
- ✓ **Ensure all instructional decisions are in line with North Carolina's Standard Course of Study, CFCI's vision inquiry-based, integrated curriculum and CFCI's Social Curriculum.**
- ✓ **Stand in as LEA designee in IEP meetings as needed by EC Director.**

Curriculum Coordinator Job Duties

Curriculum Support

- Research instructional strategies and resources for ongoing professional development, teacher growth, and effective classroom management
- Visit classrooms frequently for collaborative approach to instructional support; be familiar with each teacher's curriculum plan or current unit of study
- Respond to requests for student observations
- Examine classroom data reports and collaborate with teachers to create "CFCI appropriate" instructional plans and strategies for student growth.
- Improve student academic performance by facilitating school-wide and individual long range plans for instructional services based on the NC Standard Course of Study, inquiry based instruction and/or appropriate instruction based on students' needs
- Facilitate the effective implementation of CFCI's social curriculum
- Collaborate with appropriate personnel or the Partnership to provide school-wide opportunities for enrichment, i.e.: sex education classes, cultural arts assemblies, etc...
- Coordinate faculty feedback and communication about faculty initiated pilot instructional programs with the CFCI Board.
- Facilitate the development, implementation and updating of consistent methods for and documentation of assessment of student academic progress for both lower grades and middle grades
- Facilitate creating weekly schedule with special area teachers and faculty
- Assist special area teachers in coordinating school wide events as needed (i.e.: Field Day, Holiday Music Extravaganzas, etc...)

Personnel

- Provide support for substitute teachers.
- Make Teacher Assistant schedules.
- Oversee faculty members' Personal Inquiry Projects (PIP); ensure completion of and provide support throughout PIP process, review final write ups and offer feedback.
- Collaborate with Human Resource Coordinator and appropriate board committee to create New Teacher Teams.
- Collaborate with Director to provide state mandated support for Beginning Teacher (BTs).
- Provide support for faculty members pursuing National Board Certification.

Communication

- Create binder of weekly faculty newsletters; make binder available in common area for CFCI for parents, board, faculty and staff to view.
- Attend Charter school conferences and other workshops as appropriate; provide written reports for faculty and Support Team conveying information gathered at the meetings.

Testing:

- Coordinate all state and local testing
- Order and maintain appropriate number and type of testing supplies (calculators, protractors, rulers, pencils, etc...)
- Obtain and finalize testing data for student numbers and class sizes through Business Manager Coordinator/Acadia (DOB, SS#, Ethnicity, etc...) to be used for test input
- Maintain accurate records of EC students' testing accommodations
- Create scheduling and room placement of students
- Coordinate administrators for each test and class
- Recruit and ensure proctors for each test and class
- Make special accommodations for the EC pullout students (testing space, proctors, and administrators)
- Maintain steady flow of information amongst staff, faculty, parents and students of upcoming tests
- Create informational handouts for faculty for each test (including testing time, test administrators guidelines, highlights of special codes)
- Count and sort test materials as they arrive from DPI for accuracy
- Count and sort test materials for classrooms, EC and Extend2 pullouts
- Collect and sort completed testing materials and check for accurate count
- Coordinate answer sheet student data verification process
- Drive tests to Dixon to be scanned (End of Grade & End Of Course Tests)
- Properly package and return all appropriate testing materials in allotted time frame
- Attend testing meetings in Dixon with RAC; document/share information conveyed at these meetings to CFCI community as appropriate
- Stay current with testing information presented on TNN website (Testing News Network); document information and share information conveyed on website for CFCI community as appropriate
- Complete state/federal reports relative to testing and others as assigned
- Analyze results of test data; communicate results to Support Team, faculty, parents and Board
- Create yearly test score binder

Administrative:

- In collaboration with the Curriculum Coordinator, update the Faculty Handbook yearly.

Business Operations Coordinator

The Business Operations Coordinator manages all finance, budget, facility and safety functions for CFCI. The Business Manger will also act as the financial and legal liaison to accounting firm.

Reports to: CFCI Director

Supervises: Front Office Staff, Building maintenance and cleaning service employees

Desired Education: Associates or Bachelor's Degree in Business, Accounting or related area.

Type of Experience Preferred: 3-5 years business experience with education or non-profit institutions.

Position Type: To Be Determined

Skill Sets: To Be Determined

The Business Operations Coordinator will

- ✓ **Actively participate in the CFCI in the CFCI Support Team and follow through on assignments**
- ✓ **Sign and commit to CFCI's professional conduct policy and confidentiality agreement**
- ✓ **Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members**
- ✓ **Serve as back up in emergency situations**
- ✓ **Attend faculty meetings**
- ✓ **Serve on appropriate Board Committee(s) as designated through Administrative Support Team**
- ✓ **Attend school wide events whenever possible**
- ✓ **Attend CFCI Board meetings**
- ✓ **Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Support Team**

Business Operations Coordinator Job Duties

Fiscal

- Assist the Board Treasurer and Finance Committee in compiling data for the year-end budget and new fiscal year budget
- Meet with Board Treasurer monthly to prepare Board financial statement and as needed to review financial reports
- Develop and submit annual budget to the Board and State
- Submit all required state/federal fiscal reports and others as assigned
- Work on budgeting needs; make budget adjustments as needed; allocate funds to programs
- Oversee and submit for payment all necessary accounts payable
- Serve as liaison between CFCI and Acadia Northstar regarding all fiscal matters, including accounts payable, accounts receivable, payroll and taxes
- Actively research and pursue grant options; prepare and support grant writing and submissions
- Deposit and requisition school funds
- Coordinate investment of school funds w/ Finance Committee and Board to ensure maximum return on idle cash
- Conduct pre-audits of all obligations to ensure expenditures are within budgeted appropriations
- Oversee school audit; submit report to Board
- Provide monthly classroom allotment statements and work leave balances
- Negotiate contractual agreements on behalf of CFCI.
- Manage CFCI purchases; provide purchase orders and invoices as needed; place school-wide orders as needed.
- Coordinate Lunch Enrichment Program and Field Trip Scholarship Program
- File December and April headcounts.
- Maintain bank signatory documentation which accurately reflect current Board officers and authorized staff
- Oversee compliance of Petty Cash operations
- Develop or maintain responsible procedures for use of school credit card(s).
- Collaborate with Director to update, maintain and submit record keeping for all necessary state/federal mandated programs (ABCs, No Child Left Behind, Safe Schools, etc...).

Personnel

- Oversee building maintenance and cleaning service employees; make contract recommendations to the Administrative Support Team
- Manage time sheets for annual and sick leaves.
- Manage time sheets for part time personnel.

Communication

- Bring before the Administrative Support Team and the Board matters of federal and state funding that may affect CFCI
- Coordinate opening and securing building for school wide events
- Attend financial related meetings/workshops as mandated by DPI
- Attend Charter School conferences/workshops relating to fiscal matters
- Assist Director with legal issues.

Facility/Safety

- Coordinate required facility maintenance services and warranty contracts.
- Respond to any maintenance emergency.
- Collaborate with front office staff to maintain effective and safe school visitor procedures.
- Implement, and develop as necessary, emergency management plans; work with fire, police, health and safety agents and security management personnel; ensure CPR training for appropriate staff members, ensure identification of diabetic/allergic students; administer and record regular fire drills; ensure yearly fire extinguisher maintenance; update evacuation kits semi-annually.
- Manage CFCI's Crisis Management System/Guide and Team.
- Update/maintain accurate inventory of all equipment and materials.
- Facilitate efforts to reduce work place/playground accidents.
- Proactively develop a replacement cycle plan for all major future building expenditure items such as roofs, HVAC, etc...
- Oversee all aspects of the upfit and/or construction of future building projects.

Administrative

- Manages discipline data
- Manage large off-site print jobs.
- Coordinate School Pictures.
- Update/maintain Volunteer Log.

EC Coordinator

CFCI's EC Coordinator will facilitate an environment of growth and acceptance by coordinating appropriate services for the school's EC population, act as CFCI's EC Director and will serve as a part-time EC teacher.

Reports to: CFCI Director

Supervises: EC Faculty

Desired Education: M.A. of Education in Special Education or related field

Years of Experience: 3 – 5 classroom experience

Position Type: 10 month, full time

Skill Sets: To Be Determined

The Curriculum Support Coordinator will

- ✓ **Actively participate in the CFCI Administrative Support Team and follow through on assignments**
- ✓ **Sign and commit to CFCI's professional conduct policy and confidentiality agreement**
- ✓ **Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members**
- ✓ **Serve as back up for any discipline situations that a teacher cannot immediately handle**
- ✓ **Attend faculty meetings**
- ✓ **Serve on appropriate Board Committee(s) as designated through Administrative Support Team**
- ✓ **Attend school wide events whenever possible**
- ✓ **Attend CFCI Board meetings when appropriate**
- ✓ **Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Support Team**

EC Coordinator

Exceptional Children:

- Ensure the delivery of comprehensive services to children with special needs by acting as Exceptional Children's Director.
- Assist Director with legal issues relating to EC services and EC students.
- Serve as part-time EC teacher.
- Act as Section 504 Coordinator.
- Review and revise policies to ensure faculty and staff are well versed in any accommodations and requirements as part of students Individualized Education Program (IEP) and effective implementation of IDEA.
- Review and revise policies to uniformly address, document and file all instances and occurrences affecting an EC student, including disciplinary and supervisory data.
- Support all teachers as needed with questions and/or concerns regarding EC students; answer questions and provide feedback pertaining to education, techniques, interventions, etc...
- Communicate with parents and outside agencies as needed.
- Write EC related grants.
- Attend regional EC meetings and conferences; provide written reports for faculty and Support Team conveying information gathered at the meetings
- Maintain the Five Year Self Assessment Portfolio for Charter Schools (Continuous Improvement Focused Monitoring System – CIFS).
- Ensure EC program procedures are being followed: update student files, complete CECAS forms, accurate time sheets, complete quarterly reports, etc...
- File December and April headcounts.
- File all EC related required state reports: End of Year, September periodic count, etc...
- Ensure proper Student Support Team (SST) procedures K-8.
- Coordinate related service staff; involve related service staff in pertinent aspects of the EC evaluation process.
- Coordinate school wide vision and screening tests.

Personnel

- Coordinate EC faculty.
- Ensures EC faculty's compliance with and follow through of Individual Education Plans (IEP).
- Assist faculty and administrators in complying with Section 504.

Human Resource Coordinator

The Human Resource Coordinator will facilitate and help maintain a workplace environment that is productive, proactive and which supports the mission and vision of CFCI.

Reports to: CFCI Director

Supervises: NA

Desired Education: Bachelors degree in Human Resources Management or related field

Years of Experience Preferred: 3-5 years in Human Resource Field

Position Type: To Be Determined

Skill Sets: To Be Determined

The Human Resource Coordinator will

- ✓ **Actively participate in the CFCI Administrative Support Team and follow through on assignments**
- ✓ **Sign and commit to CFCI's professional conduct policy and confidentiality agreement**
- ✓ **Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members**
- ✓ **Serve as back up in emergency situations**
- ✓ **Attend faculty meetings**
- ✓ **Serve on appropriate Board Committee(s) as designated through Administrative Support Team**
- ✓ **Attend school wide events whenever possible**
- ✓ **Attend CFCI Board meetings when appropriate**
- ✓ **Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Support Team**

Human Resource Coordinator Job Duties

Personnel:

- Collaborate with Administrative Support Team to advertise open positions; perform background checks, check references, research licensure and teaching credentials to assist the Hiring process; collaborate with appropriate Board Committee to conduct interviews for hiring; screen applications; document thereof.
- Collaborate with Administrative Support Team and appropriate committee to organize and develop employment procedures for the assimilation/induction of all employees new to the school.
- Coordinate team building activities for CFCI faculty, staff and Board.
- Within the context of CFCI's Resolution Policy, serve as consultant to provide information, guidance and support to individual employees and Administrative Team about personnel issues.
- Receive, ensure proper documentation of and categorize grievances (employment, interpersonal, business).
- Administer employee benefit program.

Communication:

- Collaborate with Administrative Support Team to develop and implement a meeting management process to allow for effective meetings; facilitate training for those participating in group processes.
- Coordinate annual and on-going interactive training to foster open dialogue (sending and receiving messages, filtering messages, raising concerns, receiving concerns, respectful assertions of position and interests).
- Maintain and/or update consensus based policy statement that describes CFCI's shared expectations of professionalism and punctuality.
- Collaborate with Administrative Support Team maintain current and historical job descriptions.
- Maintain employee contracts in a timely manner to ensure the continuity of school functions.
- Create/distribute beginning of year packet; create spreadsheet from info from beginning of year forms and make information available as appropriate.

Administrative:

- Ensure proper documentation for personnel files.
- Coordinate with Director and Curriculum Coordinator to ensure proper documentation and filing of Beginning Teacher paperwork.
- Ensure the proper documentation and filing of the Guided Improvement Team process.
- Submit Continuing Education Units (CEU) reports to state.
- Create yearly informational binders: carpool, volunteers, emergency contacts, etc...
- Update/maintain staff bios.
- Maintain records of professional development and licensure renewal credits.
- In collaboration with the Curriculum Coordinator, update the Faculty Handbook yearly.
- Publish updated Faculty Handbook.