

## 2024-2025 Proposed Positions

\*\*new to that position

### Director

- Human Resources - hiring, evals
- Policies/Handbooks
- Discipline
- Accounts Payable - approver only
- Child Study Team Coordinator - behavioral
- \*\*Qualified Evaluator
- \*\*Grants Management with increased support from YCESA

### Operations Manager

- SIS
- Enrollment
- Discipline Back up
- \*\*Accounts Payable
- Accounts Receivable
- \*\*Payroll
- \*\*Human Resources - new employee paperwork, benefits updates
- \*\*Homeless Coordinator
- \*\*Foster Child Coordinator

### Front Office - 3 days/week @ 6 hours/day 9-3)

- Answers Phone
- Greets Guests
- Student illnesses/injuries
- File
- Attendance
- Safe space

### Title 1 (Reading Specialist)/ ELL - PT (28 hours) -

- Review DIBELS
- Identifies bottom 25%
- Tracks Title 1 student progress
- Runs title 1 groups
- ELL testing Coordinator

### Full time (32 hours) -

- Testing Coordinator
  - 3x/year Galileo scheduling and quarterly benchmark analysis
  - Annual AASA testing
- Data Assessment
- CST Coordinator - Academic

#### Enrichment Coordinator

- Creation of, oversight and runs gifted and enrichment programs

#### Middle School Coordinator

- Curriculum - scaffolding oversight
- Monitors and ensure collaboration among 5-8th grades
- Mentors new teachers in 5-8th grade
- Collaborates with Elementary Coordinator and Director to ensure unity in school

#### Elementary Coordinator

- Curriculum - scaffolding oversight
- Monitors and ensures collaboration among k-4th grades
- Mentors new teachers in k-4th grade
- Collaborates with Middle School Coordinator and Director to ensure unity in school

#### SPED Director

- Oversight of SPED program
- Ensures compliance with IDEA
- Enrollments (reviews)
- SPED meetings - scheduling and attendance

#### Technology Coordinator

- Annual technology needs assessment and plan
- Point of contact for technology related concerns

#### Media Coordinator

- Weekly Facebook/Instagram post
- Monthly Calendar creation
- 2x/year newsletter creation

If Title 1 is part time:

Child Study Team Coordinator - Academic

#### Testing Coordinator

3x/year Galileo scheduling and quarterly benchmark analysis

Annual AASA testing

Data Assessment