

PRINCIPAL*General*

The Principal is accountable to the BOD of the School as the authority in charge of (1) implementing the mission and philosophy of the school, (2) maintaining the academic integrity of the school, (3) managing the school and faculty, and (4) supervising the students. In addition the Principal should set budget priorities and have general knowledge of the school's fiscal status. As the leader of the school, the Principal must have high moral character and embrace the virtues of a democratic society. The Principal is employed at will. He is the executive decision maker for the operation of the School, and is ultimately responsible for the success of the education of the pupils in accordance with the principles established in the charter document and the vision of the BOD. The Principal's resources are a faculty of professional teachers and classroom aides, and a small administrative staff. The

Principal may also take advantage of volunteer staff organized into boards and committees.

Implementing the Mission and Philosophy

In order to implement the mission and philosophy of the school the Principal is expected to:

- Facilitate an understanding of classical education among BOD, faculty, staff, parents & students
- Adopt and promote the vision, mission and the principles of the charter
- Represent the School to the community in a way that upholds the School's mission & philosophy
- Articulate the ideals of classical education to the school and community at large
- Approve all curricular and extracurricular purchases and programs
- Ensure all extracurricular activities uphold the mission and philosophy of the school
- Keep informed of the current state of education in the nation

Maintaining Academic Integrity

In order to maintain the academic integrity of the school, the Principal must utilize the talents of teachers, see that the curriculum is implemented, and set the intellectual tone of the School. The Principal is expected to:

- Ensure that the curriculum and its delivery is academically sound and consistent with the Core Knowledge sequence (K--8) as defined by the charter application
- Ensure that teaching methods and contents are consistent with the philosophy of the School
- Cultivate and reward excellence in teaching
- Develop and oversee the implementation of character education throughout the School
- Ensure the values of a democratic society are taught in appropriate and sanctioned ways
- Plan for the academic and professional growth of faculty
- Oversee students' academic progress
- Stress the importance of education to students and families
- Recognize academic excellence
- Demonstrate mastery as a teacher to faculty and students

School and Faculty Management

School and faculty management consists in providing direction to and evaluation of students, faculty, and staff. For example, the Principal is expected to:

- Recruit the best teachers to work for CCA

- Recommend new faculty and staff positions to the BOD
- Evaluate personnel performance
- Motivate and unify faculty and staff in a non---threatening environment
- Foster collegiality among faculty and staff
- Work closely with parent groups and committees
- Advise the BOD and Assistant Principal regarding the management of physical resources
- Recommend corrective action to address recognized problems
- Facilitate communication among BOD, faculty, staff, parents, and students
- Ensure the professionalism of the faculty and staff
- Oversee creation of the student handbook in cooperation with the Board of Directors
- Inform registrar of class offerings and teacher
- Ensure that faculty are uniformly and consistently implementing the academic policies

Supervision of Students

In addition to the academic performance of the students, the Principal will have discretion over the non---academic operations of the school including student life, school environment, and athletics. With the help of faculty and staff, the principal will develop a school culture that is both enjoyable and conducive to learning.

Finances

The Principal assumes a supervisory and directory role for the monetary obligations of the School. The Principal is expected to:

- Authorize expenditures in accordance to the annual budget
- Consult the BOD regarding extraordinary expenditures
- Oversee and approve teacher contracts
- Review monthly the ordinary administration of the School, and the implementation of budgets

Minimum Job Requirements

- Master's Degree in a related field, or an equivalent combination of education and experience
- Substantial classroom teaching experience
- Experience in educational management or administration
- Management/Supervision experience
- The ability to speak and write clearly and persuasively
- A commitment to classical education
- Ability to oversee a classical curriculum

Other Desired Characteristics

- Knowledge of the Core Knowledge Curriculum
- Experience in or knowledge of charter or independent schools
- Previous K--12 education classroom experience
- Previous experience with a diverse student body, including socio-economically disadvantaged students

ASSISTANT PRINCIPAL*General*

The Assistant Principal is the authority in charge of (1) school culture and student discipline, (2) supervision of non-academic programs, (3) facilities, and (4) ancillary staff. As a leader in the school, the Assistant Principal must have high moral character and embrace the virtues of a democratic society. The Assistant Principal is employed at will. The Assistant Principal may utilize volunteer staff organized into boards and committees.

Student Discipline

The Assistant Principal will work closely with the Principal of the schools to:

- Implement successfully & consistently policies/procedures for discipline, dress code, attendance
- Work cooperatively with parents to promote students compliance with school policies
- Ensure that faculty are uniformly and consistently implementing disciplinary procedures

Supervision of Non-Academic Programs

The Assistant Principal is expected to:

- Offer school representation at various meetings and functions
- Oversee and/or administer standardized testing

Facilities

The Assistant Principal is responsible for:

- The safety and cleanliness of the facility
- Classrooms that are appropriately outfitted for instruction
- Building security, which includes the issuing of keys to staff and volunteers
- Recommending appropriate maintenance providers to the BOD
- Ensuring that parents, staff, and students, adhere to the established traffic procedures

Ancillary Staff and Non-Academic Duties

The Assistant Principal is responsible for:

- The assignment of non-academic duties approved by the Principal
- Keeping track of the compliance by the staff of the aforesaid duties
- Supervision of part-time, non-academic staff (including health techs and teacher aides)

In addition, the Assistant Principal is expected to acquire an understanding of Educational Law and to stay current on changes in Charter School Law.

Minimum Job Requirements

- Bachelor's Degree in a relevant field, or an equivalent combination of education and experience
- Experience in a supervisory role
- Ability to mediate difficult situations
- Experience working with students in sports or activities
- Knowledge of business practices

- The ability to speak and write clearly

Other Desired Characteristics

- Interest in classical education and education reform
- Previous experience with a diverse student body, including socio-economically disadvantaged students

BUSINESS MANAGER*General*

The Business Manager is accountable to the Assistant Principal while working in support of the Principal and Assistant Principal. They deal with all matters related to operations, specifically (1) city, state and financial based audits, (2) overseeing and ensuring accuracy of budget, (3) obligations in relationship to all signed contracts, (4) benefits and payroll completion.

Audit

- Ensure complete accuracy with the preparation, coordination, execution and reporting of annual financial audit
- Responsible for audit results and remedies
- Responsible for meeting District and State audit reporting timelines

Budget

- Provide Board and Principal with actual costs for budget development
- Budget preparation, analysis and management
- Timely and accurate reporting on Month-End Close and associated report generation and distribution
- Long-term financial planning
- Oversee expenses as authorized by the Principal in accordance with the BOD-approved annual budget
- Oversee and ensure complete accuracy with all account payables and receivables
- Business Manager will be supported by an outside accounting firm

Charter School Law and Funding

- Responsibility for adherence to all charter school law and funding requirements
- Application, acquisition, budgeting, allocation, tracking and management for all bonds, grants, mill levy, and Title Funds
- Timely and accurately reporting to Principal and Board with respect to above--mentioned funding

Contracts and Insurance

- Ensure school meets all federal and state insurance and contractual obligations
- Ensure school complies with all CPS and IL insurance and contractual obligations
- Responsible for vendor interface

Human Resources – Benefits & Payroll

- Responsible for HR benefits acquisition, compliance, management and reporting
- Responsible for timely and accurate payroll management, distribution and reporting
- Supported by Office Manager

Records and Reporting

- Oversee and ensure timely accuracy in the management and maintenance of all school financial records and financial databases
- Timely and accurate reporting with respect to all applicable district, state and federal requirements
- Timely and accurate reporting to Principal and Board of all requested financial information, as well as any

outstanding issues that would affect the financial standing of the school

- Provide special reports, as requested, to the Board on an ad hoc basis

Supervision

- Ensure the proper training, job performance and management of the Office Manager and Facilities Manager (this includes any training/apprentice as designated by the BOD)
- Regular communication and training with Board Treasurer, the Finance Committee, and/or other members interested in understanding the state of the school's finances

SCHOOL COUNSELOR*General*

The School Counselor will be deeply involved in the daily needs of the student body. Serving as the coordinator for enrollment matters, controller of student data and a key enforcer and advocate of school culture, the School Counselor will be a liaison between families, teachers and administration.

Data management

- Compile, process, and maintain school records of students in a manner consistent with administrative, ethical, legal, and regulatory requirements
- Process, maintain, compile, and report student informational
- Develop school schedule for students, classrooms and teachers
- Compile and submit report cards for grades K--8
- Coordinate and submit all required student count reports to the school district
- Proficient management of grade book including staff training and supervision
- Maintain confidentiality surrounding student records and information
- Work with the Principal to evaluate transcripts for new students to determine appropriate and equivalent awarding of credits and grade placement
- Communicate with other schools and school districts to gather and/or provide information regarding programming in an effort to clarify course titles, program structures, grading scales, and scheduling models that affect the awarding of credits
- Maintain electronic school records and physical student files, including report card grades, immunization records, emergency card information, and student demographic information
- Collaborate with school administration to prepare for, organize, and facilitate the new student registration process
- Oversees SIS data

EL administration

- Collect and use Home Language Survey results to oversee administration of EL assessment (to be within 10 days of the student starting school)
- Gather scores and determine the initial level of EL support the student will receive and if a student qualifies for EL services
- Communicate with parent/guardian and notify them the student is eligible for EL services

*Lottery and Enrollment coordination**As point person for all new families to CCA:*

- Receives and returns all communications from new or interested families within 48 hours.
- Guides prospective family visitations to classrooms
- Continually meets with people who are interested in enrolling
- Draws lottery for all grades that are full
- Continually updates student lottery for accuracy
- Saves data for potential audit
- Ensures all classes are as full as possible

Conducts monthly informational meetings about the school

- Prepares and delivers informational presentation
- Ensures correct information regarding CCA to the community
- Ensures correct positive message to the community

Creates and maintains class lists

- Creates class lists and updates as needed
- Processes teacher/admin recommendations for promotion and placement
- Processes approved parent requests for placements

Discipline and School Culture

- Implement and enforce the policies and procedures outlined in the CCA Student Code of Conduct under the guidance of the Assistant Principal
- Identify, monitor, and support the anticipated social, emotional and physical health needs of students

OFFICE MANAGER*General*

The office manager supports the Principal, Assistant Principal, and the Business Manager. They also assist the School Counselor with data management. The Office Manager is in charge of all front office matters while actively supporting in a multitude of back office matters as needed.

Front Office

- Hires all employees and advocates on their behalf
- Responsible for friendly, personable welcome
- Responsible for correct implementation of attendance
- Responsible for correct implementation of student data entry as delegated by the School Counselor
- Oversees alternate funding program to ensure low income family needs are met

HR

Responsible for gathering all paperwork associated with hiring new employees for CCA, as well as maintaining employee files. The Office Manager will support the Business Manager in all other HR-related tasks.

- Interacts with new employees to ensure all relevant paperwork is gathered
- Interacts with new employees to explain and implement CCA's benefits package
- Manages all benefit and insurance needs for employees
- Interacts with Business Manager, insurance brokers, and employees to keep all benefits current
- Works closely with Business Manager on renewing benefits every year
- Works with Business Manager in evaluating several different companies and brokers before the open enrollment period to choose best programs for employees
- Updates and maintains all employee files

SPECIAL EDUCATION TEACHER

The Special Education Teacher will be selected based on alignment to our mission, relevant experiences, level of training, similar pedagogical beliefs, and demonstration of potential to provide excellent instruction. The Special Education Teacher must have high moral character and embrace the virtues of a democratic society, including being current on news, laws and policies related to special education.

The Special Education Teacher works in conjunction with the Principal of the school as the authority in charge of:

- (1) Ensuring the academic integrity of the school by overseeing the appropriateness of modifications and accommodations for students in specialized programming,
- (2) Overseeing the education of students with IEPs, 504 Plans, and any other individualized learning plan,
- (3) Assisting and supervising general education teachers to meet individual students' educational goals for students with IEPs, 504 Plans, and any other individualized learning plan,
- (4) Managing the Special Education department to include the supervision and evaluation of all Special Education Staff.

Ensure the Academic Integrity of the School for Students with Specialized Programming

- Understand the importance of the defined curriculum
- Ensure that modifications and accommodations are consistent with the school mission and philosophy
- Oversee the implementation of modifications and accommodations
- Plan for the academic and professional growth of Special Education staff
- Stress the importance of continued student progress both academically and behaviorally
- Demonstrate mastery as a teacher to students
- Oversee the transition plans for students to access their next step beyond CCA
- Develop the intellect of each student to the utmost of his ability
- Develop the personal character of every student

Oversee Mandated Educational Processes

To ensure the proper services and supports for students who need supplemental programming, as well as ensuring that the school is in compliance with state and federal laws, the Special Education Teacher is expected to coordinate with the district and oversee implementation on:

- Special Education support and services
- Section 504 Plans
- Individualized Education Plans
- Child Find

Assist General Education Teachers

To ensure the proper services and supports for students who need supplemental programming, the Special Education Teacher is expected to:

- Educate school faculty and staff regarding students with disabilities
- Disseminate information regarding IDEA (Individuals with Disabilities Education Act) and any changes or updates to these laws
- Collaborate with teachers to maintain consistent communication regarding student needs
- Oversee the effectiveness of modifications and accommodations
- Be the primary correspondent with families of students receiving specialized programming

Management of Special Education Department

The management of Special Education is to include the following to ensure appropriate direction to supplemental teaching staff and ensure progress for CCA students:

- Direct supervision of Special Education staff
- Collaborative work with the Principal to recruit and hire the best paraprofessionals, special education aides, etc. for positions that will meet the individual needs of students, any 504's and IEP's
- Coordinate and work under the authority of the district (CPS) Office of Diverse Learner Supports and Services to ensure all federal and state laws around diverse learners are followed and adhered to
- Definition and coordination of contracts for itinerant services (e.g., psychologist, speech therapist, occupational therapist, etc.) with the Board and CPS

SPECIAL EDUCATION AIDE

The Special Education Aide will be selected based on alignment to our mission, relevant experiences, level of training, similar pedagogical beliefs, and demonstration of potential to provide excellent instruction. The Special Education Aide must have high moral character and embrace the virtues of a democratic society. The Special Education Aide works in conjunction with the Special Education Teacher of the school in:

- (1) Ensuring the academic integrity of the school by overseeing the appropriateness of modifications and accommodations for students in specialized programming,
- (2) Ensuring the education of students with IEPs, 504 Plans, and any other individualized learning plan
- (3) Assisting and supervising general education teachers to meet individual students' educational goals for students with IEPs, 504 Plans, and other individualized learning plan

Ensure the Academic Integrity of the School for Students with Specialized Programming

- Understand the importance of the defined curriculum
- Ensure that modifications and accommodations are consistent with the school mission and philosophy
- Implementation of modifications and accommodations
- Stress the importance of continued student progress both academically and behaviorally
- Demonstrate mastery as a teacher to students
- Develop the intellect of each student to the utmost of his ability
- Develop the personal character of every student

Assist in Educational Processes

To ensure the proper services and supports for students who need supplemental programming, as well as ensuring that the school is in compliance with state and federal laws, the Special Education Aide is expected to execute the following for students that are on their caseload:

- Special Education support and services
- Section 504 Plans
- Individualized Education Plans

Assist General Education Teachers

To ensure the proper services and supports for students who need supplemental programming, the Special Education Aide is expected to:

- Help to familiarize school faculty and staff regarding students with disabilities
- Be informed regarding IDEA (Individuals with Disabilities Education Act) and any changes or updates to these laws
- Collaborate with teachers to maintain consistent communication regarding student needs
- Observe and provide feedback on the effectiveness of modifications and accommodations
- Collaborate with Special Education Teacher and General Education Teachers in communicating with families of students receiving specialized programming

Member of Special Education Department

As a member of the Special Education Department the following ensures appropriate direction to supplemental teaching staff and ensure progress for CCA students:

- Work under the authority of the Special Education Teacher and of the district (CPS) Office of Diverse Learner Supports and Services

TEACHER*General*

Teachers are responsible for the education of their students. As examples to their students, teachers are expected to demonstrate high moral character and embrace the virtues of a democratic society. Teachers are accountable to the Principal. They are employed at will, and operate as professionals within the guidelines established by the School Charter and the BOD. These guidelines provide that instruction be consistent with the Core Knowledge Sequence.

Teachers are accountable in the following areas:

Adherence to CCA Mission and Philosophy

The teacher is expected to:

- Understand and adhere to the principles of classical education
- Apply the principles of grammar, logic, and rhetoric at the appropriate level of teaching
- Develop the intellect of each student to the utmost of their ability
- Develop the personal character of every student
- Be highly-qualified in their discipline
- Have a breadth of understanding across the curriculum

Command of the English language

- Ability to speak and write well
- Ability to correct students in writing and in speaking

Teaching Abilities

- Ability to convey knowledge to young people
- Willingness to meet each child's academic needs
- Commitment to high academic standards
- Unrelenting desire to improve students' work
- Ability to engage all students in the discussion
- Ability to plan and implement for differentiation

Maintenance of Classroom Decorum

In order to maintain a classroom conducive to learning teachers must:

- Enforce the dress code
- Require students to speak in turn
- Prevent any student from disrupting the learning by using the established disciplinary procedures
- Require students to be respectful to their teachers
- Insist that students are attentive and participatory
- Instruct students in the Core Virtues and Six Pillars of Character and ensure that they follow them
- Require each student to do unto others as he would be done by
- Tolerate no cruelty among students
- Be sensitive to problems as they are developing and intervene immediately

Overall Attitude

- Loyalty to the school and its mission
- Willingness to take direction from the administration
- Collegiality
- Punctuality and attendance
- Initiative and effort
- Professionalism in behavior and appearance
- Attendance to other assigned duties

Minimum Job Requirements

- Bachelor's degree in a relevant field
- Demonstrated mastery in an academic discipline (upper school and specialists)
- Ability and willingness to teach a range of subjects (elementary)
- Ability and willingness to teach the Core Knowledge Sequence with integrity
- Willingness to teach moral character
- Ability to speak and write clearly and effectively
- Conviction in the values of a rigorous liberal arts education
- Ability to maintain an orderly classroom

Other Desired Characteristics

- Previous teaching experience or experience working with young people
- A liberal arts education
- Experience with the Core Knowledge Sequence or higher liberal arts teaching
- Experience in or knowledge of charter or independent schools
- Experience in urban education
- Experience working with students from diverse backgrounds, especially those that are socio-economically disadvantaged

To be considered for the lead teacher position, candidates must have experience in a classical setting, be familiar with the Core Knowledge sequence, and have a minimum of 4 years teaching experience.

TEACHER'S AIDE*General*

A Teacher's Aide supports the educational program in the classroom. They may teach the students at the direction of the General Education Teacher or Principal, and report to the school's Assistant Principal. All teachers' aides are expected to:

- Support and supplement the educational program in the classroom
- Work under the General Education Teacher's direction
- Research and gather resources and materials needed for lessons
- Teach the virtues necessary to live in a democratic society in an appropriate and sanctioned manner
- Contribute to the moral and intellectual environment of the school
- Work effectively with faculty and other staff as a team to improve the student's' education
- Be flexible and adaptable to best support multiple teachers, students and classrooms

Minimum Job Requirements

- High School Diploma or equivalent
- Demonstrated competence in reading, writing, and math
- Experience working on a team

Desired Job Characteristics

- Bachelor's degree
- Experience working with young people

FACILITIES MANAGER

The Facilities Manager will maintain the building and oversee the upkeep of any equipment and supplies. This entails daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and raising any safety concerns.

Specific duties include:

Organize and administer a comprehensive program of maintenance and custodial services

Provide and maintain in an efficient and economical manner the facilities, equipment, and furnishings of the school, so that

All students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

Assist with student drop-off and pick-up

Develop a trusted relationship with community and families

Assist with furniture set-up and break-down

Assist at school functions in various capacities

Inform the (boss) of facility needs

Minimum job requirements:

- High school diploma or GED
- Previous experience of at least 3 years managing a facility of similar capacity
- Strong communications skills and great attention to detail
- Previous experience working in a school is a plus