**DESTINY STREAM ACADEMY FOR GIRLS CHARTER SCHOOL**

**ROLES OF SCHOOL PERSONNEL**

***Principal* –** The principal oversees the daily operations of the school building, primarily in charge of overseeing the [students](https://www.thoughtco.com/personality-types-of-students-3194677) and faculty/staff in the building. They are also responsible for building community relationships within their area. The principal is often responsible for [interviewing](https://www.thoughtco.com/what-teacher-candidates-can-expect-in-a-teacher-interview-3194689) prospective candidates for job openings within their building as well as making recommendations to the Board for hiring a new teacher.

***Teacher*** – [Teachers](https://www.thoughtco.com/is-teaching-the-right-profession-for-you-3194693) are responsible for providing the students they serve with direct instruction in the area of content in which they specialize. The teacher is expected to use the PITSCO, News ELA, and Guided Reading curriculum to meet state objectives within that content area. The teacher is responsible for building relationships with parents of female scholars which they serve.

***Counselor* –** A counselor’s job is often multifaceted. A [counselor](https://www.thoughtco.com/what-is-a-guidance-counselor-7862) provides counseling services for students who may struggle academically, have a rough home life, may have gone through a difficult situation, etc. A counselor also provides academic counseling setting student schedules, getting students scholarships, preparing them for life after high school, etc. In some cases, a counselor may also serve as the testing coordinator for their school.

***Special Education*** – A [special education teacher](https://www.thoughtco.com/special-education-well-suited-3110963) is responsible for providing the students they serve with direct instruction in the area of content with which the student has an identified learning disability. The special education teacher is responsible for writing, reviewing, and implementing all [Individual Education Plans](https://www.thoughtco.com/writing-an-iep-3110289) (IEP) for students served. They also are responsible for scheduling meetings for IEP’s.

***Speech Therapist*** – A speech therapist is responsible for identifying students who need [speech related services](https://www.thoughtco.com/speech-and-language-disorders-3110275). They are also responsible for providing the specific services needed to those students identified. Finally, they are responsible for writing, reviewing, and implementing all speech related IEP’s.

***Occupational Therapist*** – An occupational therapist is responsible for identifying students who need occupational therapy related services. They are also responsible for providing the specific services needed to those students identified.

***Physical Therapist*** - A physical therapist is responsible for identifying students who need physical therapy related services. They are also responsible for providing the specific services needed to those students identified.

***Office Manager/Clerk***– Often knows the day-to-day operations of a school as well as anyone. They are also the person who communicates most often with parents. Their job includes answering phones, mailing letters, organizing files, and a host of other duties. A good office manager screens for the school administrator and makes their job easier.

***Business Manager* –** The business manager has one of the most difficult jobs in the entire school. The business manager is not only in charge of school payroll and billing, but a host of other financial responsibilities. The business manager has to be able to account for every cent a school has spent and received. A business manager must be organized and must stay current with all laws dealing with school finance.

***Lunchroom manager/School Nutritionist***– A school nutritionist is responsible for creating a menu that meets state nutrition standards for all meals served at school. They are also responsible for ordering the food that will be served. They also collect and keep up with all monies taken in and spent by the nutrition program. A school nutritionist is also responsible for keeping track of which students are eating and for which students qualify for free/reduced lunches.

***Teacher‘s Aide*** – A teacher’s aide assist a classroom teacher in a variety of areas that can include making copies, grading papers, working with [small groups of students](https://www.thoughtco.com/an-investment-in-small-group-instruction-will-pay-off-3194743), contacting parents, and a variety of other tasks.

***Maintenance*** – Maintenance is responsible for keeping all the physical operations of a school running. If something is broke, then maintenance is responsible for repairing it. These may include electrical and lighting, air and heating, and mechanical issues.