



## Executive Director

The Executive Director (ED) of the HOPE Network of Schools is responsible for developing and implementing major strategic policies and procedures as well as but not limited to: strategic plan refinement and implementation; overall facility management; growth and development of the; fiscal and budget oversight; professional development, fundraising; and academic performance testing, measurement, analysis and improvement. The ED reports to the Board and operates the school according to the mandates of ISBE, CPS, the by-laws, the Board Policy Manual, and the policies instituted by the Board.

### Responsibilities

- Serve as an ex-officio member of the Board.
- Serve on committees and complete tasks as assigned.
- Submit a written report at every regularly scheduled meeting of the Board on the status of the school, its achievements, problems and needs.
- Work with the Board in implementing and updating the school's mission and vision.
- Act as a liaison between the Board, and the faculty and staff.
- Work in partnership with the Principal to identify support systems needed to achieve student success

### Financial

- Responsible for budget formulation and control.
- Responsible for development and growth in the Network , i.e. fundraising, planning, partnerships

### Academic

- Assist in the implementation best practices from the field into instruction, PBL, SEL, and school culture
- Provide assistance to the Principal as needed in recruiting all high performing educators and support staff
- Oversee all K-8 faculty development activities.
- Oversee academic testing and measurement, analyze testing results, and develop specific plans for academic improvement.

### Administrative

- Supervise school administrative personnel, ensuring that standard office procedures are followed.
- Recommend school administrative personnel for hiring.

### Property

- Oversee the operations of the physical building

### General

- Review, recommend changes to, and document, all school policies and procedures.
- Ensure that proper records are kept.
- Maintain good communication with the various constituencies of the school.
- Coordinate public relations and development activities.
- Be responsible for the academic leadership of the school.
- Seek strategic partnerships which increase the capacity of the school to exceed its' academic and SEL goals
- Carry out other duties assigned by the Board.

### Qualifications:

- Master's or PhD degree preferred in Education or STEM field
- IL Type 75 Certification - REQUIRED
- 5 (+) years of successful nonprofit management experience
- Research experience and knowledge of data collection, analysis and dissemination
- Strong connections to community
- Strong demonstration of leadership within the community and field of study

*\* Salary determined by Board of Directors- 3 year contract*



# PRINCIPAL

## Summary

### Job Description

The Principal is responsible for the day-to-day operations of the school, including but not limited to: recruitment and hiring of teachers, support staff and professionals, faculty review; student admissions, and the Parent Advisory Committee. The Principal reports to the Chief Executive Officer and operates the school according to the mandates of ISBE, CPS, the by-laws, the Board Policy Manual, and the policies instituted by the Board. The Principal is expected to develop and maintain healthy relationships with faculty, students, alumni and school families and is responsible for maintaining the school culture.

### Responsibilities

- Oversee student recruitment and enrollment activities and procedures
- Oversee student testing, assessment, report cards, promotion and graduation based on policies
- Submit a written report at every regular scheduled meeting of the Board on the status of the school, their respective achievements, problems and needs.
- Serve on committees and complete assignments as assigned.
- Oversee day-to-day school operations in partnership with the Director of Operations
- Oversee new teacher orientation and mentoring.
- Recruit all elementary and middle school faculty, with assistance from the Executive Director.
- Monitor, review and supervise all elementary and middle school faculty.
- Determine and administer discipline in collaboration with the Director of Student Support Services
- Responsible for faculty development, and curriculum development and implementation
- Serve as liaison with the Parent Advisory Board and various community groups

### General

- Maintain good communication with the various constituencies of the school.
- Ensure that the school environment is conducive to growth and learning.
- Develop the annual school calendar.
- Carry out other duties assigned by the Board.

### Qualifications:

- Master's Required, EdD or PhD in Education preferred
- IL Type 75 Certification - REQUIRED
- 5 (+) years as a school principal in Chicago Public School /public school district
- Faculty development and training experience
- Experience with parent advocacy groups, i.e. LSC, parent advisory boards, etc.
- Extensive experience in high risk communities
- Existing partnerships and connections with local faith and community based organizations

*\* Salary determined by Board of Directors- 3 year contract*



## **Business Manager**

### **Job Description**

#### **Summary**

The Business Manager (BM) will coordinate all records, payroll, and accounts payable. The BM will work under the Executive Director and assist in overseeing the school finances including timesheets, resource allocation, budget oversight, fiscal reporting, data gathering, and financial strategic planning. The BM will report directly to the Executive Director but will be expected to interface and work closely with the Finance Committee of the Board.

#### **Responsibilities**

##### **Finance**

- Provide fiscal management and reporting. Oversee and monitor internal controls.
- Provide monthly reports to the finance committee of the board and principal.
- Meet regularly with the principal and finance committee of the board to review the school's financial position and make timely fiscal decisions.
- Serve as the staff liaison to the finance committee of the board.
- Maintain the school's bookkeeping records according to GAAP and the policies of CPS, ISBE and HNS.
- Manage financial and compliance audits.
- Prepare reports for CPS, ISBE, foundations, donors and other government funding sources.
- Prepare annual budgets for presentation to the principal, finance committee of the board and the board of directors.
- Develop school-wide purchasing and other finance related policies and procedures.
- Negotiate external contracts in partnership with the Executive Director
- Maintain relationships with third party vendors.
- Select, implement and manage computerized accounting program.
- Manage contracts and procurement.
- Provide monthly reports to the Executive Director and board of directors for fiscal planning, management and oversight.

##### **Human Resources**

- Establish human resource functions for the organization.
- Develop school-wide policies and procedures for human resources.
- Manage payroll, benefits and human resources reporting.
- Maintain personnel files.
- Operations and Facilities
- Manage facility and coordinate lease agreements.
- Develop school-wide policies and procedures as necessary for health and life safety and other operational needs.
- Select, implement and manage computerized student recordkeeping program.
- Develop a technology plan and manage E-Rate funding.

##### **Compliance**

- Oversee compliance.
- Manage and maintain student records and serve as the school's student records custodian.
- Manage the new student enrollment process and conduct the school's lottery.
- Create and maintain school-wide policies and procedures.
- Ensure adherence to conflict of interest policies

## **Business Manager**

### **Job Description - Cont'd**

- Serve as the school liaison with Chicago Public Schools (CPS) and Illinois State Board of Education (ISBE) regarding areas of administration, finance and compliance.
- Prepare all reports required by CPS and ISBE.
- Provide timely reports to the Executive Director, Principal and Board of Directors related to operations and compliance.

#### **Qualifications:**

- MBA preferred, Bachelor's degree required
- Prior experience in a school start-up REQUIRED
- Knowledge of and experience with bookkeeping, financial reporting, GAAP, audits, budgeting and cash flow management
- Prior experience in compliance preferred
- Prior experience in a CPS or contract school REQUIRED



## **Lead Teacher /Case Manager**

### ***Student Centered and Interdisciplinary Learning and Assessment***

#### **Job Description**

##### **Summary:**

The Lead Teacher/Case Manager - Student Centered and Interdisciplinary and Assessment will play a critical role in the implementation of the STEAM model. Interdisciplinary learning leverages technology to create a learning environment where students have daily opportunities for individualized learning and teachers have the resources and time to differentiate small group instruction in a classroom.

The Lead Teacher - Student Centered and Interdisciplinary and Assessment will work directly with teachers to support model initiatives of the school and periodically work directly with students in large groups, small groups, and individually. He/she will support a highly motivating, engaging, and effective individualized learning environment in order to maximize student achievement. The Lead Teacher will provide Level I tech support, participate in data analysis, software and hardware procurement. The Lead Teacher will be supervised by the Principal. The Lead Teacher will also supervise the management of all student services for diverse learners.

##### **Responsibilities:**

- Provide Level I tech support (trouble-shooting issues with online content, device hardware, minor network connectivity issues). Funnel, organize and document all support requests from teachers to contribute to learning.
- Supervise and support students working with online content relative to STEAM
- Collaborate with and support teachers to provide effective, targeted instruction to students.
- Coach teachers and students and support student growth through a combination of large group, small group, and individual support.
- Support teachers in designing engaging STEAM lessons that fully integrate effective utilization of technology.
- Access and review student learning data contained in software and in data dashboards; highlight trends and recommendations for teachers.
- Software and hardware analysis, testing, pilots and procurement.

##### **Qualifications**

- Bachelor's Degree in Education with IL State Board Licensure
- Passion for the vision, mission, and goals of the school
- Appropriate professional qualifications
- Successful experience working with students preferred
- Excellent relationship building skills with students and colleagues
- Excellent critical thinking, communication, and organizational skills
- Proficient with using various forms of classroom technology and ability to learn how to use new software (no programming skills required)

Salary commensurate with experience



## **TEACHER**

### **Job Description**

#### **Summary:**

The teacher plans and delivers in-person instruction for one or two priority subjects. Likely subject pairs include math/science and language arts/social studies. The teacher will spend most of the school day teaching or planning instruction, leaving other subjects, homeroom, most administrative work, and transitions to other staff members. The teacher is responsible for planning, preparing, and delivering instruction, and monitoring student progress to determine instructional needs. The teacher reviews student progress and changes instruction to ensure high-progress learning for every child. Team leader variation combines this role with multi-classroom leadership, and includes authority to choose and manage team members and digital instruction resources. Teachers will be highly efficient in PBL and the development of 21st Century Learning Skills.

#### **Responsibilities**

##### **Planning and Preparation**

- Set high expectations of achievement that are ambitious and measurable for students using PBL
- Use Ubd method to align all lessons, activities, and assessments in designated subject(s)
- Design in-person instruction that is enriched (developing higher-order thinking skills) and personalized (reflecting learning levels and interests of individual students)
- Design assessments that accurately assess student progress

##### **Classroom Environment**

- Hold students accountable for high expectations of behavior and engagement that are ambitious and measurable
- Create physical classroom environments conducive to collaborative and individual learning in STEAM
- Establish a culture of respect, enthusiasm, and rapport

##### **Instruction**

- Hold students accountable for ambitious, measurable standards of academic achievement
- Identify and address individual students' social, emotional, and behavioral learning needs and barriers
- Identify and address individual students' development of organizational and time-management skills
- Invest students in their learning using a variety of influence techniques
- Incorporate questioning and discussion in student learning
- Incorporate small-group and individual instruction to personalize and tailor instruction to individual needs
- Monitor and analyze student assessment data to inform enriched instruction
- Communicate with students and keep them informed of their progress

##### **Professional Responsibilities**

- Solicit and eagerly receive feedback from supervisor and team members to improve professional skills
- Maintain regular communication with families, and work collaboratively with them to design learning both at home and at school, and to encourage a home life conducive to learning

## **Teacher**

### **Job Description Continued**

- Collaborate with other teachers and staff responsible for the same students' learning and development
- Participate in professional development opportunities at school

### **Qualifications**

- Knowledge of subject matter being taught
- Bachelor's degree
- Valid IL State Board Licensure K-8
- Prior evidence of high-progress student outcomes in the relevant subjects (in the top 25% compared to other teachers in a state or on national tests), or, at entry level, evidence of superior prior academic achievements in relevant subjects, and organizing and influence skills indicating very high potential to perform at this level. Entry-level teacher works under close supervision of a high-progress lead teacher in same subjects until similar student gains have been demonstrated

\* Salary determined by Board of Directors- 3 year contract



## **Director of School Operations**

### **Job Description**

#### **Summary:**

The Director of School Operations provides oversight and supervision for the care, maintenance, and security of the school facilities to ensure a high level of operational precision of all systems of the building and school grounds for optimal cleanliness, order and safety to support student productivity, success and a climate of calm.

#### **Responsibilities:**

- Collaborate with Business Manager (BM) to prepare the school campus for start-up/new school year by ordering furniture, equipment, supplies, student food services and campus maintenance contracts
- Supervise the Building Engineer and custodial staff for high maintenance of building facilities and school grounds
- Supervise School Security Team for maximum schoolwide safety and implementation of School Safety Plan inclusive of disaster preparation, public safety, and student health
- Manage schoolwide scheduling, special events, school trips and transportation
- Collaborate with Food Services for meal planning and student service
- Manage and oversee school's food service providers and deliveries
- Collaborate with BM to ensure building, inclusive of school offices, classrooms and ancillary areas are equipped and fully functional
- Assist School Principal with student management and support as needed
- Provide oversight and supervision of schools Information Technician to maintain school infrastructure and a high performing wireless connectivity for schoolwide instruction and communication
- Manage school inter-conferencing system for classrooms and adjunct building areas
- Maintain building compliancy with Board of Health regulatory mandates for public building codes
- Actively serve on the school's leadership team

#### **Qualifications:**

- Master's Preferred
- IL Type 75 Certification – Required
- 5 (+) years Administrative School Leadership in a Public School District
- 5 (+) years Supervision and Staff Development and Training experience
- Certified Food Service Manager for The City of Chicago and State of Illinois
- 5 (+) Experience Supervising and Managing School Operations and Food Service
- Demonstrated passion for and commitment to the *"Wholeness of Children First."*

*\*Salary determined by Board of Directors – 3 year contract*





## **Director of Student Support Services Job Description**

### **Summary:**

The Director of Student Support Services Oversees school wide student supplemental support and enrichment programs for individual students and/or student groups in response to referrals from school staff, parents, guardians, and strives to provide a network of wrap around support services while working cooperatively with the instructional, counseling and leadership staff to solidify the well-being of the whole student as an integral member of The HOPE Network of Schools Family.

### **Responsibilities:**

- Provides leadership in developing comprehensive program plans as well as implementing and evaluating the planned programs .
- Determines program needs and allocates resources of staff and materials
- Shares information about programs with various stakeholders
- Serves as a liaison between the school and outside agencies
- Shares information with staff regarding support programs
- Consults with Administration and staff relative to student issues and special needs
- Coordinates and conducts professional development activities for staff working with students on various levels
- Make presentations during staff development and training to clarify goals and progress of the program
- Collaborates with Administrative Leadership on behalf of special student needs
- Ensures that student support services are appropriate and aligned with evaluative dictates
- Maintains open communication with all vested partners while ensuring student confidentiality at the highest level
- Keeps school Administration Leadership apprised and informed of situational hazards.

### **Qualifications:**

- Master's Required
- IL Type 73 Certification – Required
- Five (+) years as Administrator in a Chicago Public School District
- Clinical Supervision and Training experience
- Experience with individual and group Leadership

\*Salary determined by Board of Directors – 3 year contract