



"Educating Her to Succeed so She Can Lead"

Chicago Public Schools 2018 Request for Proposal to Establish New Contract School The Hope Network of Schools

2.9 School Staffing Model

Total	Job Title	Responsibilities	Year Start	Term
1	Executive Director	Assists the HOPE Principal in providing overall leadership, direction and identifying and selecting staff and building high performing team for student enrichment and academic performance; coordinates resource development; oversees staff professional development, fiscal management with the Chief Financial Officer (CFO), School Operations and Facilities	YR 1	3 years with an option to renew after Board Performance Review
1	Principal	Coordinates and manages all operations of the of the school; implements the school Mission and Vision and provides the guidelines for administrative, staff and student behavior; provides instructional leadership; manages staff recruitment and selection, program development, professional development, budgetary and fiscal management; collaborates with CEO for budgetary and fiscal management and the development of parental and community partnerships	YR 1	3 years with an option to renew after Board Performance Review
1	Business Manager	Collaborates with Executive Director and School Principal to develop and maintain a cost effective system of internal controls to safeguard assets and minimize expenses; manages all accounts payable and receivables; develops and interprets financial information and identifies opportunities for cost reductions; Coordinates Human Resources related activities and funding	YR 1	3 years with an option to renew after Board Performance Review
1	Director of School Operations (DSO)	Ensure maximum Facility operations throughout the building are coordinated with succinct daily precision conducive to high student productivity and success	YR 1	3 years with an option to renew after Board Performance Review
1	Director of Student Support Services	Ensure that all students receive individualized and group support services students as needed for preventive, intervention, and developmental	YR 1	3 years with an option to renew after Board Performance

		progression		Review
1	Counselor	Ensure the academic achievement, personal and social development and career development of all students	YR 1	1 year renewable
3	1 – Senior Outreach Specialist 2- Part-time Outreach Specialist	Safeguard the success of students with socio-emotional programming, tracking high risk students, with attendance, parental engagement and support services.	YR 1	1 year renewable
1	Part-time Nurse	Provide nursing care and physical screening to students; assess students and implement first aid measures for students as needed.	YR 1	1 year renewable
1	Lead Teacher And Test Coordinator	Serve as Instructional liaison across the curriculum to ensure that instructional best practices are utilized and implemented in daily planning and instructional delivery	YR 1	1 year renewable
1	Steam-Agricultural Coordinator	Collaborate with Lead Teacher to Coordinate Steam Instruction, Programming, Activities and Development of student Agriculture programs for practical application of growing, harvesting and eating healthy foods	YR 1	1 year renewable
1 3 18	Case Manager Specialized Services Instructors Specialized Services Instructors: 8- K-3 2 -English 2- Mathematics 2 -Social Science 2-Science 1-Foreign Language-Span 1-Health and Physical Ed	Manages confidential records and provides schoolwide oversight and support for students who require specialized services in environment defined by student's Individualized Education Plan (IEP) Provides direct classroom support to teachers with students requiring instructional support in 'least restrictive environment Provides instruction; manages classrooms; keeps accurate records of student evaluations, attendance and overall performance; develops curriculum materials to provide individual and group instruction; assess students' academic and behavioral objectives and develops and maintains an environment conducive learning; communicates regularly with parent/guardians relative to student progress	YR 1 YR 2 (1) YR3 (4)	1 year renewable

8	Para Professionals Instructional /schoolwide Support	Provide schoolwide and instructional classroom support to students under the direction of teachers and administrative scheduling	YR 1 (4) YR 3 (4)	1 year renewable
4	Facilities: 1-Building Engineer 3- Maintenance/Custodial	Ensure that facility, building is clean and safe and that all equipment is maintained in excellent operational condition for student instruction and well being	YR 1	1 year renewable
1	Information Technology IT	Maintain the school's infrastructure and network to support schoolwide technology use in student instruction, Administrative and office management and communication via the internet	YR 1	1 year renewable
4	Food Services 1- Nutritionist/Chef 2-Cooks 1-Porter	Plan and provide students with nutritious healthy meals served with care and pride under the supervision of a certified Chef/Nutritionist	YR 1	1 year renewable
6	School Security 2-Full Time Security 4-Part Time CPD	Works with staff and students to ensure a safe environment and a culture of calm	YR 1	1 year renewable
4	School Office 1-Administrative Assistant 2-School Office Personnel 1-School Registrar	Serves as the liaison between the public at large and the school; field and direct calls and messages for Administration and school staff; maintain confidentiality in an environment of professionalism; service parents and students as needed	YR 1	1 year renewable
1 6	Contractual Services: Resource Developer Professional Development STEAM	Provide Professional Development across the curriculum to support student instruction; teacher effectiveness, efficiency for the STEAM curriculum	YR 1	1 year renewable