

# Appendix 6.1

## Sample Job Descriptions

The following job descriptions outline the possible key positions at the school, including their qualifications and responsibilities. Job descriptions will be revised as necessary to reflect the needs of the school, and may be changed as we develop our Board. Some jobs will be shared and/or split during the growth years. College counseling will take place in the Advisory period (see petition, Element A for description). All certificated staff may serve as advisors.

- Executive Director
- Principal
- Community Liaison
- Teacher
- Learning Coach
- Office Manager

Title	Ideal Qualifications	Duties
Executive Director	<ul style="list-style-type: none"><li>● Strong commitment to the mission and vision of the school</li><li>● Experience or significant training in education, strategic planning, staff development, board relations, operations and financial management.</li><li>● Motivational and energetic leader who is committed to excellence</li><li>● Solutions-oriented strategic thinker who has overcome complex organizational challenges</li><li>● Unwavering in pursuit of excellence even in the</li></ul>	<p>Works with the Board of Directors to ensure strategic policies align with the mission and vision of the school.</p> <p>Hires and supervises the Principal. Is the main liaison between the school and the greater community, regarding policy, fundraising, community relations.</p> <p>Acts as liaison between the school and the authorizer.</p> <p>Recommends staffing levels and budgetary priorities to the Board of Directors, and works with the Principal to ensure the budget is aligned with mission and vision.</p>

	<p>face of difficult opposition and challenges</p> <ul style="list-style-type: none"> <li>● Teaching experience in with marked and measurable success</li> <li>● Fundraising experience with a history of cultivating and securing financial support from individuals, foundations, and/or corporations</li> <li>● Experienced public speaker</li> <li>● Well-developed technical and persuasive writer</li> </ul>	<p>Serves as community liaison (see below) while school is growing to full capacity.</p> <p>Works to build the capacity of the Ipsy Schools non-profit, and to see the model replicated in other schools, districts and settings.</p> <p>Performs other tasks as assigned by the Board of Directors.</p>
Principal	<ul style="list-style-type: none"> <li>● Strong commitment to the mission and vision of the school</li> <li>● Motivational and energetic leader who is committed to excellence</li> <li>● Results-driven educational leader with a commitment to standards-based curriculum and the use of data and assessments to drive instructional decisions</li> <li>● Solutions-oriented strategic thinker who has overcome complex organizational challenges</li> <li>● Experience or significant training in operations</li> <li>● Unwavering in pursuit of excellence even in the face of difficult opposition and challenges</li> <li>● Teaching experience with marked success and quantifiable student performance gains</li> <li>● Proven ability to work collaboratively with a</li> </ul>	<p>Works with the Executive Director to ensure the mission, vision, and strategic direction of the school's academic program.</p> <p>Creates, monitors, and sustains a school culture of academic rigor through clear expectations of students, families, faculty and staff. Recruits, interviews, selects, evaluates, and supports outstanding instructional staff. Supports the professional development and growth of faculty.</p> <p>Creates, monitors, and sustains a disciplined culture of high academic and behavioral standards</p> <p>Develop school systems and structures that will maximize student learning, including data analysis and data-based decision making.</p> <p>Assists in student recruitment and family outreach</p> <p>Monitors all aspects of SPED and 504 compliance, support and</p>

	<p>diverse team of teachers</p> <ul style="list-style-type: none"> <li>● Analytical problem-solver and solutions-oriented strategic thinker who overcomes difficult organizational challenges</li> <li>● Three to five years of educational leadership experience is preferred</li> <li>● CA Administrative Credential emphasis preferred</li> </ul>	<p>services.</p> <p>Monitors all aspects of CELDT testing and EL reclassification process.</p> <p>Manages school accountability processes including state and national testing, LCAP, WASC accreditation and UC a-g approvals.</p> <p>Mediates and manage school-related conflicts</p> <p>Set and monitor the teaching schedule for the core faculty</p> <p>Proposes and monitors the yearly and budget and day-to-day operations of the school. Reports regularly to the Executive Director.</p> <p>Performs other tasks as assigned by the Executive Director</p>
<p>Community Liaison</p>	<ul style="list-style-type: none"> <li>● Strong commitment to the mission and vision of the school</li> <li>● Proven ability to work collaboratively with a diverse group of stakeholders</li> <li>● Strong communication skills - reading, writing, speaking, listening</li> <li>● Ability to understand audience and make adjustments in agendas as the situation warrants</li> <li>● Ability to set priorities and manage a wide variety of tasks</li> <li>● Proficient fluency in Spanish and English</li> </ul>	<p>Works with the principal to set goals for making community relationships for the purposes of:</p> <ul style="list-style-type: none"> <li>● Connecting with core teacher groups to create contexts for project-based learning,</li> <li>● Establishing and monitoring progress of students in community internships,</li> <li>● Consolidating services when possible to support the whole family and whole child.</li> </ul> <p>Works with the principal to plan and facilitate Parent Advisory Board, ELAC and other community meetings and events. Works to reach out to the community to ensure attendance and representation on all Ipso committees.</p>

<p>Teacher</p>	<ul style="list-style-type: none"> <li>● Strong commitment to the mission and vision of the school</li> <li>● Experience and evidence of work to ensure the achievement of all students.</li> <li>● Ability to analyze data from multiple forms of assessment.</li> <li>● Experience and ability to work collaboratively to solve problems and create new ideas.</li> <li>● Experience in a project-based learning environment preferred.</li> <li>● Experience using technology to engage and inspire learning.</li> <li>● Experience in competency-based grading and blended instruction preferred.</li> <li>● CA Teaching Credential and CLAD or BCLAD certification.</li> </ul>	<p>Works closely with the principal and core team to analyze student data and to develop and implement strategies for all students to reach success.</p> <p>Plans and delivers integrated, project-based learning opportunities in close collaboration with core team.</p> <p>Utilizes tools and technology to report progress in a competency-based assessment system and to develop student personal playlists.</p> <p>Actively participates in weekly collaboration time with colleagues to assess progress of students, to create intervention plans when necessary, and to develop opportunities for all students to achieve their learning goals.</p> <p>Communicates and maintains strong relationships with students, families and colleagues.</p> <p>Maintains a culture of high achievement and growth mindset in the classroom.</p>
<p>Learning Coach</p>	<ul style="list-style-type: none"> <li>● Background or training in working with adolescents and teenagers.</li> <li>● Social emotional learning competence including training (may be provided upon hire).</li> <li>● Basic understanding of data analysis.</li> <li>● Ability to work in a team, including with parents.</li> <li>● Problem-solving and self-directed.</li> </ul>	<p>Helps students track priorities through the learning management system and communication with core teachers, advisors, and others.</p> <p>Supports students in making progress in their personal playlists through social emotional coaching.</p> <p>Communicates with teachers about student progress, engagement, and understanding.</p> <p>Basic troubleshooting for computers</p>

	<ul style="list-style-type: none"> <li>● Experience using education technology applications and/or a familiarity with computers</li> </ul>	and software.
Office Manager	<ul style="list-style-type: none"> <li>● Strong organizational skills.</li> <li>● Able to prioritize and manage a large number of responsibilities and projects.</li> <li>● Strong written and oral skills.</li> <li>● Ability to work independently and within a team.</li> <li>● Proficient in technology and willing to learn independently.</li> <li>● Ability to work with adults and community members.</li> <li>● Spanish and English speaker.</li> </ul>	Manages the main school office including reporting attendance; overseeing purchases; keeping books, managing schedules for the principal; reporting payroll; primary contact for students and parents.