

SECTION A: ADMINISTRATIVE DUTIES

1. DUTIES OF GOVERNANCE BOARD

The Governance Board shall serve as the primary governing unit of the school. Its purpose is to ensure that the educational needs of the students are met in keeping with the mission and goals of the school. The Governance Board sets policy and guidelines for the day-to-day administration of the school. It employs the Head of School, and all faculty members. The Governance Board adopts a budget that provides the management of all funds from State Aid. Through its not-for-profit corporation, Families For Excellence In Education, (Corporation), (hereinafter FEE) it also manages all funds that come to the corporation through grants and donations. The Governance Board is the final arbiter of all disputes and grievances presented by students, faculty, administrative personnel, and parents. Governance Board By-Laws are available for review at the HCPHS office.

2. DUTIES/QUALIFICATIONS OF HEAD OF SCHOOL

SUMMARY OF POSITION:

The Head of School is the chief operating officer appointed by the Governance Board to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe academically rigorous learning environment that meet the approved curricula and mission of the school. Achieving academic excellence requires that the Head of School work collaboratively to direct and nurture all members of the school staff hired by the Governance Board and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, the school budget, management of emergency procedures, and facility operations.

GOALS:

To inspire, lead, guide and direct every member of the instructional team in setting and achieving the highest standards of excellence so that each student enrolled in the school may be provided with a complete, valuable, meaningful, and personally rewarding education.

To provide instructional leadership by working with the faculty to evaluate and develop programs that will enhance the educational experience of each student.

SUPERVISES:

All faculty and educational support personnel.

QUALIFICATIONS:

1. Minimum of five years leadership experience with a charter school
2. Minimum of seven years teaching experience.
3. Demonstrate the following knowledge, skills and abilities:
 - a) Communicate ideas and directives clearly, both orally and in writing
 - b) Demonstrate active listening skills.
 - c) Promote working collaboratively
 - d) Display strong organization and problem solving capabilities
 - e) Provide and maintain an environment that is safe and conducive to learning
 - f) Display a sound knowledge of factors that contribute to student success.
 - g) Have an understanding of sound fiscal management skills and state reporting techniques

DUTIES:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values, and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and the emergency procedures. Ensure compliance with all laws, board policies and civil regulations.
3. Defines the teaching and non teaching professional faculty positions needed to implement the School's program and recruits highly effective teachers and staff to fill them.
4. Establishes productive working conditions, discipline, training and development of all professional staff.
5. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.
6. Present the Governance Board with a yearly budget and then maintains standards to stay within the means of the budget.
7. Manages the Purchase orders and spending of General Funds and Grant Accounts.
8. Share State Reporting responsibilities with the Assistant Principals.
9. Oversee student recruitment and 9th grade enrollment.
10. Becomes the liaison between the school and the community.
11. Oversees both the State accreditation audit and the financial audit along with insuring all substantiating documentation is in place with all deadlines being met.
12. Reports to the Governance Board at their monthly meetings the status of the school

and communicates to the Governance Board any issues which might arise between their monthly meetings.

13. Assumes the role of the Master of Ceremonies at graduations.

3. DUTIES/QUALIFICATIONS OF PRINCIPAL (Optional Position):

QUALIFICATIONS:

Master's degree in Education Administration or Curriculum and Instruction
Valid administrative certificate with appropriate endorsement
Experience in curriculum planning, implementation, and evaluation, and successful supervisory experience
Successful completion of an approved administrative training program
Successful teaching experience of five (5) years is preferred
Satisfy all Districts, State and Federal guidelines required to evaluate personnel
Five (5) years administrative experience is preferred
Proven performance in educational program management and supervision of education personnel.

DUTIES

The Principal shall perform all duties of the Head of School in the absence or inability of the Head of School to perform her/his duties. Should the Head of School position be abolished then the Principal shall assume all duties formerly assigned to the Head of School, and all references to Head of School, herein, shall mean the principal.

4. DUTIES/QUALIFICATION OF ASSISTANT-PRINCIPAL(S)

9th & 10th Grade Assistant Principal

Reports to: Head of School

Position Summary: The Assistant-Principal shall assist the Head of School.

Qualifications:

1. Oklahoma certification as a secondary school administrator.
2. Minimum of an earned Master's Degree from an accredited institution.
3. Minimum of five years teaching experience.
4. Demonstrate the following knowledge, skills and abilities:

- a) Communicate ideas and directives clearly, both orally and in writing
- b) Demonstrate active listening skills.
- c) Promote working collaboratively
- d) Display strong organization and problem solving capabilities
- e) Provide and maintain an environment that is safe and conducive to learning
- f) Display a sound knowledge of factors that contribute to student success.
- g) Have an understanding of sound fiscal management skills and state reporting techniques
- h) Ability to work and share responsibilities with an administrative team

Duties and Responsibilities:

- Establishes the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional goals.
- Shares with the administrative team the supervising of the instructional programs of the school, evaluating lesson plans and observing classes (teaching as duties allow) on regular bases to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Provides harmonious staff relations.
- Provides a safe physical environment for pupils and staff. Will assume the responsibility of discipline and attendance for the 9th and 10th grades and will coordinate with the 9th and 10th grade counselor in regards to student issues.
- Shares recruitment responsibilities of incoming students with the Administrative Team: Head of School, and other administrators.
- Determines eligibility for all non-athletic competitions.
- Shares responsibilities of supervising extra-curricular activities.
- Shares responsibilities of attending Parent meetings and Parent Workdays.
- Shares personnel responsibilities with the Head of School, and other Assistant- Principal.
- Shares State Reporting responsibilities with the Head of School and other Assistant-Principal.
- Utilizes and promotes technology at all levels.
- Demonstrates effective public relations skills.
- Promotes an environment that encourages parent volunteer involvement.
- Promotes an environment that encourages community involvement in the school.
- Sits in for Head of School and 11/12 Assistant Principal in their absence.
- Coordinates EOI Testing.
- Work with students and Faculty in regards to Freshmen Orientation.
- Supervises the distribution and paperwork associated with locks and lockers.

11th & 12th Assistant Principal

Reports to: Head of School