



### Summary of Changes

After operationalizing our school, we realized that we needed to make a number of changes of our organizational structure to best support our staff, serve our students, and ensure the smooth running of daily operations; below highlights the key modifications we made, which are also reflected on the redlined organizational chart included below:

- Changed the title of Executive Director to Head of School, as well as changed the Director of Operations to Head of Operations
- Eliminated the following roles: Director of Development, Dean of Culture, Talent Manager, Guidance Counselor, Student Support Coordinator, Office Manager, Operations Manager, Operations Fellow, Special Education Learning Specialist, and English Language Learner Learning Specialist
- Added the following roles: Assistant Head of School, Director of Inclusive Learning, Director of Student Affairs, Director of Enrichment, Special Education Coordinator, Multi-Lingual Learner Coordinator, Supervising Social Worker, Social Worker, Student Support Specialist, Business Operations Manager, Facility Operations Coordinator, Family Operations Manager, and Family Operations Coordinator
- Modified our number of FTEs from 42 to 46 for SY 2023-24

### Original Organizational Chart

See below for our original Year 5 organizational chart.

### Revised Organizational Chart

See below for our revised Year 5 organizational chart that reflects the above changes.

### Revised Staffing Plan

The chart below outlines our original Year 5 staffing plan, as well as lays out our revised Year 5 staffing plan, reflecting the changes listed above:

Original Year 5 Staffing Plan		Revised Year 5 Staffing Plan	
Role	FTEs	Role	FTEs
Executive Director	1	Head of School	1
Director of Operations	1	Head of Operations	1
Director of Development	1	Director of Inclusive Learning	1
Talent Manager	1	Assistant Head of School	1



Original Year 5 Staffing Plan		Revised Year 5 Staffing Plan	
Role	FTEs	Role	FTEs
Guidance Counselor	1	Director of Enrichment	2
Dean of Culture	1	Director of Student Affairs	1
Director of Student Supports	1	Director of Curriculum and Instruction	1
Director of Curriculum and Instruction	2	Business Operations Manager	1
Office Manager	2	Facility Operations Coordinator	1
Operations Manager	1	Family Operations Manager	1
Operations Fellow	2	Family Operations Coordinator	1
Nurse	1	Special Education Coordinator	1
Enrichment Teacher	2	Multi-Lingual Learner Coordinator	1
Student Supports Coordinator	2	Supervising Social Worker	1
Special Education Learning Specialist	3	Student Support Specialist	2
ELL Learning Specialist	3	Social Worker	1
General Education Teachers	12	Classroom Teachers	21
Teacher-in-Residence	6	Teacher-in-Residence	2
		Enrichment Teacher	4
		Nurse	1
		School Food Aide	1
<b>Total FTEs</b>	<b>42</b>	<b>Total FTEs</b>	<b>46</b>



**Responsibilities by Role**

The table below outlines the high-level responsibilities of each leadership and administrative role contained in our revised Year 5 staffing plan:

Role	Key Responsibilities
Head of School	<ul style="list-style-type: none"> <li>• School-wide culture (staff, student, family)</li> <li>• School leadership development</li> <li>• Academic priorities</li> <li>• Hiring</li> <li>• Overall school health</li> <li>• Board relations</li> <li>• Community relations</li> <li>• Authorizer relations</li> <li>• Facility development</li> <li>• Legal compliance</li> </ul>
Head of Operations	<ul style="list-style-type: none"> <li>• Daily school operations</li> <li>• Facility operations</li> <li>• Food service</li> <li>• Transportation</li> <li>• Finance</li> <li>• Health and safety</li> <li>• Vendor relationships</li> <li>• Benefits</li> </ul>
Director of Inclusive Learning	<ul style="list-style-type: none"> <li>• Inclusive learning department</li> <li>• Special student populations</li> <li>• Response to Intervention</li> <li>• Academic and behavioral interventions</li> <li>• CSE and related services liaison</li> <li>• Behavioral support</li> </ul>



Role	Key Responsibilities
Assistant Head of School	<ul style="list-style-type: none"> <li>• Schoolwide academic performance</li> <li>• Professional development</li> <li>• Teacher evaluation and development</li> <li>• Responsive classroom</li> <li>• 3-6-9 school vision</li> <li>• Instructional coaching</li> <li>• Anti-bias and anti-racist development</li> <li>• Survey administration</li> <li>• Behavioral support</li> </ul>
Director of Enrichment	PLACEHOLDER
Director of Student Affairs	PLACEHOLDER
Director of Curriculum and Instruction	<ul style="list-style-type: none"> <li>• Curriculum support</li> <li>• Instructional support</li> <li>• Student data</li> <li>• Assessment</li> <li>• Report cards</li> <li>• Behavioral support</li> </ul>
Business Operations Manager	<ul style="list-style-type: none"> <li>• Invoices and payments</li> <li>• Technology</li> <li>• Purchasing</li> <li>• Software management</li> <li>• Student recruitment</li> <li>• Vendor management</li> <li>• Field trips</li> <li>• Testing</li> <li>• Stipends and retirement</li> </ul>
Facility Operations Coordinator	<ul style="list-style-type: none"> <li>• Food systems</li> <li>• Food compliance</li> <li>• Inventory maintenance</li> <li>• Student events</li> <li>• Facility lead</li> </ul>



Role	Key Responsibilities
Family Operations Manager	<ul style="list-style-type: none"> <li>• Main office reception and phones</li> <li>• Visitors</li> <li>• Family events</li> <li>• Student attendance</li> <li>• Family relationships</li> <li>• Student information system support</li> <li>• ATS management</li> <li>• Student file management</li> </ul>
Family Operations Coordinator	<ul style="list-style-type: none"> <li>• Main office reception and phones</li> <li>• Community engagement</li> <li>• Resource management</li> <li>• Family events</li> <li>• Student attendance</li> <li>• After-school program management</li> </ul>
Special Education Coordinator	PLACEHOLDER
Multi-Lingual Learner Coordinator	<ul style="list-style-type: none"> <li>• Assessment administration</li> <li>• Instructional support</li> <li>• Professional development</li> </ul>
Supervising Social Worker	PLACEHOLDER

**Revised Budget**

See Appendix D: NYSED Budget Template