Northwood Academy Charter School

Human Resource Ad Hoc Committee Meeting

Date and Time

Wednesday June 2, 2021 at 6:00 PM EDT

This is a public meeting of the Human Resource Committee of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act.

The meeting will be held remotely via Zoom.
https://us02web.zoom.us/j/83725730812?pwd=dW53Z1JhMTFYelJBQ1FMZFZkSTdhdz09
Meeting ID: 741-0305-5671
Password: 5821

Mission Statement

Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.

Agenda

I. Opening Items

A. Call the Meeting to Order

B. Record Attendance

C. Approve Minutes

Approve minutes for Human Resource Ad Hoc Committee Meeting on April 28, 2021

II. Old Business

A. Math Assistant/Interventionist

B. Special Education Teacher

C. Consultant Contract

D. Classroom Assistant

E. Specialist/STEAM Teacher

F. Voice

Definition Update

III. New Business

A. New Employee renewal contract process

Employee contract renewals continue to be streamlined. Last year each contracted employee received an offer letter and supplemental agreement in May. This year any current employee who is remaining in the same position type will receive a salary increase letter.

IV. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Human Resource Ad Hoc Committee Meeting on April 28, 2021

APPROVED

Northwood Academy Charter School

Minutes

Human Resource Ad Hoc Committee Meeting

Date and Time
Wednesday April 28, 2021 at 6:00 PM

This is a public meeting of the Human Resource Committee of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act.

The meeting will be held remotely via Zoom.
https://us02web.zoom.us/j/83725730812?pwd=dW53Z1JhMTFYelJBQ1FMZFZkSTdhdz09
Meeting ID: 741-0305-5671
Password: 5821

Mission Statement
Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.

Committee Members Present
A. Hollister (remote), D. Kleschick (remote), J. Williams (remote), K. Dugan (remote), K. Spraga (remote), T. Hunt (remote)

Committee Members Absent

M. Bly

Guests Present
C. Carey (remote)

I. Opening Items

A. Call the Meeting to Order

J. Williams called a meeting of the Human Resource Ad Hoc Committee of Northwood Academy Charter School to order on Wednesday Apr 28, 2021 at 6:05 PM.

B. Record Attendance

C. Approve Minutes

J. Williams made a motion to approve the minutes from Human Resource Ad Hoc Committee Meeting on 04-07-21.
K. Spraga seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Old Business New Positions

A. Math Assistant

Package not submitted correctly.
All future request will be presented with the total package.
Instructions for position request were previously given and must be adhered too.

B. Specialist Teacher

Package not submitted correctly.
All future request will be presented with the total package.
Instructions for position request were previously given and must be adhered too.

C. Voice

Incorporating voice questions into newest survey.
Review of all questions for determination of relevancy.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,
J. Williams

Coversheet

Math Assistant/Interventionist

Section: II. Old Business
Item: A. Math Assistant/Interventionist
Purpose: Discuss
Submitted by:
Related Material: NACS New Position Request Packet - Math Interventionist.pdf

New Position Request Form

Position Requested:	Math Interventionist - Upper School (ESSER Funded)
Position Requested By:	CEO/Principal
Date of Request:	May 19, 2021
Submission for Broad Meeting on:	5/26/21 (HR Committee Meeting)
Supporting Documentation Submitted:	Job Description Position Rationale
Requested Grade and Salary:	Step 3 - $49,975 with Bachelor's Degree based on NACS 2021 Certified Instructional Step Scale
Salary Justification:	Step based on anticipated number of years teaching experience at 3 years.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Northwood Academy Charter School

POSITION DESCRIPTION

Position: **Middle School Math Interventionist - Grant Funded Position/1-Year with potential renewal under ESSER funding**

Reports To: **Assistant Principal 5-8**

FLSA Status: **Exempt**

Direct Reports: **None**

Last Revised: **05/2021**

Position Summary: Northwood Academy Charter School (NACS) Math Interventionist is responsible for instructing students and creating relevant learning experiences in a supportive K-8 environment. This role provides a rigorous academic and classroom built upon the school's core values of high expectations and meaningful relationships. Additionally, the Math Interventionist uses knowledge, competency, and a positive nature to provide students with a strong foundation for future educational and social opportunities.

The Math Interventionist is responsible for supporting student achievement in the area of Mathematics with special attention to Tier II and III instruction. The Interventionist provides individual or small group instruction to students who are struggling academically. This position is also responsible for monitoring, reporting, and communicating student progress and performance.

Essential Accountabilities:

- Provides high quality mathematics instruction to individual students and small groups
- Uses data to provide instruction to students and to bring their skills to grade-level
- Collaborates with classroom teachers to identify appropriate tiered interventions for individual and small groups of students
- Uses identified research-based interventions focuses specifically on individual student needs
- Maintains data-based documentation of continuous monitoring of student performance and progress and communicates progress to teachers
- Participates in grade team planning meetings
- Administers diagnostic assessments for students as needed
- In conjunction with the curricular norms set forth by NACS leadership, implement a standard aligned, academic program which includes lesson plans, accommodations, assignments, and assessments.
- Assume responsibility for the academic progress of students and actively work to ensure all students meet or exceed expectations on academic measures up to and including standardized tests.

- Provide an engaging learning environment using relevant curriculum, varied instructional materials/ technologies, and developmentally appropriate techniques and strategies.
- Demonstrate expertise and connection to subject area and related standards.
- Analyze and regularly review formative and summative assessment data to drive curricular and pedagogical choices and adjustments towards growth and proficiency.
- Create and maintain a stable classroom environment which utilizes an informed and responsive approach to guide and nurture the emotional, cognitive and social abilities of students.
- Provide classroom structures, routines, and expectations which are proactive, positively incentivized, and reflective of school protocols regarding behavioral interventions.
- Demonstrate a commitment to professional development and growth through self-awareness, ongoing reflection, receptiveness to feedback and active participation in learning activities.
- Collaborate with co-workers to ensure curricular coherences, discuss student work, share best practices and design opportunities for community building through incentives and enjoyment.
- Take all responsible precautions to provide for health and safety of the students and to protect the equipment, materials, and facilities.
- Complete all lesson plans, progress reports, record keeping, communications and administrative functions within specified time and manner.
- Report any serious accident/illness affecting students and comply with mandated policies regarding child welfare.
- Follow and maintain knowledge of all NACS policy(ies) and procedures.
- Supervise students in special classes, in the cafeteria and during transitions.
- Communicate with school administration, instructional team and leadership on all relevant matters.
- Relevant duties as assigned by school administration.

Education/Experience:

- Bachelor's degree in mathematics or similar field
- PA certification in
    - 4-8 Mathematics and/or
    - Elementary K-6 and/or
    - Special Education
- Previous experience in Math curriculum preferred.

Qualifications:

- Ability to work well with others from diverse backgrounds.
- Strong conflict resolution skills.
- Excellent listening skills without interrupting and ability to keep emotions under control.
- Ability to be open to others' ideas and to build a positive team spirit.
- Demonstrated ability to successfully work with and teach K-8 students.
- Ability to communicate fluently verbally and in writing in English.
- Ability to effectively present information and respond effectively to questions one-on-one, small group situations to students and other school staff.
- Ability to verbally respond to common inquiries from students.

- Ability to read and interpret documents such as safety rules, IEPs, procedure manuals and governmental regulations.
- Ability to write routine correspondence.
- Demonstrate a genuine interest, understanding and care for students personal and academic success.
- Operate from the belief that all students can learn and be held to high standards. • Possess a strong desire and ability to engage families through intentional relationship building and ongoing communication.
- Respond positively and effectively to challenges with a solutions-oriented mindset. • Possess excellent organizational and time management skills.

Working Conditions: Usually work indoors in classrooms, may sometimes teach outdoors or supervise playgrounds. Work very near others, within a few feet or less. Working with young children often entails close contact. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, hear, and understand speech at normal classroom levels.

Physical Requirements: There are physical aspects of this position to successfully carry out essential job functions such as ability to lift or carry supplies, textbooks, and equipment up to 30 pounds. Must be able to sit, stand, bend, stoop, reach, grab, pull, see, hear, and speak daily. Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work-related hazards. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

Position	Rationale
Upper School Math Interventionist	We are requesting a Math Interventionist who will be responsible for supporting student achievement in the area of Mathematics with special attention to Tier II and III instruction. The Interventionist will provide individual or small group instruction to students who are struggling academically. This position is also responsible for monitoring, reporting, and communicating student progress and performance. The PSSA data from 2015-2019 show an average proficiency rate of 32%. The interventionist would support our program, particularly in 6th and 8th grade, where the scores trend slightly lower. The Linkit benchmark and curricular assessments will be indicators used to determine student need and programming. Our goal is that all students will meet or exceed grade-level standards at or above grade level. Any loss that may have occurred during remote learning will be addressed. Additional support for students with IEPs, 504 plans and struggles with learning. Additional small group and individual focus and feedback. Opportunities for the classroom teacher to implement new and innovative instructional practices. This position is being brought on through ESSER funds as it will support learning deficits that may have occurred as a result of the pandemic. It is being proposed for 2 years and therefore will be brought up again for the 2023 budget.

Coversheet

Special Education Teacher

Section:	II. Old Business
Item:	B. Special Education Teacher
Purpose:	Discuss
Submitted by:	
Related Material:	NACS New Position Request Packet - Sp Ed Teacher 3rd & 4th.pdf NACS New Position Request Packet - Sp. Ed Teacher Kindergarten.pdf

New Position Request Form

Position Requested:	Special Education Teacher - 3rd & 4th Grade (ESSER Funded)
Position Requested By:	CEO/Principal
Date of Request:	May 19, 2021
Submission for Broad Meeting on:	5/26/21 (HR Committee Meeting)
Supporting Documentation Submitted:	Job Description Position Rationale
Requested Grade and Salary:	Step 3 - $49,975 with Bachelor's Degree based on NACS 2021 Certified Instructional Step Scale
Salary Justification:	Step based on anticipated number of years teaching experience at 3 years.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Northwood Academy Charter School

POSITION DESCRIPTION

Position: Special Education Teacher – Grant Funded Position / 1-year with potential renewal under ESSER funding

Department: Special Education

Reports To: Director of Special Education

FLSA Status: Exempt

Direct Reports: None

Last Revised: 04/2021

Position Summary: Northwood Academy Charter School (NACS) Special Education Teacher is responsible for creating and delivering relevant and legally compliant learning experiences for students who have been identified as needing special education services in our K-8 setting.

The Special Education Teacher works with other team members, related service personnel, and parents to design, monitor, and provide a rigorous academic and appropriate social emotional program to meet individual needs in a respectful and professional manner.

Additionally, the Special Education Teacher uses knowledge, competency, and a positive nature to create meaningful relationships and build a strong foundation for future educational and social opportunities.

Essential Accountabilities:

- In conjunction with the curricular norms set forth by NACS leadership, implement a standard aligned, academic program which includes lesson plans, accommodations, assignments, and assessments.
- Assume responsibility for the academic progress of students and actively work to ensure all students meet or exceed expectations on academic measures up to and including standardized tests.

- Provide an engaging learning environment using relevant curriculum, varied instructional materials/ technologies, and developmentally appropriate techniques and strategies.
- Create and maintain a stable classroom environment which utilizes an informed and responsive approach to guide and nurture the emotional, cognitive and social abilities of students.
- Communicate with school administration and leadership on all relevant matters as directed.
- Provide classroom structures, routines, and expectations which are proactive, positively incentivized, and reflective of school protocols regarding behavioral interventions.
- Take all responsible precautions to provide for health and safety of the students and to protect the equipment, materials, and facilities.
- Complete all lesson plans, progress reports, record keeping, communications and administrative functions within specified time and manner.
- Work to establish and maintain open lines of communication with parents/guardians concerning the activities of the classroom and academic and behavioral progress of their students through written/electronic forms, telephone calls, and conferences.
- Report any serious accident/illness affecting students and comply with mandated policies regarding child welfare.
- Professionally represent the school in interactions with parents, community, staff, and students.
- Follow and maintain knowledge of all NACS policy(ies) and procedures.
- Maintain appropriate certifications and training hours as required.
- Write IEPs for students on their caseload.
- Manage and maintain compliance deadlines for students on their caseload.
- Collaborate with parents, general education staff, and when applicable, students.
- Collaborate with related service providers and interagency representatives to manage comprehensive service delivery for students as appropriate.
- Plan and use appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students.
- Daily instruction of students with IEPs (Individual Education Plan).
- Utilize various modalities to access and accommodate student learning styles and use results to plan for instructional activities.
- Use technology in the teaching and learning process.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of the students.
- Manage student behavior and administer discipline in accordance with school policies.
- Collaborate with outside resource people regarding education, social, medical and personal needs of students.
- Assist in selection of books, equipment, and other instructional materials as required.

- Maintain documentation of IEP progress. Maintain data for students with IEP and Tier III.
- Consult with school Nurse and/or School Counselor as needed.
- Relevant duties as assigned by school administration.

Education/Experience:

- Bachelor's degree B.A/B. S, Special Education certification.
- Active and valid Pennsylvania state clearances and credentials.

Qualifications:

- Demonstrated compliance with federal, state, district and school regulations and policies for special education teachers.
- Ability to maintain confidentiality.
- Ability to write routine correspondence.
- Demonstrate a genuine interest, understanding and care for students personal and academic success.
- Operate from the belief that all students can learn and be held to high standards.
- Possess a strong desire and ability to engage families through intentional relationship building and ongoing communication.
- Respond positively and effectively to challenges with a solutions-oriented mindset.
- Possess excellent organizational and time management skills.

Working Conditions: Usually work indoors in classrooms, may sometimes teach outdoors or supervise playgrounds. Work very near others, within a few feet or less. Working with young children often entails close contact. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, hear and understand speech at normal classroom levels.

Physical Requirements: There are physical aspects of this position to successfully carry out essential job functions such as ability to lift or carry supplies, textbooks, and equipment up to 30 pounds. Must be able to sit, stand, bend, stoop, reach, grab, pull, see hear, and speak daily. Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work-related hazards. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

Position	Rationale
Special Education Teacher Grades 3rd/4th	This project would entail bringing a new staff person on board for the 2021-2022 School Year dedicated specifically to the identification, instruction, progress monitoring and case management of Third and Fourth Grade students. This is necessary based on the student population's needs as the population has increased in size and become increasingly disparate in their need of special education or Tier 3 supports. The reality of this is that this trend will not be reversing course any time in the near future due to the learning loss or stagnation of students currently in Second and Third grades. This role is critical as it is no longer feasible for the Third and Fourth Grade Special Education Teachers to manage and straddle the instruction and assessment for both their caseloads as well as the students in need of Tier 3 interventions. General Education Teachers are consistently reaching out requesting support for students in these grades who are not making the progress expected. This age is particularly key as well because it is the span of time in which students are going from learning the skills to learn (such as basic word reading and computation) to making meaning of what they are reading, learning, or problem solving around. In light of both local trends as well as that of the impacts of the pandemic, the needs in these grades will not be slowing down in the immediate future. By adding this team member, it would allow us to provide more meaningful Tier 3 instruction, research based math and reading interventions, identification of Child Find issues, and monitoring for the At Risk students in a more efficient manner so that a greater number of students can be supported fully. This position is being brought on through ESSER funds as it will support learning deficits that may have occurred as a result of the pandemic. It is being proposed for 2 years and therefore will be brought up again for the 2023 budget.

New Position Request Form

Position Requested:	Special Education Teacher - Kindergarten (ESSER Funded)
Position Requested By:	CEO/Principal
Date of Request:	May 19, 2021
Submission for Broad Meeting on:	5/26/21 (HR Committee Meeting)
Supporting Documentation Submitted:	Job Description Position Rationale
Requested Grade and Salary:	Step 3 - $49,975 with Bachelor's Degree based on NACS 2021 Certified Instructional Step Scale
Salary Justification:	Step based on anticipated number of years teaching experience at 3 years.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Northwood Academy Charter School

POSITION DESCRIPTION

Position: Special Education Teacher – Grant Funded Position / 1-year with potential renewal under ESSER funding

Department: Special Education

Reports To: Director of Special Education

FLSA Status: Exempt

Direct Reports: None

Last Revised: 04/2021

Position Summary: Northwood Academy Charter School (NACS) Special Education Teacher is responsible for creating and delivering relevant and legally compliant learning experiences for students who have been identified as needing special education services in our K-8 setting.

The Special Education Teacher works with other team members, related service personnel, and parents to design, monitor, and provide a rigorous academic and appropriate social emotional program to meet individual needs in a respectful and professional manner.

Additionally, the Special Education Teacher uses knowledge, competency, and a positive nature to create meaningful relationships and build a strong foundation for future educational and social opportunities.

Essential Accountabilities:

- In conjunction with the curricular norms set forth by NACS leadership, implement a standard aligned, academic program which includes lesson plans, accommodations, assignments, and assessments.
- Assume responsibility for the academic progress of students and actively work to ensure all students meet or exceed expectations on academic measures up to and including standardized tests.

- Provide an engaging learning environment using relevant curriculum, varied instructional materials/ technologies, and developmentally appropriate techniques and strategies.
- Create and maintain a stable classroom environment which utilizes an informed and responsive approach to guide and nurture the emotional, cognitive and social abilities of students.
- Communicate with school administration and leadership on all relevant matters as directed.
- Provide classroom structures, routines, and expectations which are proactive, positively incentivized, and reflective of school protocols regarding behavioral interventions.
- Take all responsible precautions to provide for health and safety of the students and to protect the equipment, materials, and facilities.
- Complete all lesson plans, progress reports, record keeping, communications and administrative functions within specified time and manner.
- Work to establish and maintain open lines of communication with parents/guardians concerning the activities of the classroom and academic and behavioral progress of their students through written/electronic forms, telephone calls, and conferences.
- Report any serious accident/illness affecting students and comply with mandated policies regarding child welfare.
- Professionally represent the school in interactions with parents, community, staff, and students.
- Follow and maintain knowledge of all NACS policy(ies) and procedures.
- Maintain appropriate certifications and training hours as required.
- Write IEPs for students on their caseload.
- Manage and maintain compliance deadlines for students on their caseload.
- Collaborate with parents, general education staff, and when applicable, students.
- Collaborate with related service providers and interagency representatives to manage comprehensive service delivery for students as appropriate.
- Plan and use appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students.
- Daily instruction of students with IEPs (Individual Education Plan).
- Utilize various modalities to access and accommodate student learning styles and use results to plan for instructional activities.
- Use technology in the teaching and learning process.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of the students.
- Manage student behavior and administer discipline in accordance with school policies.
- Collaborate with outside resource people regarding education, social, medical and personal needs of students.
- Assist in selection of books, equipment, and other instructional materials as required.

- Maintain documentation of IEP progress. Maintain data for students with IEP and Tier III.
- Consult with school Nurse and/or School Counselor as needed.
- Relevant duties as assigned by school administration.

Education/Experience:

- Bachelor's degree B.A/B. S, Special Education certification.
- Active and valid Pennsylvania state clearances and credentials.

Qualifications:

- Demonstrated compliance with federal, state, district and school regulations and policies for special education teachers.
- Ability to maintain confidentiality.
- Ability to write routine correspondence.
- Demonstrate a genuine interest, understanding and care for students personal and academic success.
- Operate from the belief that all students can learn and be held to high standards.
- Possess a strong desire and ability to engage families through intentional relationship building and ongoing communication.
- Respond positively and effectively to challenges with a solutions-oriented mindset.
- Possess excellent organizational and time management skills.

Working Conditions: Usually work indoors in classrooms, may sometimes teach outdoors or supervise playgrounds. Work very near others, within a few feet or less. Working with young children often entails close contact. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, hear and understand speech at normal classroom levels.

Physical Requirements: There are physical aspects of this position to successfully carry out essential job functions such as ability to lift or carry supplies, textbooks, and equipment up to 30 pounds. Must be able to sit, stand, bend, stoop, reach, grab, pull, see hear, and speak daily. Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work-related hazards. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

Position	Rationale
Special Education Teacher Kindergarten	This project would entail bringing a new staff person on board for the 2021-2022 School Year dedicated specifically to the identification, instruction, progress monitoring and case management of Kindergarten students. This previously has been able to be managed by the case manager who supports First Grade as we have not previously identified students in Kindergarten. This role is critical as it is no longer feasible for the First Grade Special Education Teacher to manage and straddle the instruction, assessment, and case management for both grades. The incoming Kindergarten students with Early Intervention services and supports is only going to continue to grow, both in light of local trends as well as that of the impacts of the pandemic. Additionally, our prior practice of not identifying Kindergarten students generally, has not served us well and it is creating a backlog in the other elementary school grades. We will be able to have this staff member support in collecting the Early Intervention documentation, reviewing Home Language Survey data, supporting the Speech Language Screening/Monitoring protocols, identifying students who may be At Risk for Special Education and identification based on their diagnostic assessment, as well as providing meaningful Tier 3 instruction and monitoring for the At Risk students. This position is being brought on through ESSER funds as it will support learning deficits that may have occurred as a result of the pandemic. It is being proposed for 2 years and therefore will be brought up again for the 2023 budget.

Coversheet

Consultant Contract

Section: II. Old Business
Item: C. Consultant Contract
Purpose: Discuss
Submitted by:
Related Material: Shelly Agris Consultant Agreement 2021-2022.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

4621 Castor Avenue , Philadelphia, PA 19124
p: (215) 289-5606
f: (215) 289-5464

August 23, 2021

Rochelle Agris
Contract - 2021-2022 Academic School Year

This agreement is made on August 23, 2021 between Northwood Academy Charter School (NACS) and Rochelle Agris, Onsite K-8 Teacher Support/Coach. This contract position will report to Cindy Carey, Principal, and this agreement is for the 2021-2022 Academic School year. This agreement pertains to onsite services only. This contract will only be in effect if we have full school reopening and COVID safety considerations are in place.

The rate for services rendered are $75 per hour, not to exceed 7.5 hours per week without CEO approval. Daily work hours will be flexible to meet the needs of our instructional community.

Duties include:

- Onsite instructional mentoring with supporting documentation for new and principal identified staff to support induction and overall performance. This supports induction for new teachers as well.
- Provide regular documented feedback with Principal on classroom, teacher, and curricular priorities.
- Any work prepared outside of the scope of this agreement must be approved in advance with the appropriate addendum documented and signed.

At any time, either party can dissolve this agreement with thirty (30) days written notice.

_____ _____
Rochelle Agris, Onsite K-8 Teacher Support/Coach Date

_____ _____
Amy Hollister, CEO Date

Coversheet

Classroom Assistant

Section: II. Old Business
Item: D. Classroom Assistant
Purpose: Discuss
Submitted by:
Related Material: NACS New Position Request Packet - Classroom Assistant.pdf

New Position Request Form

Position Requested:	Classroom Assistant (ESSER Funded)
Position Requested By:	CEO/Principal
Date of Request:	May 19, 2021
Submission for Broad Meeting on:	5/26/21 (HR Committee Meeting)
Supporting Documentation Submitted:	Job Description Position Rationale
Requested Grade and Salary:	Salary Grade 4NI, $24,000 - $25,000
Salary Justification:	At a salary grade 4NI, this is at the low end of the salary grade range, as it only requires a minimum level of experience. The compa ratio will be 0.84 of the mid-point of the salary grade range. This is in line with Northwood's compensation philosophy for non- instructional staff.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Northwood Academy Charter School

POSITION DESCRIPTION

Position:	**Lower School Classroom Assistant - Grant Funded Position / 1-year with potential renewal under ESSER funding**
Department:	**Education**
Reports To:	**Assistant Principal K-4**
FLSA Status:	**Non-Exempt**
Direct Reports:	**None**
Last Revised:	**04/2021**

Position Summary: Under the guidance of the classroom teacher, the Classroom Assistant will aid the teacher by working with individual students and/or small groups of students in providing instructional programming and classroom management. In addition, this role will assist administration in the support of schoolwide activities and general non-instructional tasks.

Essential Accountabilities:

- Deliver small group/individual instruction, and assessment in conjunction with classroom teacher.
- Assist students with academic, social, and emotional learning in a supportive manner.
- Supervise students in special classes, in the cafeteria and during transitions.
- Assist with classroom organization and clerical tasks.
- Communicate with the instructional team and leadership on all relevant matters.
- Participate in 10-hours of professional development/ongoing training.
- Relevant duties as assigned by school administration.

Education/Experience: High school diploma or GED. Must be at least 18 years of age. College enrollment preferred but not required.

Qualifications:

- Ability to motivate and provide encouragement to children of all ages and all backgrounds.
- A warm and approachable personality.
- Ability to work well with a team.
- Ability to remain patient and calm under pressure.
- Good numeracy and literacy skills. Possess a strong work ethic, with a track record of being punctual.
- Ability to embody, advocate and operationalize the mission and strategic direction of Northwood Academy Charter School.
- Demonstrate a genuine interest, understanding and care for students personal and academic success.
- Operate in the belief that all students can learn and be held to high standards.
- Respond positively and effectively to challenges with solutions-oriented mindset.
- Possess excellent organization and time management skills.
- Prior experience working with children preferred.

Working Conditions: Usually work indoors in classrooms, may sometimes assist teacher outdoors or supervise playgrounds. Work very near others, within a few feet or less. Working with young children often entails close contact. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, hear and understand speech at normal classroom levels.

Physical Requirements: There are physical aspects of this position to successfully carry out essential job functions such as ability to lift or carry supplies, textbooks, and equipment up to 30 pounds. Must be able to sit, stand, bend, stoop, reach, grab, pull, see, hear, and speak daily. Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work-related hazards. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

Position	Rationale
Classroom Assistant	Classroom assistants are a best practice in the primary community. As we are laying the social-emotional and academic foundations, we see them as instrumental supports for our primary-aged students. We are requesting eight additional classroom assistants who will work with students in 1st and 2nd grade to provide individual and small group instruction. These additional assistants are being brought on through ESSER funds as they will support learning deficits that may have occurred as a result of the pandemic. These are being proposed for 2 years and therefore will be brought up again for the 2023 budget. These positions may also operate as a potential pipeline for future teachers.

Coversheet

Specialist/STEAM Teacher

Section: II. Old Business
Item: E. Specialist/STEAM Teacher
Purpose: Discuss
Submitted by:
Related Material: NACS New Position Request Packet - STEAM Teacher.pdf

New Position Request Form

Position Requested:	S.T.E.A.M. Specialist Teacher
Position Requested By:	CEO/Principal
Date of Request:	May 19, 2021
Submission for Broad Meeting on:	5/26/21 (HR Committee Meeting)
Supporting Documentation Submitted:	Job Description Position Rationale
Requested Grade and Salary:	Step 3 - $49,975 with Bachelor's Degree based on NACS 2021 Certified Instructional Step Scale
Salary Justification:	Step based on anticipated number of years teaching experience at 3 years.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Northwood Academy Charter School

POSITION DESCRIPTION

Position: **S.T.E.A.M (Science, Technology, Engineering, Art, & Math) Specialist Teacher**

Department: **Regular Education**

Reports To: **Principal**

FLSA Status: **Exempt**

Direct Reports: **None**

Last Revised: **04/2021**

Position Summary: Northwood Academy Charter School (NACS) teachers are responsible for instructing students and creating relevant learning experiences in a supportive K-8 environment. They provide a rigorous academic and classroom built upon the school's core values of high expectations and meaningful relationships. NACS teachers use their knowledge, competency, and positive nature to provide students with a strong foundation for future educational and social opportunities.

The STEAM Specialist teacher will be responsible for teaching and planning for middle school STEAM courses. They will be responsible for integrating STEAM (Science, Technology, Engineering, Art, & Math) concepts in collaboration with school staff in order to increase 21st Century Life and Careers skills for all students in grades 5-8. In addition, the STEAM Specialist focuses on integration of critical thinking, creativity, innovation, and high complexity problem solving throughout the curriculum.

Essential Accountabilities:

- Demonstrates the ability to model, deliver, and craft rich student-centered learning experiences around Science, Technology, Engineering, Art, & Math.
- Maintain and schedule use of STEAM lab.
- Maintains professional competence and continuous improvement through in-service education and other professional development activities.
- Performs other duties within the scope of employment and certification as may be assigned.

- In conjunction with the curricular norms set forth by NACS leadership, implement a standard aligned, academic program which includes lesson plans, accommodations, assignments, and assessments.
- Assume responsibility for the academic progress of students and actively work to ensure all students meet or exceed expectations on academic measures.
- Provide an engaging learning environment using relevant curriculum, varied instructional materials/ technologies, and developmentally appropriate techniques and strategies.
- Create and maintain a stable classroom environment which utilizes an informed and responsive approach to guide and nurture the emotional, cognitive and social abilities of students.
- Provide classroom structures, routines, and expectations which are proactive, positively incentivized, and reflective of school protocols regarding behavioral interventions.
- Take all responsible precautions to provide for health and safety of the students and to protect the equipment, materials, and facilities.
- Complete all lesson plans, progress reports, record keeping, communications and administrative functions within specified time and manner.
- Work to establish and maintain open lines of communication with parents/guardians concerning the activities of the classroom and academic and behavioral progress of their students through written/electronic forms, telephone calls, and conferences.
- Report any serious accident/illness affecting students and comply with mandated policies regarding child welfare.
- Professionally represent the school in interactions with parents, community, staff, and students.
- Communicate with school administration and leadership on all relevant matters as directed.
- Follow and maintain knowledge of all NACS policy(ices) and procedures.
- Maintain appropriate certifications and training hours as required.
- Relevant duties as assigned by school administration.

Education/Experience:

- Bachelor's Degree in Education
- Experience in enrichment and/or gifted and talented programs
- Valid PA teaching certificate in
    - 4-8 Science and/or
    - 4-8 Math and/or
    - Business, Computer, InfoTech and/or
    - Instructional Technology
- Preferred experience in STEAM Education

- Demonstrated ability related to incorporating educational technology in the classroom
- Experience or familiarity with tools such as, but not limited to: 3D printing, Scratch, coding, BASIC coding, app development, robotics, video editing, basic computer programming, etc.

Qualifications:

- Strong foundation in classroom management
- Effective problem-solving, human relations, and communication skills
- Possesses a mindset of ongoing learning, experimentation, innovation, and enthusiasm
- Required criminal history background check, pre-employment sexual misconduct/child abuse disclosure, and proof of United States citizenship or legal resident alien status.

Working Conditions: Work is predominantly in the multi-purpose room/classroom, school environment. Ability to work at a desk, conference table or in meetings of various configurations. Ability to stand and circulate for extended periods of time. Ability to hear and understand speech at normal levels. Ability to communicate so others will be able to clearly understand normal conversation.

Physical Requirements: There are physical aspects of this position to successfully carry out essential job functions such as ability to lift or carry supplies, textbooks, and equipment up to 30 pounds. Must be able to sit, stand, bend, stoop, reach, grab, pull, see, hear, and speak daily. Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work-related hazards. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

Position	Rationale
STEAM Specialist Teacher	The previous Community Coordinator and Technology Coordinator have both served the school as part-time specialist teachers. In efforts to streamline their positions, we have removed them both from the specialist schedule. We are in need of a specialist teacher to complete the schedule. We have decided to pursue hiring a STEAM Specialist teacher who will be responsible for teaching and planning for middle school STEAM courses. They will be responsible for integrating STEAM (Science, Technology, Engineering, Art, & Math) concepts in collaboration with school staff in order to increase 21st Century Life and Careers skills for all students in grades 5-8. In addition, the STEAM Specialist focuses on integration of critical thinking, creativity, innovation, and high complexity problem solving throughout the curriculum.