

EXCEL ACADEMY CHARTER SCHOOL

Agenda Item:

Date: August 8, 2022

	Correspondence/Proposals/Reports
X	Consent Agenda
	Business/Financial Services
	Education/Student Services
X	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: X_____

Item is for Information Only:

Item: Approval of Job Descriptions

Background:

Revisions

Compliance Coordinator

- Revisions to the Compliance Coordinator job description was made to include training and oversight to the incoming Registrar, as well as transcript uploads for the High School team.

Office & Special Projects Manager

- Revisions have been made to remove all events and oversight responsibilities, and add more details regarding shipping items to families.

New

Arts & Music Teacher

The virtual teacher must be available to teach students in grades TK-8 daily by providing engaging lessons in the areas of Art and Music.

Community Outreach Coordinator

The Community Outreach Coordinator will facilitate outreach in the community to support students and families. Emphasis will be placed on community outreach in various regions to build awareness of Excel Academy Charter School and building partnerships within the community, on education platforms, public libraries, and more. Partnerships will include but not be limited to expanding literacy and awareness of community.

Teacher on Special Assignment - College

Under the direction of the High School Principal, the TOSA of College Credit Literacy programs will facilitate the successful design, coordination and implementation of college credit literacy programs.

Teacher on Special Assignment - English Learner

Under the direction of the Assistant Director of Intervention, the TOSA of the English Learner literacy program will facilitate the successful design, coordination and implementation of instructional programs for English learners . The TOSA will be responsible for support, training and consultation to administrators, and teachers to facilitate participation in the program and perform a variety of technical tasks relative to assigned areas of responsibility.

Teacher on Special Assignment - School Literacy

Under the direction of the Assistant Director of Intervention, the TOSA of School Literacy will facilitate the successful design, coordination and implementation of instructional school literacy programs. The TOSA will be responsible for support, training and consultation, to administrators, and teachers to facilitate participation in the program. The TOSA will perform a variety of technical tasks relative to assigned areas of responsibility

Teacher on Special Assignment - Special Programs

Under the direction of the Assistant Director of Intervention, the TOSA of MTSS will facilitate the successful design, coordination and implementation of MTSS programs including but not limited to: academic intervention, social emotional learning (SEL), English language development (ELD), positive behavior intervention (PBIS), gifted & talented education (GATE) and homeless, migratory & foster youth. The TOSA will be responsible for support, training and consultation to administrators, teachers, and parents,, to facilitate participation in the program. The TOSA will perform a variety of technical tasks relative to assigned areas of responsibility.

Virtual Middle School Teacher

Virtual Middle School Teachers prepare and implement an approved curriculum for a core middle school course, providing the weekly class and an additional office hour for support. They work alongside the assigned ToR to ensure adequate progress is made in the state standards and communicate student progress and grades with parents.

Fiscal Impact:

None