

Exhibit A: Scope of Services

The Executive Director (ED) will be responsible for leading and managing key initiatives to drive school improvement and operational excellence. Specific targets and responsibilities include:

- **Strategic Development and Structural Implementation:**
 - Develop and implement a comprehensive strategy focused on key areas of improvement including academic performance, student engagement, and operational efficiency.
 - Establish measurable outcomes for each strategic area, such as increase growth percentages in student academic achievement, increase operational and fiscal performance indicators of the schools charter contract with SPCSC.
 - Develop and articulate a compelling vision and mission for the charter school that aligns with the needs of the student population, community expectations, and educational best practices.
 - Lead strategic planning initiatives to set short-term and long-term goals and objectives for academic achievement, organizational growth, and sustainability.
- **Faculty and Staff Capacity Building:**
 - Oversee the hiring process for critical roles within the faculty and staff, ensuring alignment with the school's strategic goals.
 - Recruit, hire, supervise, and evaluate administrative staff, teachers, and support personnel, fostering a collaborative and professional work environment.
 - Provide ongoing professional development, coaching, and support to staff members to enhance their skills, effectiveness, and job satisfaction.
 - Implement a professional development program aimed at enhancing instructional skills, with the goal of increasing growth percentages in student academic achievement.
- **Financial Stability and Fiscal Practices:**
 - Review and stabilize the school's budget, aiming for a positive reserve fund balance within 12 months.
 - Develop and manage the annual budget in collaboration with the finance committee and ensure responsible stewardship of school resources.
 - Seek out and secure additional funding sources, grants, and partnerships to support the school's financial sustainability and growth objectives.
- **Student Recruitment and School Growth:**
 - Develop and execute a recruitment strategy to increase student enrollment by 30% for the upcoming academic year, with specific tactics tailored to target demographics.
 - Facilitate school growth through program development and infrastructure improvements, ensuring readiness for increased enrollment.
- **Leadership Team Development:**

- Build a cohesive leadership team, defining roles and responsibilities that support the school's strategic direction.
- Establish a leadership development plan that prepares team members for increased responsibility.
- Ensure compliance with all federal, state, and local regulations, as well as charter school authorizer requirements, reporting deadlines, and accountability measures.
- Maintain accurate records, documentation, and reporting systems to demonstrate school performance, adherence to charter agreements, and fiscal responsibility.
- **Support for Student Achievement and Well-being:**
 - Enhance curricular and co-curricular opportunities to support comprehensive student development, targeting an 85% or greater for rating of “favorable” or higher with satisfactory ratings of the school climate feedback from students, parents, and staff.
 - Implement support mechanisms for student well-being, including access to counseling and extracurricular activities that promote mental and physical health.
 - Oversee the development, implementation, and evaluation of rigorous academic programs and curriculum that meet state standards, promote student achievement, and foster a culture of continuous improvement.
 - Monitor student progress and academic outcomes through data analysis, assessment review, and accountability measures, ensuring high levels of student learning and growth.
- **Community and Stakeholder Engagement:**
 - Cultivate partnerships with parents, local businesses, community organizations, and educational institutions to support the school's mission and enhance educational opportunities.
 - Set specific goals for community engagement, such as establishing two new partnerships and hosting four community events each academic year.
 - Serve as the primary spokesperson and advocate for the charter school in the local community, media, and educational networks.

Autonomy and Resources:

- The ED will have discretion over specific budgetary allocations within the parameters set by the Board and access to existing staff resources. Any significant changes to budget or strategy will require Board approval.

Timeline and Performance Review:

- This agreement outlines a 12-month initial term, with specific milestones to be achieved quarterly.
- The ED's performance will be reviewed semi-annually by the Board, with the first review at 6 months to evaluate progress towards the outlined targets.

Amendment and Flexibility:

- This scope of services is subject to amendment by mutual agreement of the parties to adapt to changing circumstances or opportunities that may arise.
- Any amendments to this scope must be documented in writing and approved by both the ED and the Board.