

## **MCCPS Staffing for 2021-2022**

### **Counseling Department**

- Guidance Counselor Resigned March 2021
- Currently outsource School Psychologist
- Will hire in-house School Psychologist to replace Guidance Counselor position
- No longer need to outsource testing/evaluations of students
- Budget savings even if salary of School Psychologist is higher than guidance counselor

### **Facilities Department**

- Promote Washington Ponciano to Director of Facilities
- Restructure Bob Erbetta to a consultant/house manager & special projects role
- Hire second shift custodian in place of cleaning service

### **Teaching Positions**

- Three teachers moving on from MCCPS
- Considering ways to increase time on math and science
- Possibility of creating Science position to teach grades 5, 6, 7
- Math teachers in grades 5, 6, 7 then have time to provide some acceleration/remediation opportunities for students

### **Admin Team**

- Create Director of Student Life position
- Create Executive Assistant to Head of School position
- Hire part-time Marketing Director
- Restructure Office Manager position
- See below for roles and responsibilities of the above positions

<p><b>Office Manager</b></p> <ul style="list-style-type: none"> <li>● Front of House <ul style="list-style-type: none"> <li>○ Phones</li> <li>○ Greet visitors</li> </ul> </li> <li>● Admin Assistant to Principal and Director of Student Services</li> <li>● Respond to general phone/email inquiries</li> <li>● Daily Student attendance</li> <li>● Staff attendance</li> <li>● Mailings from school</li> <li>● Food services coordination</li> <li>● PTO liaison &amp; PTO Ambassadors communications partner</li> <li>● Help Nurse with family emails/attendance</li> <li>● ConstantContact messaging related to above</li> </ul> <p>Work Year: August 15-June 30 7:30-3:30</p>	<p><b>Executive Assistant to the Head of School</b></p> <ul style="list-style-type: none"> <li>● PowerSchool data management</li> <li>● Student Records Registrar</li> <li>● Enrollment lottery</li> <li>● Recruitment management</li> <li>● Retention management</li> <li>● Student and staff directory</li> <li>● Special projects, as directed by HoS</li> <li>● Enrichment scheduling support</li> <li>● Planning school events (exhibition, open houses, school tours, development events, recycle drive, etc.)</li> <li>● Phone calls to follow up on important matters (congrats to 4th, follow up with parents on different things)</li> <li>● ConstantContact messaging related to above</li> </ul> <p>Work Year: August 15-June 30 7:30-3:30</p>
<p><b>Marketing Director (Part Time)</b></p> <ul style="list-style-type: none"> <li>● Branding</li> <li>● School Marketing collateral</li> <li>● Event publicity</li> <li>● Parent ambassador scripts</li> <li>● Navigator News</li> <li>● Family Engagement &amp; Communications Strategy</li> <li>● Press liaison</li> </ul>	<p><b>Director of Student Life</b></p> <ul style="list-style-type: none"> <li>● Enrichment scheduling assistance</li> <li>● Recess coordination - structured activity at every recess</li> <li>● Documenting our story, our classrooms, our students, our faculty <ul style="list-style-type: none"> <li>○ Celebrate projects</li> <li>○ Highlight staff and students</li> <li>○ Gather daily photos videos for social media</li> </ul> </li> <li>● Coordinate morning meeting <ul style="list-style-type: none"> <li>○ Book speakers</li> <li>○ Train students on the microphone</li> </ul> </li> <li>● Lunch announcements</li> <li>● Clean up crew</li> <li>● Student Council liaison</li> <li>● Spirit Week/Spirit Days</li> <li>● Instagram account</li> <li>● Comms4Charters member attend weekly meetings/calls</li> <li>● On call for student reset needs</li> </ul>