



American Academy Board of Directors Meeting Minutes

January 23, 2007
American Academy

Directors present were Jackie Santos, Erin Kane, Denese Gardner, Adil Khan, and Chad King.

1) **Call to Order**

Erin Kane called the meeting to order at 8:03pm.

2) **Pledge of Allegiance**

Erin Kane led the recitation of the pledge of allegiance.

3) **Amendments to the Agenda**

- Upon motion of Erin Kane, seconded by Chad King the board unanimously voted to amend the agenda to include approval of job descriptions for MST Educational Assistant and Middle School Science Department Chair.

4) **Approval of Prior Meeting Minutes**

Upon motion of Jackie Santos, seconded by Adil Khan, the board unanimously voted to approve the meeting minutes of the January 8, 2007 special meeting of the Board of Directors.

5) **Audience Participation**

The Board took public comments as indicated on Exhibit A, attached hereto.

6) **Chief Administrative Officer's Report**

The Chief Administrative Officer delivered the report attached hereto as Exhibit B.

7) **Parent Advisory Board Report**

The Parent Advisory Board delivered the report attached hereto as Exhibit C.

8) **School Advisory Council Report**

The School Advisory Council delivered the report attached hereto as Exhibit D.

9) **Discussion Items**

- **Permanent Facility Update**

Erin Kane stated that we are still working on Castle Pines North's incorporation. Castle Pines Village has tried to slow down the process by trying to dismiss the motion from Castle Pines north to incorporate.

- Previous Meeting Public Comments

Roberta Harrell reported that she met with families that raised issues relating to the carpool, and that those issues have been resolved.

10) Action Items

- Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to table the Kindergarten Policy
- Upon motion of Jackie Santos, seconded by Denese Gardner, the board unanimously voted to approve an amended Organizational Structure of the School, in the form attached hereto as Exhibit E
- Upon motion of Jackie Santos, seconded by Erin Kane, the board unanimously voted to approve the job descriptions of the MST Educational Assistant and Science Chair positions, in the forms attached hereto collectively as Exhibit F.

11) Review of Agenda for Next Meeting

The agenda for the Board's next meeting will be distributed by electronic mail prior to the next meeting.

12) Executive Session

Upon motion of Jackie Santos, seconded by Erin Kane, the board voted by roll call to convene an Executive Session pursuant to CRS § 24-6-402(4)(b) and (e) to determine positions relative to matters that may be subject to negotiations and to confer with the School's attorney for the purpose of receiving legal advice on specific legal questions. Chad King abstained from executive session.

Upon motion of Erin Kane, seconded by Denese Gardner, the board unanimously voted by roll call to return from Executive Session.

The board resolved into Executive Session at 8:15pm and returned from Executive Session at 8:25pm.

13) Dismissal

Erin Kane dismissed the meeting at 9:40pm.

Respectfully submitted,

Jackie Santos
Secretary
February 2, 2007

Exhibit A
Public Comments

Henmam Li asked whether there would ever be considered the board would add supplemental insurance as an option for employees? He realizes this is a contentious issue.

Exhibit B
Report of the Chief Administrative Officer (attached)



CAO Report

January 23, 2007

I. Public Relations/Communication

- Additional information regarding the School Accountability Report – The attached information provides the data that determined a school's ranking. American Academy's Excellent Ranking score put our school in third place in the entire Douglas County School district for overall score on the School Accountability Report.
- Parent Informational Meeting – We had two successful PIM meeting on January 11 and January 18, in spite of the cold weather. Approximately 20 parents attended to find out enrollment information regarding our school. The next meeting is scheduled for Thursday, January 25 at 9:00 a.m. Current Intent to Enroll numbers are attached.
- Colorado League of Charter Schools Membership Council – I submitted an application to join this newly formed group of Charter School Administrators. Today I received an email stating that I was selected for this committee of 20 administrators. Our first meeting is February 15. This group serves several purposes that align with the organization's commitment to both restructuring the governing board and maintaining the input and voice of those it intends to serve, including:
 - Increasing member participation in League governance: this council provides an opportunity for broader member participation in CLCS governance, without the time and resource commitment typically associated with board service.
 - Creating a pipeline for new Board members: this council provides a natural resource for identifying potential board members and creates an accessible means for members to become increasingly active in and aware of CLCS activities.
 - Ensuring that those involved in influencing League policy and activities are representative of the schools it serves: this council consists of a diverse mix of school leaders, representing the ethnic and geographic diversity of our school, as well as other variances we see from school to school: grades served, academic program, age of school, school affiliation and size of school.
- Administrator Meetings – I have a Charter Administrator meeting on Tuesday, February 13. All of the charter school administrators will conduct a School Accountability Review on February 26 and 27 for Academy Charter School.
- DCSD Administrators Meeting – At the January DCSD Administrator's meeting, the upcoming changes in foreign language implementation for the 2007-2008 school year at the DCSD public schools was discussed. K-12 DCSD schools will begin a language integration program at every school. Each articulation area will need to be consistent in the languages offered. Even though charter schools are exempt from this requirement, keeping informed of these changes is important as we consider curriculums for the future.

II. Financial Stability

- Charter Management Services will present updated monthly financials at the board meeting. Second quarter financials were submitted to the district this past week.
- We are still waiting to hear from the district the final decision for the distribution of the bond money. We will receive the mill override money from the district for having a fully functioning SAC committee in July.

III. Educational Success

- Maps Testing – The attached reports provide the Winter 2007 testing results for 3rd-7th grade students
- CSAP Preparation – All grade levels are currently preparing the CSAP tests in February and March.

IV. Staff Management

- We interviewed an excellent candidate for the middle school science teacher position. Our MST Director has proposed a change to the organizational structure for our science department. The Board will review her proposal at the board meeting.
- We hired Kristi Dote to be the part time MST Educational Assistant. Her responsibilities include administrative support for the development and implementation of the school's math, science and technology curricula, including staff development and staff support. The MST Educational Assistant is also responsible for providing assistance with logistics for the successful execution of the school's MST Discovery Weeks.
- Kindergarten – Renee Barbetti has turned in her resignation, effective February 1 for her part-time Kindergarten position. Renee's husband has been transferred to Pennsylvania. We regret to lose Renee but we wish her and her family the best. We have already begun the search process for her replacement.
- First semester staff evaluations – I have attached an analysis of the staff evaluations for first semester.

V. Operational Success

- MPR – The crack in the multi-purpose room should be completed over the weekend. We hope to be back in the building with business as usual on Monday. Thanks to all staff and volunteers who have made accommodations to work around this temporary problem.
- Front Office – The front office operations before and after school have improved with implementation of our new carpool procedures for daycare, walkers, and pick-up students. The excess amount of students and parents in the front lobby has decreased significantly.
- CREDO Reports – Thanks to Cindy Rhatigan for getting our CREDO reports turned in on time and correctly.
- School Advisory Council – The SAC is beginning work on the Parent Survey.
- Discipline – Up-to-date numbers for infractions and commendations are attached.

Upcoming Dates:

- Monday, January 22, 6:00-7:00 p.m. MAP testing results interpretation parent meeting
- Monday, January 22, PTO Meeting, Staff Lounge
- Tuesday, January 23, 9:00-12:00 – First grade teachers to observe/meet with Dennison First Grade teachers to discuss Open Court Reading Program
- Thursday, January 25, 9:00 a.m. PIM Meeting
- Thursday, February 1, 1:00p.m – 3:00 p.m. School level Spelling Bee
- Friday, February 9, Middle School Science Fair
- Tuesday -Thursday, February 13-15, Parent Teacher Conferences, 4:00-8:00 p.m.
- Friday, February 16, Comp Day, NO SCHOOL
- Monday, February 19, Presidents Day, NO SCHOOL

Exhibit C
Report of the Parent Advisory Board

Corie O'Brien reported that the PAB has received few complaints. A few parents have complained about the navy pants wearing at the knee. Dennis has replaced them at no cost. The PAB is wondering whether the Board wants to change the direction of the PAB in the future. The PAB suggested an annual review by the Board of PAB goals and objectives.

Exhibit D
Report of the School Advisory Council

Roberta Harrell reported that the SAC is working on creating a parent survey to send out.

Exhibit E
Organizational Structure (attached)

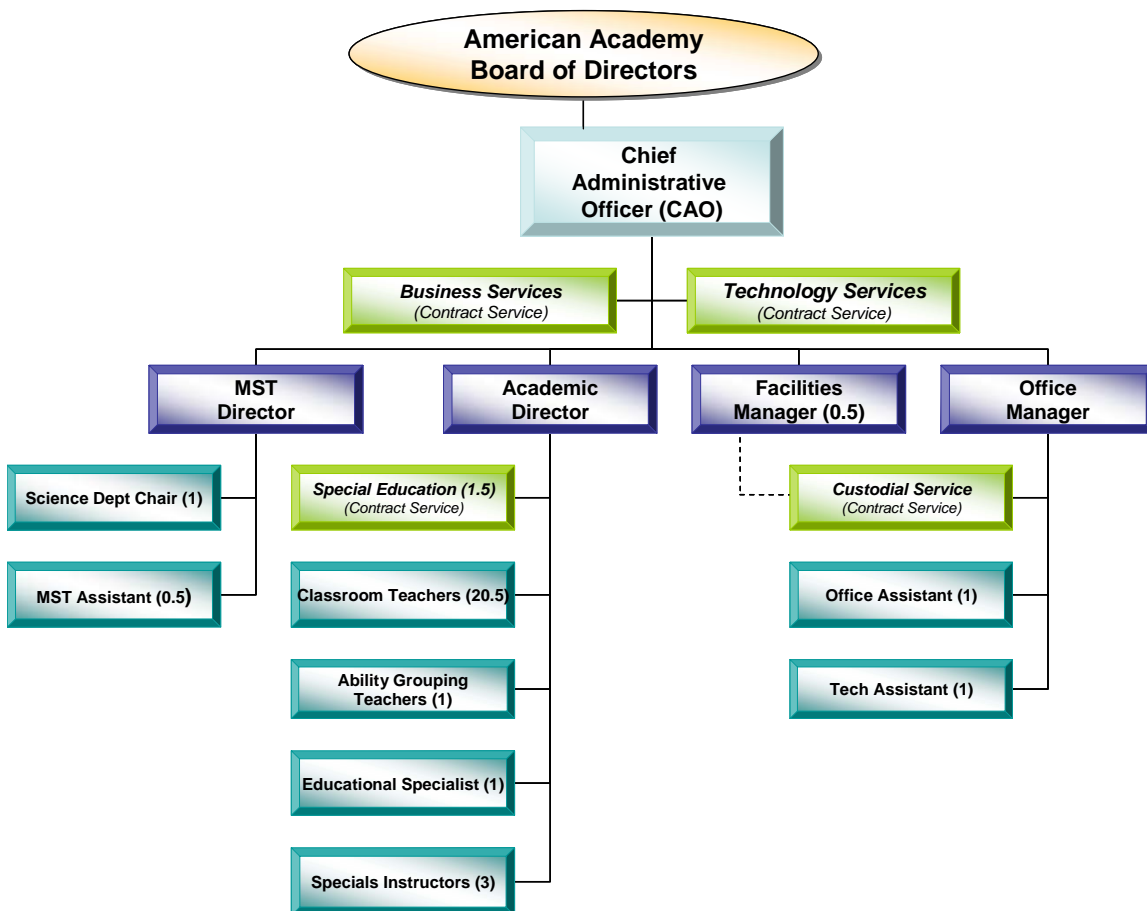


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Organization Structure Policy

Note: Revised structure was approved by the American Academy Board of Directors on January 23, 2007.

American Academy Organization



Job Descriptions

Chief Administrative Officer:

Classification:

- Administrative
- Full Time
- Exempt

Level: Officer

Reports to: American Academy Board of Directors (BOD)

Minimum Hours Required: (subject to prior approval of leave by BOD)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during the summer break

Prerequisites:

Education

- Bachelor's Degree required; Master's Degree preferred
- Colorado Administrator's Certification or equivalent

Special Knowledge/Skills

- Ability to manage, motivate, and inspire children, staff, and parents
- Superior project management and organization management skills
- Ability to manage financial operations
- Working knowledge of the Core Knowledge curriculum and direct instruction
- Visionary and forward-thinking; "out-of-the-box" thinking
- Ability to implement and leverage technology solutions
- Strong communication, public relations and interpersonal skills
- Ability to multi-task and anticipate challenges

Experience

- Extensive instructional leadership and/or business experience
- Minimum 5 years educational administration experience
- Personnel management
- Proven track record of excellence and credibility

Description of Position: Direct and manage instructional programs and operations of American Academy. Provide school leadership that ensures excellence and innovation in teaching and student learning while maintaining efficiency in operation and leveraging technology. Manage implementation of the vision set forth in the American Academy Charter Application, including the Core Knowledge curriculum, the Math, Science, and Technology (MST) program, character development, and flexible grouping. Implement the American Academy business plan, including hiring, facilities management, financial management, etc. Create a new school of excellence that will raise the bar in modern-day elementary education.

Responsibilities: Refer to the CAO Job Responsibilities Document

Finance Manager:

Classification:

This position is currently contracted

Level: N/A

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: N/A

Prerequisites:

Education

- Bachelor's Degree in related field, preferred
- CPA certification, preferred

Special Knowledge/Skills

- Superior project management and organization management skills
- Ability to manage all aspects of financial operations, from bookkeeping to budget development and financial analysis

- Strong communication, public relations and interpersonal skills
 - Ability to multi-task and anticipate challenges
- Experience
- Minimum 3 years experience in educational finance; charter school experience preferred
 - Proven track record of excellence and credibility

Description of Position: The Financial Services contract will include bookkeeping; accounts payable and receivable; cash management; revenue and expense management; purchase order processing and management; asset management; goal planning & budget alignment; compliance in proper accounting and reporting; developing and enforcing business policies; procedures & best practices; financial reporting; financial software recommendations; and financial recommendations. In addition, the contract will include human resources, payroll, and benefits administration including: all paperwork for new hires and status/position changes; background checks on employees and volunteers; verification of substitute teachers with staff members. As needed, the Finance Manager will provide financial updates to the Board of Directors at their board meetings.

Responsibilities: Refer to the Finance Manager Job Responsibilities Document

- Monitor Service Contracts – including custodial, trash, snow, landlord-provided services (CAM, snow, etc), copy machine, security, gym rental, and DCSD-purchased services.

Academic Director:

Classification:

- Administrative
- Full Time
- Exempt

Level: Director

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during summer break

Prerequisites: A masters degree in education, school administration certification preferred, experience performing standards-based classroom instruction (preferably with Core Knowledge) or equivalent professional instruction, experience as an assistant principal or equivalent.

Description of position: The Academic Director oversees the teaching staff to ensure the highest achievement in all areas. This includes monitoring of Core Knowledge and Language Arts curriculum implementation by all teachers in all grade levels; meeting with lead, senior, and instructor level teachers to monitor completion of the programs expected in one school year; and providing necessary staff development to give teachers the tools they need to deliver quality instruction to all students. The Academic Director is also in charge of student discipline monitoring and delivery to ensure a safe and orderly school environment.

Responsibilities: Refer to the Academic Director Job Responsibilities Document

MST Director:

Classification:

- Administrative
- Full Time
- Exempt

Level: Director

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hrs during summer break

Prerequisites: A masters degree in science education or related field, proficiency in all disciplines of science, math, and technology, experience performing standards-based classroom instruction (preferably with Core Knowledge) or equivalent professional instruction, presentation, networking and experience in partnership building.

Description of position: The MST director is responsible for promoting, advancing, and improving the teaching, learning and comprehension of science, math, engineering, and technology. This position supports standards-based technology-intensive mathematics and science instruction for grades K-8. The director serves as a school-wide catalyst for integrative teaching and learning in mathematics, science, engineering, and technology education. The MST director will provide educational direction for the establishment of the highest achievement in math, science, engineering, and technology.

Responsibilities: Refer to the MST Director Job Responsibilities Document

Technology Director:

Classification:

This position is currently contracted

Level: N/A

Reports to: Board of Directors

Minimum Hours Required: N/A

Prerequisites: Technology degree and 2 years previous experience in technology field. Experience in an educational environment not required.

Description of position: The technology contractor will oversee the infrastructure of our school, as well as direct the planning and implementing of our technology programs. Duties may include implementation of our Power School student information system, maintenance of all servers, management of the school website, consultant and trainer to staff in the application of technology, installing and upgrading software, and perform routine maintenance. Specific duties are included in the Contract for services.

Responsibilities will be developed if this position becomes a staff position.

Office Manager:

Classification:

- Administrative
- Part Time
- Exempt

Level: Manager

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hours during summer breaks

Prerequisites: 2 years previous experience in office work.

Description of position: The Office Manager will oversee non-academic and non-financial operations of the school. This includes front office management, office supply management, student records, and health oversight. The Office Manager will manage student enrollment, office procedures, records, and facilitate school communication.

Responsibilities:

- Develop and carry out office procedures including: office supply management; placing orders to Finance Manager; and copier and office equipment oversight
- Maintain all office files including student records (academic) and other records as required
- Facilitate school communication including: answering the school main phone and voicemail systems; greeting parents and visitors; checking internet communications; and handling correspondence as required
- Maintain the School Calendar including coordinating school wide activities for Open Houses, Back-to-School Night, Picture Day, Extra Curricular activities and other events
- Contact teachers about new student assignments
- Manage Student Records including: transferring records for students who leave/Release of Student Information; respond to Request for student records/info; and ensure records are complete
- Coordinate substitute teachers as needed
- Maintain calendar sharing with the CAO and schedule appointments, including in-home visits on Thursdays until complete

- Oversee carpool, lunch and recess including; ensuring playground is monitored during all recess periods; ensuring carpool drop-off and pick-up is monitored by a staff member; coordinating with carpool, lunch, and recess volunteers
- Schedule and coordinate onsite events/functions – such as Board meetings, Parent Advisory Board meetings, parent conferences and student presentations. Includes catering details (if necessary) and coordination with the Facility Manager
- Oversee Supplies and Purchase Requests
- Purchase Orders – review, obtain required approvals, fill or pass along to Finance Manager, follow-up, schedule/oversee delivery & receipt of goods
- Asset Management - Inventory tracking and auditing on at least annual, if not quarterly, basis
- Related duties as assigned

Facility Manager:

Classification:

- Administrative
- Part Time (up to 20 hours per week); hourly
- Exempt

Level: Manager

Reports to: Chief Administrative Officer (CAO)

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)
- 60 hours during summer breaks

Prerequisites: 2 years previous experience in facility management.

Description of position: The Facility Manager will oversee the school facility and safety. This includes facility and grounds maintenance, custodial oversight, security and safety.

Responsibilities:

- Maintain the school facility, including performing of facilitating any required repairs and ensuring a neat and organized school environment.
- Maintain Compliance-local, district, county and state codes (fire, building, occupancy);
- Oversee school security including: setting system for calendar & hours of operation (consider vacation schedule); issuing card access badges and/or keys to employees and Board of Directors
- Oversee school safety including: scheduling drills (fire, lockdown, and shelter in place); coordination of table top exercises, maintenance of the school security manuals; coordination with the district on safety and security; coordination with the schools safety team
- Oversee custodial service – ensure service maintains cleanliness of facility and grounds including cleaning daily, trash & litter picked up and removed from facility and grounds nightly, staff refrigerator cleaned-out weekly, carpet/window cleanings performed as needed
- Grounds repairs & maintenance – including routine and emergency repairs & maintenance (such as plumbing, trash removal, landscaping, snow removal of playground); maintenance of the playground and landscaping including ensuring the playground is power washed regularly
- Prepare facility for onsite events/functions – such as Board meetings, Parent Advisory Board meetings, parent conferences and student presentations. Includes furniture setup/breakdown and scheduling additional custodial services (if needed)
- Related duties as assigned

Office Assistant:

Classification:

- Administrative
- Full Time (or two part-time)
- Non-Exempt

Level: Assistant

Reports to: Office Manager

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)
- 160 hours during summer breaks, as needed

Prerequisites: Nursing degree, RN or equivalent experience preferred.

Description of position: The Office Assistant will be primarily responsible for the day-to-day operations of the health room. The Office Assistant is responsible for handling the administrative duties of the Office as listed below.

Health-Related Responsibilities:

- Attend DCSD school nursing training
- Assess and properly treat, if necessary, all injured and ill students.
- Work with the Nurse assigned to American Academy by the Douglas County School District to facilitate the processing and maintenance of all required medical paperwork to include immunization records, field trip forms and any other health-related requirements of DCSD
- Understand and enforce all health-related District policies and general school policies
- Maintain a clean, sanitary and organized health room.
- Maintain adequate inventory of medical supplies and coordinate with Operations Manager to order additional supplies as needed.
- Coordinate hearing and vision screening with the District, faculty, staff, students and parents (as needed)

Office Responsibilities:

- Check the school's information email line on a daily basis and answer questions or forward them to the appropriate person
- Answer the office phone
- Sign parents and visitors in and out per office procedures
- Assist with prospective parents by answering questions and working with the CAO in the Parent Information Meetings
- Monitor/organize lottery
- Manage new student enrollment including: answering questions from prospective parents; facilitating the lottery process; offering spots to new students; processing new paperwork and requesting student records; new family orientation
- Prepare Tuesday folders as needed
- Manage website requests for CAO and reporting them the person in charge of our school website
- Purchase Orders – take receipt of goods, distribute, forward packing slip to Finance Manager, input into Asset Management program
- Pick up all the District/US Mail from our mailbox, including its distribution
- Support the carpool process and work with the carpool volunteers
- Create and issue official carpool ID cards
- Perform related duties as assigned

Technology Assistant:

Classification:

- Administrative
- Part Time (20 hours per week)
- Non-Exempt

Level: Assistant

Reports to: Office Manager

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)
- 60 hours during summer breaks

Prerequisites: None.

Description of position: The Operations Assistants will be primarily responsible for managing carpool, lunch and recess.

Responsibilities:

- Track and manage current student enrollment including: maintaining the District SASI system and the school's PowerSchool system; maintaining student enrollment records; processing new student paperwork; and transfer student records as needed
- Maintain school attendance records in both SASI and PowerSchool. This includes tracking tardies and reporting them to CAO, early leaves and ensuring attendance is recorded. Also included is daily maintenance of school's voicemail attendance system
- Assist with school technology including acting as the first line of support for technology related issues.
- Perform office/administrative work as needed for the Office Manager and CAO
- Perform related duties as assigned

MST Science Department Chair:

Classification:

- Teacher
- Full Time

- Exempt

Level: Department Chair

Reports to: MST Director

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: A masters degree in science education or related field, proficiency in all disciplines of science, experience performing standards-based classroom instruction (preferably with Core Knowledge) or equivalent professional instruction, leadership, and curriculum development.

Description of position: TBD.

Responsibilities: Refer to the Science Department Chair Job Responsibilities Document

Classroom Teachers:

Classification:

- Teacher
- Full Time
- Exempt

Level: Varies (Instructor, Senior Instructor, Lead Instructor)

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: Varies. Refer to Faculty Job Requirements Document.

Description of position: Varies. Refer to Faculty Job Requirements Document.

Responsibilities: Varies. Refer to Faculty Job Requirements Document.

Specials Instructors:

Classification:

- Teacher
- Part Time (5 hours per day)
- Exempt

Level: Varies (Instructor, Senior Instructor, Lead Instructor)

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 25 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: Varies.

Description of position: Varies.

Responsibilities: Varies.

MST Educational Assistant:

Classification:

- Administrative
- Part Time
- Non-Exempt

Level: Assistant

Reports to: CMST Director

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)
- 60 hours during summer breaks

Prerequisites: Varies

Description of position: Assists the MST Director.

Responsibilities: Refer to the MST Educational Assistant Job Responsibilities Document

Educational Specialist:

Classification:

- Administrative
- Full Time
- Exempt

Level: Assistant

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 40 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: TBD

Description of position: TBD

Responsibilities: Refer to the Educational Specialist Job Responsibilities Document

Ability Grouping Teachers:

Classification:

- Teacher
- Part Time
- Exempt

Level: Instructor

Reports to: CAO

Minimum Hours Required: (subject to prior approval of leave by CAO)

- 20 hrs/wk during school year (while school is in session, including in-service days)

Prerequisites: The ideal candidate will possess all of the necessary requirements to meet NCLB guidelines. Experience with Open Court (if applicable) and Saxon math a plus.

Description of position: The Ability Grouping Teachers will instruct small groups of students in the areas of math and reading. The Math Instructional Assistant will instruct small groups of students in our Saxon math ability grouping program.

Responsibilities:

- Responsible for delivering the entire math and reading program to the individual group of students
- Regular communication with parents as well as progress reports and report card grades.
- Perform related duties as assigned

Special Education:

Note: Special Education Instructors report to the Douglas County School District. DCSD determines the job description, level, and responsibilities.

Policy Changes:

Original – approved by the BOD on 24 October 2005; previous organization structure in the AA Charter Application.

Revision 1 – approved by the BOD on 7 November 2005; added Asset Tracking to the Operations Manager

Revision 2 – approved by the BOD on 21 November 2005; changed Finance Manager to report directly to the BOD with a dotted line to the CAO

Revision 3 – approved by the BOD on 28 November 2005; removed Operations Manager; increased Office Assistant to full-time

Revision 4 – approved by the BOD on 6 February 2006; added Facility Manager and Operations Assistants

Revision 5 – approved by the BOD on 19 June 2006; added the Academic Director description; changed Operations Assistant to Technology Assistant and IAs to Ability Grouping Teachers; added solid line reporting from teachers to MST Director; all school positions report directly to the CAO

Exhibit F
Job Descriptions (attached)

Math Science and Technology Department Educational Assistant Job Responsibilities

Note: *This document was approved by the Board of Directors on January 23, 2007.*

Purpose:

The purpose of this document is to communicate the expectations of the American Academy Chief Administrative Officer (CAO) and Math, Science, and Technology Director (MST) in regards to the American Academy Middle School Science Instructor/Science Department Chair job responsibilities; achievement of these expectations will directly contribute to the school's successful achievement of its mission and objectives. Further, these expectations provide the basis of the Instructor/Chair performance evaluations, including performance bonus criteria.

Period:

This document applies to the 2006-2007 and 2007-2008 academic years.

High-Level Responsibilities:

The MST Educational Assistant is responsible administrative support for the development and implementation of the school's math, science and technology curricula, including staff development and staff support. The MST Educational Assistant is also responsible for the providing assistance with logistics for the successful execution of the school's MST Discovery Weeks. Four main areas of responsibility have been identified for the MST Educational Assistant:

I) Successful MST Discovery Weeks for all grades including Middle School Camps (90%)

II) Educational success in math, science and technology for all grades (10%)

Performance Review Process:

The year-end MST Educational Assistant performance evaluation and bonus for the 2006/2007 academic school year is discretionary and will be base on the weighted percentages assigned each area of high- level responsibility, identified above. informal performance evaluations will occur quarterly and the final formal year-end evaluation will take place prior to June 15, 2007.

For each performance evaluation, formal and informal, a performance rating (using a scale of 1 to 10, with 10 being the highest desirable level of achievement and performance) and specific comments for that quarter will be given by the CAO and MST Director to the MST Educational Assistant in an evaluation meeting and documented in writing. The final evaluation ratings will be cumulative and used to determine the bonus payout for the year.

Expectations:

This section defines the specific objectives within each area of high-level responsibility and identifies expected dates of completion and regular reporting of progress.

I. Successful MST Discovery Weeks for all grades including Middle School Camps

The mission of the school includes the immersion of math, science, and technology into the curriculum on a quarterly basis through MST Discovery Weeks. These weeks are an extension of the learning that takes place in the classroom, above and beyond what the classroom teacher is able to present. The MST Educational Assistant is expected to successfully implement the following components into MST Discovery Weeks for all grades:

A. Cutting Edge Technology

- Gather regular updates on current software programs and technology innovations as needed
- Provide logistics for mentoring programs for technology usage for upper grades-lower grade as needed by MST Director
- Assist as needed in implementing the efficient use of all technology tools available, including laptops, clickers internet sites, software

B. Organized, well-defined MST curriculum:

- Research topics for MST curricula as needed
- Help secure resources and perform logistical organization for obtaining guest speakers, attending field trips and activities, and completing culminating projects
- Arrange all transportation and secure all necessary approvals and permissions for field trips

C. Overnight educational camps

- Research new camp opportunities and report all findings to MST Director
- Perform all logistics for camps including: contracts, transportation (air and bus), registration materials issued and collected, collection and recording of deposits and payments, completion of all district requirements for overnight educational trips

D. Communication

- Provide MST Director with weekly updates of all developments and progress
- Assist in updating MST Discovery Week news at least once during each Discovery Week by submitting appropriate information to MST Director
- Prepare communications as needed for planning and implementation of all MST related programming for all audiences
- Provide communication to MST Director any information necessary for release to parents

E. Science Fair and other competitions

- Research existence of American Academy appropriate competitions for participation
- Assist in the planning and management of activities for MST related educational competitions
- Plan and arrange for all necessary components of AA Science Fair including: securing the location and tables, finding judges, compose and send out confirmation letters, balance projects by discipline and prepare corresponding score sheets, arrange for lunches for judges, order ribbons and display boards, prepare schedule for the day and send out all school communication

F. Financial

- Keep up to date records of MST approved spending and revenue
- Order all materials needed for MST Discovery Weeks

II. Educational Success

To help the school achieve its academic objectives, the MST Educational Assistant is expected to:

A. Testing

- Assist in the implementation of assessments including: Saxon, Core Knowledge, and the Technology Student Skills Continuum



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Middle School Science Instructor/Science Department Chair Job Responsibilities

Note: *This document was approved by the Board of Directors on January 23, 2007.*

Purpose:

The purpose of this document is to communicate the expectations of the American Academy Chief Administrative Officer (CAO) and Math, Science, and Technology Director (MST) in regards to the American Academy Middle School Science Instructor/Science Department Chair job responsibilities; achievement of these expectations will directly contribute to the school's successful achievement of its mission and objectives. Further, these expectations provide the basis of the Instructor/Chair performance evaluations, including performance bonus criteria.

Period:

This document applies to the 2006-2007 and 2007-2008 academic years.

High-Level Responsibilities:

The Middle School Science Instructor/Science Department Chair is responsible for direct instruction of 6th and 7th grade science and in year 07/08 8th grade instruction as well. As the school grows and moves into the permanent facility with multiple science teachers and laboratories, this person will lead instruction of other middle school science teachers. As the Department Chair, he/she will assist the MST Director in developing, planning, and assessing science instruction for middle school and other grades as needed. The position also includes assisting the MST director in allocating and managing resources dedicated to the science academic program, including coordinating multiple laboratory usage as the school grows and the purchase of equipment and supplies. The Middle School Science Instructor/Department Chair is also responsible for assisting the MST Director in the execution of the school's MST Discovery Weeks. Four main areas of responsibility have been identified for the Middle School Science Instructor/Department Chair:

- 1) Instruction and Leadership of Middle School Science (50%)**
- 2) Educational success in science for all grades (20%)**
- 3) Successful MST Discovery Weeks for all grades (20%)**
- 4) Individual contributions to the operational success of the school (10%)**

Performance Review Process:

The year-end Middle School Science Instructor/Department Chair performance evaluation and bonus for the 2006/2007 academic school year is discretionary and will be based on the weighted percentages assigned each area of high-level responsibility, identified above. Informal performance evaluations will occur quarterly and the final formal year-end evaluation will take place prior to June 15, 2007.

For each performance evaluation, formal and informal, a performance rating (using a scale of 1 to 4, with 4 being the highest desirable level of achievement and performance) and specific comments for that quarter will be given by the CAO and the MST Director to the Science Instructor and Department Chair in an evaluation meeting and documented in writing. The final evaluation ratings will be cumulative and used to determine the bonus payout for the year.

Expectations:

This section defines the specific objectives within each area of high-level responsibility and identifies expected dates of completion and regular reporting of progress.

I. Instruction and Leadership of Middle School Science

To help the school achieve its academic objectives, the Middle School Science Instructor/Department Chair is expected to:

A. Delivery of science curriculum

- Integrate of at least 80% of the Core Knowledge (science) curriculum into the middle school science academic program
- Assist in the development of an annual MST curriculum plan as defined by the school's Curriculum Policy.

B. Additional Curricular Activities

- Promote and manage science and math competitions participation including the Denver Metro Regional Science and Engineering Fair

II. Educational Success

To help the school achieve its academic objectives, the Middle School Science Instructor/Department Chair is expected to:

A. Conduct regular assessments of Middle School Science and use feedback to drive instruction

- 1) *Science Curriculum Testing*
 - Monthly reports on progress (stoplight status for each grade in science curriculum testing)
- 2) *CSAP Science scores for grade 8*
 - Compile longitudinal data each year

B. Evaluation of teachers in science instruction

- Regular evaluation of middle school science teachers' instructional proficiency in delivering our science programs
- Evaluation of K-4 teachers' instructional proficiency in delivering science curricula as needed

III. Successful MST Discovery Weeks for all grades

The mission of the school includes the immersion of math, science, and technology into the curriculum on a quarterly basis through MST Discovery Weeks. These weeks are an extension of the learning that takes place in the classroom, above and beyond what the classroom teacher is able to present. The Middle School Science Instructor/Department Chair is expected to assist the MST Director successfully implement the following components into MST Discovery Weeks for all grades:

A. Cutting Edge Technology

- Information delivered during the MST Discovery Weeks will enhance our Core Knowledge curriculum by presenting the latest and greatest advancements in technology in each area. Technology introduced will be age and grade level appropriate.
- Exposure to related professions, skills, and other extension opportunities in the math, science, and technology areas
- Efficient use of all technology tools available, including laptops, clickers, internet sites, software when possible and appropriate.

B. Organized, well-defined MST curriculum:

- All activities will be in direct correlation to the state math, science, or technology standards while also aligning with the school's Core Knowledge curriculum
- When possible, each grade should include a guest speaker, relevant fieldtrip, relevant classroom activities, research, and a culminating project.

C. Communication:

- Communication to staff in a timely manner prior to each MST Discovery Week with specific goals, objectives, procedures, and timelines clearly defined.
- Training for the staff as needed so they are comfortable and ready to deliver the MST Discovery Week content
- Provide to the MST Director updated with MST Discovery Week news at least once during each Discovery

IV. Individual Contributions to the Operational Success of the School

To help the school achieve its operational objectives, the Middle School Science Instructor/Department Chair is expected to:

A. Provide timely and clear communication

- Website for classroom communication, Science Newsletter updated with news and events as appropriate
- Provide to the MST Director Science news and updates as appropriate
- Provide to the MST Director monthly reports on progress (stoplight status for each grade)

B. Demonstrate initiative in personal achievements

- Attend 10 hours of professional development