

POLICIES PERTAINING TO OUR EMPLOYEES

EMPLOYEE JOB DESCRIPTIONS

Employee Job Descriptions:

Executive Director

Administrative Assistant in charge of Finance

Teacher

Instructional Aide

Office Aide

Nurse

Food Service Personnel

Date Adopted: _____

EXECUTIVE DIRECTOR POSITION

QUALIFICATIONS: The Executive Director must exhibit a commitment to the mission and philosophy of the Pineywoods Community Academy. Pineywoods Academy does permit a candidate for certification to substitute management training or experience for educational experience. The Executive Director must live within the geographic boundary of the school. He or she must be willing to be a visible presence on campus at all times and be able to stay until the last child leaves unless another person in administration remains on campus.

Wage/Hour Status: Exempt

Pay Scale: 30,000 - 40,000

The duties of the Executive Director include:

1. Assuming administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the educational programs, services, and facilities of the School and for the annual performance appraisal of the School's staff.
2. Assuming administrative authority and responsibility for the assignment and evaluation of all personnel of the School and making recommendations regarding the selection of such personnel, as provided by Education Code 11.163. (See DP (LEGAL))
3. Initiating the termination or suspension of an employee or the non-renewal of an employee's term contract.
4. Managing the day-to-day operations of the School as its administrative manager.
5. Having an annual budget prepared for submission to the board.
6. Preparing recommendations for policies to be adopted by the board and overseeing the implementation of adopted policies.
7. Developing or causing to be developed appropriate administrative regulations to implement policies established by the board.
8. Providing leadership and inspiration for the attainment of student performance in the School based on the state's academic excellence indicators and other indicators as may be adopted by the state board or the board.
9. Organizing the School's central administration.
10. Performing any other duties assigned action of the board. Education Code 11.201 (d)
11. Regularly consulting the Site-Based committee in the planning, operation, supervision, and evaluation of the school educational program. Education Code 11.252_(f)

12. **Reporting the School's maximum attendance to the Commissioner no later than April 25th of each year, for the purpose of textbook requisitions. Education Code 31.103(a)**
13. **Upon receipt of notice from a law enforcement agency, notifying all instructional and support personnel who have responsibility for supervising a student who has been arrested or taken into custody: notifying all instructional and support personnel who have regular contact with a student who has been convicted of, or adjudicated for, a felony offense. Code of Criminal Procedure, Article_15.27(a)(b)**

In addition to performing statutory duties, the Executive Director shall:

1. **Be informed about all aspects of the instructional program and ensure that there is a continuous focus on improving student academic performance.**
2. **Work with the staff, board, and community in curriculum planning.**
3. **Develop, evaluate, and revise annually the School improvement plan, with the assistance of the Site-Based committee.**
4. **Promote goal-oriented performance and support for those involved in achieving School and campus performance objectives.**
5. **Conduct periodic evaluation of all programs and operations to determine improvements needed and to foster attainment of School and campus improvement plans.**
6. **Assist the board in evaluating the effectiveness of School programs.**
7. **Demonstrate skill in anticipating, managing, and resolving conflict.**
8. **Recommend the number, types, and organizations of positions, including central administration, needed to carry out School functions effectively.**
9. **Perform duties established by the board regarding the recommendation, employment, suspension, and dismissal of employees.**
10. **Assign and reassign all personnel, exercise final placement authority for educators transferred because of enrollment shifts or program changes.**
11. **Direct and supervise the staff evaluation program and provide effective two-way communication with School personnel.**
12. **Serve as liaison between the board and staff.**

13. **Develop and recommend pay systems, recommend pay increases or adjustments for personnel.**
14. **Support staff development and other professional development programs.**
15. **Promote a positive work environment that fosters high staff morale and excellence within the School.**
16. Be informed of developments in state, Federal, and FISCAL/FACILITIES local laws and public policy affecting education.
17. Accurately prepare and submit in a timely manner any and all reports required by the board, TEA, other Federal and state agencies, and any records subpoenaed by a court of law.
18. Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively.
19. Ensure the School's compliance with all applicable Federal requirements.
20. Ensure that the School plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of School facilities.
21. Monitor School property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.
22. Ensure a favorable educational environment through the implementation of an equitable and efficient system of student behavioral management. Respond swiftly and appropriately in matters of student discipline violations and in all cases involve parents.
23. Work with staff, board, and community in planning and implementing support services for students.
24. Develop and implement effective communication between the School and community; promote community support and involvement with schools.
25. Represent the School in activities involving other school systems, institutions, agencies, and professional and community groups.
26. Interpret board policies to the staff, parents, and community groups.
27. Formulate, with the board, an annual School Administrator's professional development plan and assist the board in designing a process for evaluating the School Administrator's performance.
28. Pursue professional development through reading, attending conferences, and being involved with related agencies.

29. Assist the board in identifying individual and team training needs, and in arranging training opportunities.
30. Never be alone with a student behind closed doors unless another adult is present.

The Executive Director shall also perform the following duties:

1. **Assist the board secretary in preparing board agendas and meeting materials in cooperation with the board president.**
2. **Attend and participate in all meetings of the board except closed meetings when the board desires to discuss such matters as the Administrator's contract or evaluation privately.**
3. **Keep the board continuously informed on issues, needs, and operations of the School.**
4. **Exercise discretion and good judgment in matters not covered by board policy.**
5. **Serve as custodian of all minutes and records of the board.**
6. **Communicate with the School's attorney on matters in litigation or potential litigation except as otherwise directed by the board.**
7. **Perform related duties assigned by action of the board.**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by

Date

Reviewed by

Date

**Position Title: Administrative Assistant
In charge of Finance**

Reports To: *Executive Director*

Wage/Hour Status: Exempt

Pay Scale: 25,000 - 30,000

PRIMARY PURPOSE:

Direct and manage the PEIMS and financial reporting, supervise operations and personnel in the school office.

QUALIFICATIONS:

Must exhibit a commitment to the mission and philosophy of Pineywoods Community Academy

Education/Certification:

! 2 - 4 years post high school

Special Knowledge/Skills:

- ! Working knowledge of PEIMS and other reporting software.
- ! Ability to operate computer and administrative software.
- ! Ability to generate and manage budget and personnel
- ! Strong communication, student management, public relations, and interpersonal skills
- ! Ability to promote cohesiveness among employees and students.

MAJOR RESPONSIBILITIES AND DUTIES:

Financial Management

1. Monitors managerial processes to ensure that the program activities are within the budget and use these findings for corrective action and improvement.
2. Regularly consult with the School Administrator about the planning, operation, supervision, and evaluation of the campus reporting process.
 3. Develops a budget with the assistance of the Executive Director by April 1.
 4. Arranges for all tax returns and yearly financial audits
 5. Performs payroll and all related reports and duties.
 6. Pays all bills in a timely fashion. Watches closely that overpayments or inappropriate payments are not made.

Other duties include but are not limited to:

Foster collegiality and team building among staff. Encourage their active involvement in the decision-making process.

Facilitate communication with School Administrator, staff, students, parents, and community.

Communicate and promote expectations for high-level performance from staff and students. Recognize excellence and achievement.

Facilitate effective and timely resolution of conflicts.

Help build a common vision for school improvement with staff. Help direct planning activities and implement programs with staff to ensure attainment of school's mission.

Identify, analyze, and apply research findings to facilitate school improvement especially in the area of budget and PEIMS reporting

Develop, maintain, and use appropriate information systems and records necessary to show campus progress on performance objectives addressing each reporting criteria necessary for PEIMS reporting.

Assist in the interview, selection, and orientation of new staff and register all personnel assigned to the campus. Collect all necessary paperwork for personnel files.

Make recommendations to the School Administrator on the termination, suspension, or non-renewal of employees assigned to the campus.

Comply with school policies, as well as Federal and state laws and regulations, affecting the school.

Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information. Direct and manage extracurricular and intramural programs including management of multiple activity funds.

Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate and timely reports of maximum attendance for the purpose of textbook requisitions.

Monitor fixed asset inventory, including additions, deletions, and transfers.

Promote maximum attendance; compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate and timely reports of attendance.

Develop professional skills appropriate to the job assignment.

Demonstrate behavior that is professional, ethical, and responsible, and serves as a role model for all campus staff.

Articulate the school's mission to the community and solicit their support in realizing the mission.

Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of staff assigned to campus including, but not limited to, office staff, counselor(s), librarian(s), instructional aides, cafeteria support staff, and custodians.

EQUIPMENT USED:

Computers, audio-visual equipment, and other forms of instructional technology and equipment.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions.

Ability to maintain composure in stressful situations, to problem-solve, to work collaboratively with others, and to work on multiple projects/tasks within a given period of time.

Physical Demands/Environment Factors:

Ability to travel to all facilities throughout the school; ability to transport materials/supplies to be used in presentations and in work sessions with teachers.

Other:

Prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by

Date

Reviewed by

Date

Position Title: Teacher
Reports To: *Executive Director*
Wage/Hour Status: Exempt
Pay Scale: 22,000 - 38,000

PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

QUALIFICATIONS:

Exhibit a commitment to the mission and philosophy of Pineywoods Community Academy

Education/Certification:

Bachelor's degree from accredited university with emphasis in subject/level assigned; Or, Vast knowledge of the subject area with the ability to teach students effectively.

Special Knowledge/Skills:

Knowledge of subjects assigned, must maintain B average in college work

General knowledge of curriculum and instruction

Experience:

At least one year of student teaching, approved internship or equivalent.

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Strategies

- 1. Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.**
- 2. Prepare lessons that reflect accommodation for individual student differences.**
- 3. Present the subject matter according to guidelines established by the Texas Education Agency, school policies, and administrative regulations.**
- 4. Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned.**
- 5. Conduct assessment of student learning styles and use results for instructional activities.**
- 6. Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established by Individual Education Plans (IEPs).**

- 7. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to school requirements.**
- 8. Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s).**
- 9. Use technologies in the teaching/learning process.**

Student Growth and Development

- 10. Assist students in analyzing and improving methods and habits of study.**
- 11. Consistently assess student achievement through formal and informal testing.**
- 12. Assume responsibility for extra-curricular activities as assigned and may sponsor outside activities approved by the school.**
- 13. Present a positive role model for students that supports the mission of the school.**

Classroom Management and Organization

- 14. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students. Must be kind and respectful of each student, yet firm and fair in discipline.**
- 15. Manage student behavior in the classroom and administer discipline according to Board policies, administrative regulations, and IEP.**
- 16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.**
- 17. Assist in the selection of books, equipment, and other instructional materials.**

Communication

- 18. Establish and maintain open lines of communication with students and their parents.**

19. **Maintain a professional relationship with all colleagues, students, parents, and community members.**
20. **Use acceptable communication skills to present information accurately and clearly.**

Professional Growth and Development

21. **Participate in the school's staff development program.**
22. **Demonstrate interest and initiative in professional improvement.**
23. **Demonstrate behavior that is professional, ethical, and responsible.**

Policy Implementation

24. **Keep informed of and comply with Federal, state, and school regulations and policies for classroom teachers.**
25. **Compile, maintain, and file all reports, records, and other documents required.**
26. **Attend and participate in 75% of faculty meetings and serve on staff committees as required.**

Student Safety

27. **Be aware of how students are being treated by other students and staff and intervene when the relationship is not wholesome for the student.**
28. **Never be alone with a student behind closed doors unless it is the presence of another adult or group of students.**
29. **Try to prevent accidents by counseling students in areas of safety and respect for others.**

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s).

WORKING CONDITIONS:

Mental Demands:

Ability to communicate (verbal and written) abilities to instruct; maintain emotional control under stress; to inspire students to achieve better results in their work and behavior.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by

Date

Reviewed by

Date

Position Title: Teacher, Substitute

Department: Instruction

Reports To: *Administrative Assistant*

Pay Grade: Daily wage \$50

SUMMARY:

Performs regular teacher's class plan while the teacher is out.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

Assumes the responsibilities for instructing classes when a teacher is absent.

Assumes all other responsibilities for that teacher during the time the teacher is absent.

Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.

Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is

absent.

Provides assistance for students who need special help on those days when no teacher is absent.

Provides for individualized and small group assistance for students by lesson plans.

SUPERVISORY RESPONSIBILITIES:

Supervises students and oversees paraprofessional for instruction purposes.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree and specific endorsement.

CERTIFICATE, LICENSES, REGISTRATIONS:

Valid Teaching certificate; or vast knowledge or experience with subject area

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete

variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk to hear. The employee will occasionally sit and walk, and reach with hands and arms.

The employee must occasionally push and/or move up to 10 pounds such as a TV/VCR cart. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work is performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by

Date

Reviewed by

Date

Position Title: Instructional Aide

Reports To: *Teacher*

Wage/Hour Status: Non-Exempt

Pay Grade: Hourly, at least minimum wage

PRIMARY PURPOSE:

Assist the teacher in the preparation and management of the classroom activities and administrative requirements. Work under the supervision of one or more certified teachers.

QUALIFICATIONS:

Demonstrates commitment to mission and philosophy of Pineywoods Community Academy. Must have ability to inspire students to improve performance in school work and behavior. Must be kind and respectful to students, yet have high expectations for their work and good behavior.

Education/Certification:

! High school diploma or GED

Special Knowledge/Skills:

! Ability to work well with children

! General knowledge of office equipment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce School rules, administrative regulations, and state and local School policy.

2. Assist the teacher in preparing instructional materials and classroom displays.
3. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
4. Assist with the administration and scoring of objective testing instruments or work assignments.
5. Assist in supervising students throughout the school day, both inside and outside the classroom.
6. Keep the teacher informed of any special needs or problems of individual students.
7. Assist in maintaining a neat and orderly classroom.
8. Assist in inventory, care, and maintenance of equipment.
9. Assist the teacher in keeping administrative records and preparing required reports.
10. Participate in staff development training programs, faculty meetings, and special events, as needed.
11. Provide orientation and assistance to substitute teachers.
12. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, typewriter, duplicator, audio-visual equipment, fax machine, and computers.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbally and written); maintain emotional control under stress; ability to handle all types of behavior.

Physical Demands/Environment Factors:

Moderate standing, stooping, bending, and lifting up to 45 pounds.

Other:

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of School Policy or procedures on evaluation of para-professional personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by

Date

Reviewed by

Date