

# Pacific View Charter School

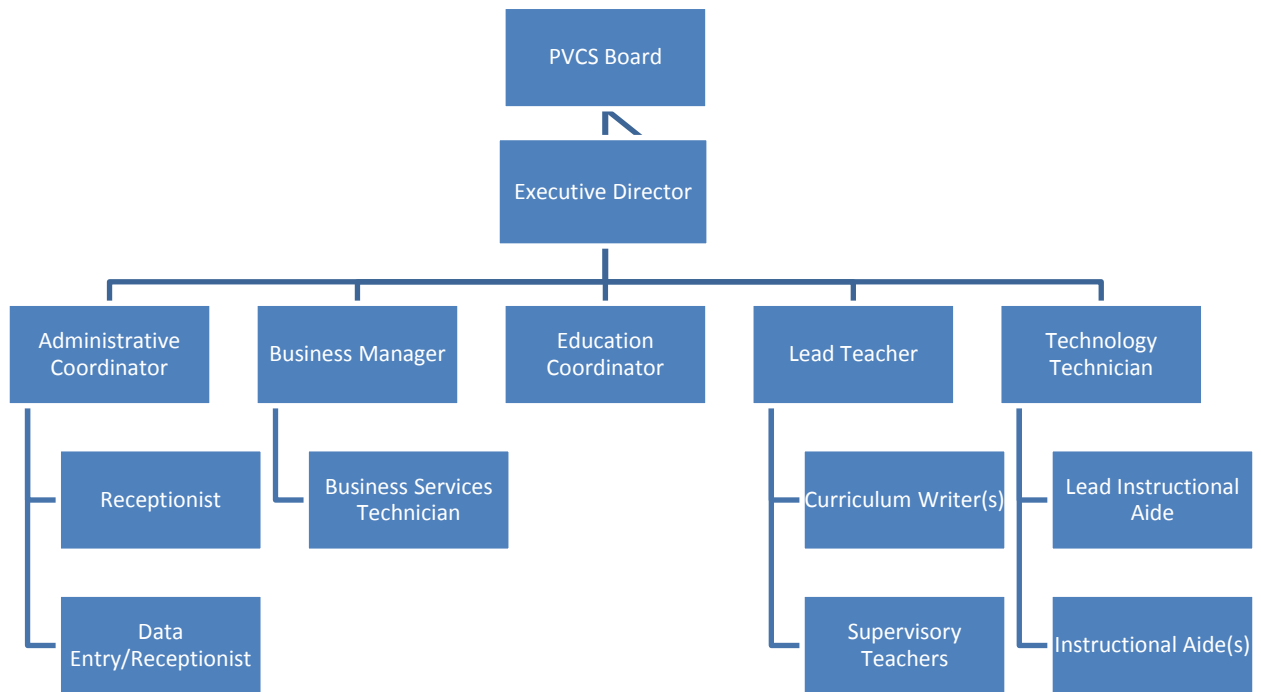
A California Public School and Nonprofit 501 ( c )(3) Corporation  
3670 Ocean Ranch Blvd., Oceanside, California 92056  
Phone # (760) 757-0161

## AGENDA

Board of Trustees' Meeting – Tuesday, November 29, 2011  
Special Meeting begins at 5:00 pm

- |     |  |        |
|-----|--|--------|
| 1.0 | <u>Call to Order/Roll Call</u>         |        |
| 2.0 | <u>Approval of Agenda</u>              | Action |
| 3.0 | <u>Pledge of Allegiance</u>            |        |
| 4.0 | <u>Introductions</u>                   |        |
| 5.0 | <u>Public Comment</u>                  |        |
| 6.0 | <u>Action/Discussion Items</u>         |        |
|     | 6.1 Organizational Chart               | Action |
| 7.0 | <u>Personnel</u>                       |        |
|     | 7.1 Associate Director Job Description | Action |
| 8.0 | <u>Adjournment</u>                     |        |

6.1



7.1



## Administration Job Description

### ~~Associate Director~~ Education Coordinator

#### Description:

The ~~Associate Director~~ **Education Coordinator** will provide vision, leadership, collaborative short and long range planning, goals, implementation and periodic evaluation of progress of the finalized Executive Director's goals. The ~~Associate Director~~ **Education Coordinator**, following policy and established procedures, will make recommendations regarding all School programs, policies, students and staff. The ~~Associate Director~~ **Education Coordinator** shall assist the Executive Director with tasks necessary for the efficient operation of the school. The ~~Associate Director~~ **Education Coordinator** will be part of the Director's Advisory Team.

#### Job Functions:

##### Essentials:

- ~~Coordinate and supervise~~ school activities.
- Assist with development, evaluation and implementation of programs.
- ~~Participate in the~~ **Coordinate and facilitate the planning and Design,** implementation and evaluation of the school's staff development program.
- Attend Board meetings **and other meetings as assigned by the Executive Director**
- Assist in the preparation and implementation of School Policies and procedures.
- Serve as a resource **to the Executive Director** in the area of educational goals and trends that could affect the educational program.
- Assist with research, analysis and implementation of Response to Intervention programs.
- Assist with ~~Plan and facilitate~~ the hiring process, orientation and training of new Staff Members.

- Direct, supervise and evaluate certified and classified personnel as assigned by the Executive Director.
- ~~Maintain the program in the absence of the Executive Director.~~
- Assist **the Executive Director** in identifying student needs and developing plans to help students solve health, attitude and learning problems.
- ~~Assist in establishing and maintaining standards of student behavior needed to provide an organized, productive student learning environment.~~
- Develop and implement school restructuring programs, consensus and team building models, and support and implement Executive Director's decisions.
- ~~Develop and manage~~ **Assist in developing and maintaining** sound fiscal practices.
- Oversee the safety, conduct and general welfare of students.
- Monitor and assess student achievement and participate in outcomes with appropriate data collection and analysis.
- Support the Executive Director in the process of continuous school improvement.
- ~~Attend Student Success Team Meetings~~
- ~~Direct and supervise the Achievement Coordinator~~
  - **Plan, organize and facilitate SST process for all stakeholders. Maintain and systematize SST related paperwork and/or recordkeeping**
  - **Prepare, organize and review distribution of Newsletter**
  - **Coordinate and organize testing in close collaboration with the Executive Director**

**Other:**

Perform other duties as requested by the Executive Director  
Work toward team and school goals

**Requirements:**

**Education and Experience:**

Bachelors and/or Master's Degree with California Teaching Credential, Minimum of five years teaching experience, and other adjunct duties of increasingly responsible and varied administrative tasks in a school district or charter school environment.

**Knowledge, Skills, and Abilities (including tests):**

An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.

**Physical Abilities:**

Dexterity of hands and fingers to operate a computer keyboard  
Sitting or standing for extended periods of time  
Hearing and speaking to exchange information and making presentations

Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged

**Work Environment:**

School office environment

Constant interruptions

Evening or variable hours

**Reasoning Ability:**

Prioritize, organize, and multi task. Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals. ~~Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.~~ Interpret, apply and explain rules, regulations, policies and procedures. Prepare comprehensive narrative and statistical reports. Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

**Work Year:** 199 Days

**Supervisor:** Executive Director

**Approved: 10-05-04**

**Amended: June 21, 2011**