

Charter Schools



ROLES
and
RESPONSIBILITIES



GENERAL FUNCTIONS

ROLES *and* RESPONSIBILITIES

APC

- Represents the school and serves as liaison between school and parents.
- Establishes rules for governing the school and students.
- Selects, oversees, and evaluates the principal.
- Invests principal with powers and duties it may delegate in accordance with APC and district policy.
- Requires the principal to be the educational leader of the school.
- Requires professional leadership from the principal.



PRINCIPAL

- Serves as CEO of the APC and is responsible for implementing APC policy.
- Employed by the APC.
- Administers school in accordance with APC policy
- Delegates authority to other staff members but at all times retains the ultimate responsibility for APC policy implementation.
- Provides educational leadership for the APC, staff, and students.
- Provides for operation of the school, supervision of the instructional program, and management of school personnel.
- Identifies needs of the school and reports them to the APC.
- Continually upgrades his/her professional knowledge and qualifications.
- Is aware of school, state and national educational developments and reports such information to the APC.



EXPECTATIONS & RELATIONSHIP

ROLES *and* RESPONSIBILITIES

THE APC; *Governs*

- Establishes criteria for the selection of principal.
- Recruits, interviews, hires and evaluates the principal.
- Establishes contract provisions for principal.
- Provides the principal with written goals of expectation of performance upon which s/he will be evaluated.
- Evaluates the principal at least once a year.
- Demonstrates trust and respect for the professional judgment of the principal.
- Conducts annual self-evaluation of the APC's effectiveness in conducting the business of the APC.
- Maintains respect for the principal and for his/her right to have opinions that may differ from theirs.

THE PRINCIPAL; *Manages*

- Provides the APC with materials as requested from the APC as a whole.
- Assures that personal professional qualifications meet the criteria established by the APC.
- Holds a valid principal's certificate and maintains that certificate or is a qualified chief school administrator.
- Provides APC with written goals and objectives to meet the APC's expectations and defines his/her goals for the school.
- Demonstrates respect for APC members and for their right to have opinions that may differ from theirs.
- Encourages the APC to evaluate its roles and responsibilities and participates with them during this evaluation.
- Works together with the APC for the good of the school and student achievement.
- Acts as advisor to the APC in areas needing policy development and revision.

POLICY

ROLES *and* RESPONSIBILITIES

THE APC

- Adopts policies for the governance and management of the school.
- Clearly defines for the principal the intent of the APC and actions necessary for implementation.
- Reviews and evaluates APC policy on an regular annual basis.

THE PRINCIPAL

- Acts as advisor to the APC in areas needing policy development or revision.
- Drafts written policy and provides APC with data and information supporting the policy recommendation.
- Maintains an up-to-date written manual of school policies; ensures policies are accessible to all school employees and community members.
- Implements school policies and assures that the staff, students and community are aware of the intent and importance of those policies.
- Assists the APC with review and evaluation of policies by identifying areas where revision may be warranted as needs of the school or laws and regulations change.



BUDGETS/FINANCE

ROLES *and* RESPONSIBILITIES

THE APC

- Establishes priorities for the fiscal management of the school.
- Provides the principal with the APC's priorities and parameters for the development of the school budget.
- When used, appoints the budget committee.
- Approves, adopts, monitors, and reviews an annual budget.
- Provides leadership in securing community support for budget.
- Reviews purchase of supplies, equipment or services above and beyond what has been approved of in the annual budget or goes above the amount established with APC policy.
- Adopts policies for the accounting of all school funds, and for the reporting of fiscal information to the APC.
- Establishes the limit for budget transfers and purchases that can be done without APC approval.

THE PRINCIPAL

- Serves as the school budget officer.
- Prepares a detailed budget based on the APC's priorities and parameters.
- Administers the budget and assures that expenditures of school funds are within the legal requirements of the budget.
- Seeks APC approval for expenditures according to APC policy.
- Oversees monthly financial report and presentation to the APC.
- Establishes a control system for financial accounting and reporting in accordance with APC policy and state law.
- Reports to the APC on a regular basis the financial condition of the school.
- Obtains APC approval to transfer funds or make purchases exceeding amount set by APC policy.
- Acts as a resource to the APC.
- Report to the APC on grants, local, state and federal funding.

CURRICULUM & INSTRUCTION

ROLES *and* RESPONSIBILITIES

THE APC

- Establishes an educational philosophy and goals for the instructional programs of the school.
- Adopts and/or changes curriculum and instructional programs as necessary or as recommended by the principal.
- Follows Alaska state education standards.
- Regularly reviews student achievement data.
- Reports to the community on the status of education delivery and success in the school.
- Uses school climate data in decision-making process for increased student achievement.

THE PRINCIPAL

- Advises the APC on the educational needs of the students, the requirements of DEED and other directives.
- Provides leadership to the staff and the APC in the continuous development, implementation, and evaluation of the instructional programs and recommends additions or changes.
- Reports to the community on the status of education delivery and success in the school.
- Assigns staff to instructional areas and reports such information to the APC.
- Regularly schedules presentations and reports by staff on various segments of the instructional program.
- Recommends policy for the selection of curricula and other instructional materials in accordance with state standards, legal requirements and sound instructional practices.
- Aids with the review and recommendation for the adoption of curriculum by the APC.



PERSONNEL

ROLES *and* RESPONSIBILITIES



THE APC

- Follows established district wide personnel policies.
- Promotes good working relations with staff.
- Receives and acts on recommendations on staffing levels within the schools, however NOT on specific individual hiring and retention.
- Hires, supervises and conducts an annual evaluation of the principal, the APC's only employee.
- Promotes a positive school climate.

THE PRINCIPAL

- Manages the employment, promotion, transfer, retirement or dismissal of all certified and classified staff.
- Responsible for the supervision of all employees of the school.
- Serves as the APC's liaison with staff. Notifies personnel of the APC's actions.
- Fosters good working relationships with staff and maintains lines of communication with individual staff members and employee organizations.
- Delegates authority to staff members, as appropriate.
- Supervises the evaluation of all staff and conducts or supervises evaluations of administrators under his/her supervision.

STUDENTS

ROLES *and* RESPONSIBILITIES

THE APC

- Adopts policies for provision of student services including admission, attendance, rights and responsibilities, safety, discipline and welfare.
- Adopts policies necessary to cover students of special needs and challenges.
- Adopts policies necessary to assure the safety and health needs of students.
- Reviews student handbooks on an annual basis.
- Make recommendations as to class size.

THE PRINCIPAL

- Implements policies regarding students adopted by the APC.
- Recommends appropriate policies and rules to maintain adequate services and appropriate control of students.
- Is ultimately responsible for the supervision of all instruction, extra-curricular and co-curricular student activities.
- Develops and implements programs which provide for special needs students.
- Develops and implements written procedures to deal with student health and safety emergencies.
- Ensure applications and lottery process of school is in accordance with district policy.



FACILITIES

ROLES *and* RESPONSIBILITIES

THE APC

- Establishes policies for the appropriate operation and maintenance of school building and ground.
- Adopts policies governing the use of school facilities, grounds and equipment.
- Decides on purchase of school sites.
- Decides on construction or building renovation if necessary.

THE PRINCIPAL

- Provides for the proper upkeep of facilities and maintenance of equipment.
- Prioritizes long-range plans for preventive maintenance of buildings, equipment and ground.
- Assigns and supervises staff for the maintenance of buildings, equipment and ground.
- Recommends and supervises the public use of building, facilities and equipment as per APC policy.
- Acts in advisory capacity to APC in planning and construction.



MEETINGS

ROLES *and* RESPONSIBILITIES

THE PRINCIPAL

- Serves as an advisor and ex-officio member to the APC
- Assures compliance with all legal requirements relative to posting of notices and maintenance of meeting records.
- Identifies areas of business which APCs must address at meetings and works with the APC president in development of the agenda
- Provides all APC members, in advance of the meeting, with sufficient information and data to assist them in making informed decisions.
- Implements APC decisions and instructions developed at meetings.
- Notifies staff and students of APCs' actions relevant to them.
- Assures that the scheduling and holding of APC meetings meets the requirements of the law.
- Advises APC on the Open Meeting Act and legalities of entering into executive session.

THE APC

- Conducts meetings in public to transact all business of the school.
- All duties imposed upon the APC must be performed at an officially called meeting.
- Establish, through policy, the operational procedures for conducting the APC meeting (published agenda, Robert's Rules of Order, etc.).
- Has clear protocol for inclusion of items onto an agenda.
- The APC president, in consultation with the principal, develops the agenda for the APC meeting.
- Identifies for the principal the amount of information expected for good decision-making.
- Complies with the Open Meeting Act and refrains from misuse of Executive Sessions.

COMMUNITY ENGAGEMENT & RELATIONSHIPS

ROLES *and* RESPONSIBILITIES

THE APC

- Acts as liaison between the schools and the community.
- Maintains awareness of community attitudes, values and interests.
- Actively participates in programs that build good community relationships.
- Represents the schools at community functions and school functions.
- Appoints advisory or parent committees and outlines their responsibilities.
- Channels complaints or grievances through the appropriate channels.
- Support the school to meaningfully engage families in a way that is linked to learning, skill-building, and collaborative and interactive education.
- Encourages the community to follow appropriate channels for expressing ideas or concerns for the school via the principal.

THE PRINCIPAL

- Informs the community about its schools.
- Recommends community relations activities.
- Works with parent groups and other organizations to share about school programs and activities.
- Serves as the APC's liaison with advisory/parent committees.
- Establishes a working relationship with the news media.
- Serves as the liaison with the community to resolve complaints or grievances, makes recommendations to the APC for resolution of such issues that cannot be solved at the administrative level.
- Offers the APC opportunities of how the school will to engage families.
- Provides opportunities for the community to welcome and support school/school staff.
- Builds bridges between the school, key organizations, community leaders, and governmental representatives.