Roles & Responsibilities Overview

Alain Locke Charter School
2011-2012
Classroom Instructor

- Plans & facilitates instruction based on the individual needs of students
- Creates & maintains a classroom environment that is conducive to learning
- Guides the learning process towards the achievement of goals & curricular objectives
- Adheres to Alain Locke Way & school-wide expectations
Instructional Assistant

- Provides instructional & management support (TBD by instructor & IA)
-Executes small group & 1 on 1 instruction
-Contributes towards the accomplishment of school & classroom goals
Enrichment Instructor (K-6)

- Artist in Residence
- Health & Fitness Facilitator
- Music Facilitator
- Foreign Language Facilitator
- Technology Ed Coordinator
Special Ed Case Manager

- Maintain quality services & paperwork in accordance with guidelines
- Coordinate evaluations & IEP development
- Ensure timely delivery & monitoring of contracted services
- Maintains compliance
- Facilitates professional development
Special Ed Instructor

- Provides direct services as needed to special needs students
- Ensure instruction & modifications for students with special needs are being implemented
- Participates in special education meetings
- Collaborates with classroom instructor
- Follows up with parental or teacher concerns
Leadership Team members

- Advocate for grade level teams
- Serves as a resource for instructors and Principal
- Facilitates departmental meetings
- Assists in coordination of professional development opportunities
- Provides informal feedback (e.g. mentorship group)
Dean Of Students and Operations

- Oversees school operations
- Coordinates school-wide programs, parent meetings, assemblies, enrichment, etc.
- Serves as parent coordinator (volunteers, meetings)
- Establishes effective relationships with students, parents, staff and community groups
Higher Education Transition Counselor

- Advises students & parents on higher learning planning & financial aid
- Guides students & parents through the admissions process
- Provide services for alumni
Network Manager

• Administers and monitors systems and servers related to the network (e.g. email systems, computer lab, etc.)
• Provides technical advice and support
Maintenance

• Performs tasks to assist in maintaining a clean and safe learning environment
• Performs other duties as required
Security

• Monitors school facilities for the purpose of providing visibility, maintaining security, etc.
• Responds to emergency situations to address safety concerns
School Manager

- First contact for parents & outside world
- Responsible for most non-academic functions of school & office (i.e. compliance)
- Provides support to Principal
- Performs other duties as needed to ensure smooth operation of school
Director of Family Resource Center

• Oversees Family Resource Center
Principal

- School Leader (instruction & operations)
- Communicates school-wide priorities & goals
- Monitors progress towards school goals taking corrective actions as needed
- Provides ongoing feedback & conducts formal evaluations