

SUPERINTENDENT STANDARDS ASSESSMENT

STANDARD 3 Operations Management

Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.

Exemplary	The superintendent consistently and significantly exceeds the management of school district operations and resources in a manner that focuses on and enhances student success.
Proficient	The superintendent manages school district operations in a manner that promotes student success.
Area for Growth	The superintendent has had uneven success in the operations management of the district. Progress is anticipated in this standard. Improvement is needed in some aspects of this standard. Continued progress is anticipated in this standard.
Unsatisfactory	The superintendent does not manage school district operations in a manner that promotes student success.
Not Observed	Insufficient personal experience to evaluate – neither positive nor negative.

Sample Artifacts for Standard 3 may include: Mission and vision statement, district and superintendent goals, long range facilities plan, budget and associated community presentations, strategic plan, referendum, technology initiatives and purchase orders, audit, and committee agendas.

Superintendent Selected Evidence for Standard 3

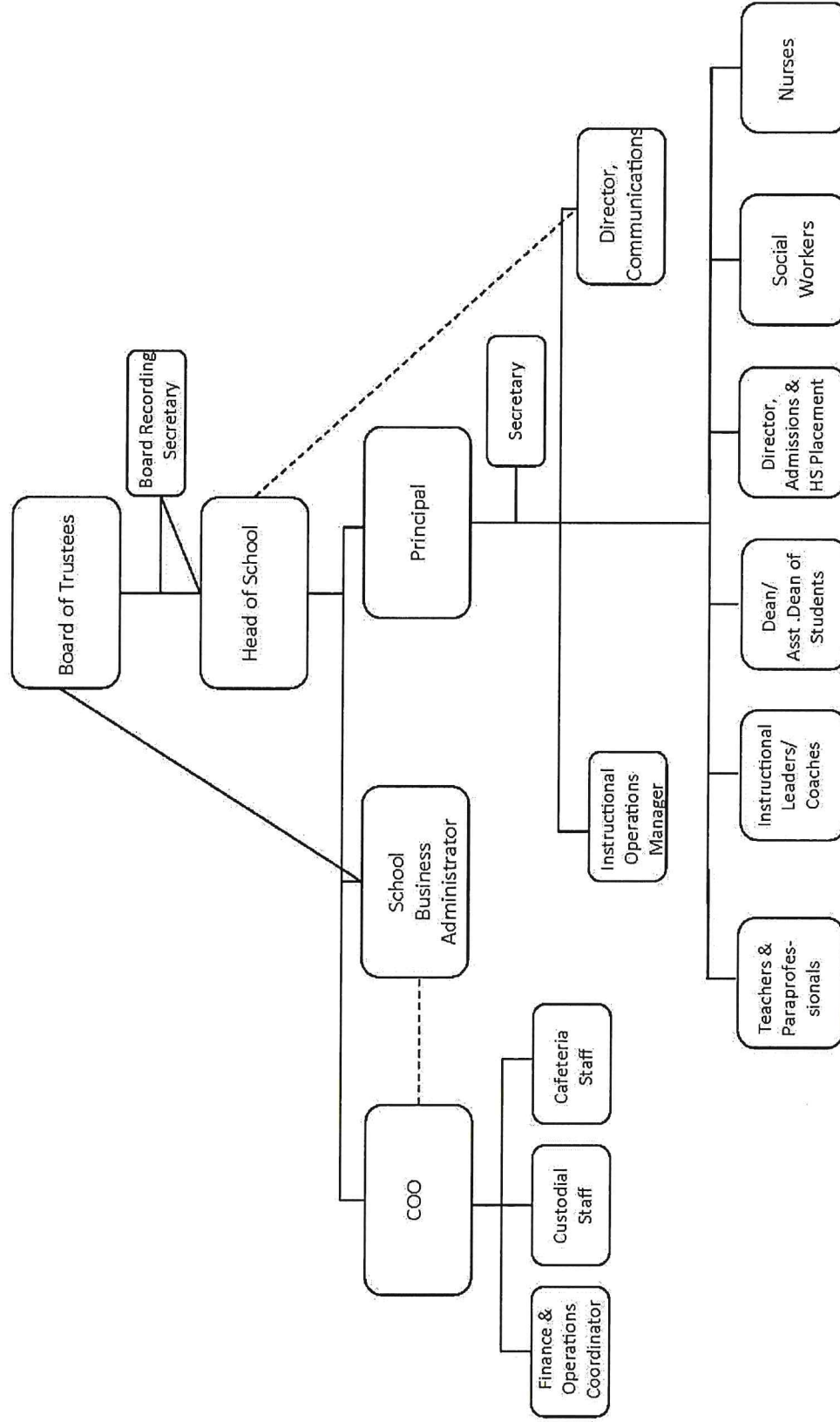
(Documents provided by Superintendent)

STANDARD 3 INDICATORS		PERFORMANCE LEVEL				
Effective educational leaders manage school district operations and resources to promote each student's academic success and well-being.		Exemplary	Proficient	Area for Growth	Unsatisfactory	Not Observed
1. Develops and executes plans, procedures, routines and operational systems that promote the vision, mission, goals, and the day-to-day operations of the district.						
2. Promotes appropriate financial control of the district's monetary and non-monetary resources, engaging in effective budgeting and accounting practices.						
3. Takes budget actions that balance both current and long-range financial needs of students and remains fiscally responsible to the community.						
4. Develops and manages a comprehensive approach to personnel that aligns to the district vision, strategies, and goals.						
5. Promotes safety across the district by keeping abreast of current facilities usage and planning for future needs.						
6. Employs technology to improve the quality and efficiency of operations and management.						

BOARD MEMBER ASSESSMENT OF STANDARD 3

EXEMPLARY	PROFICIENT	AREA FOR GROWTH	UNSATISFACTORY	NOT OBSERVED
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board member comments supporting rating:				

LINK COMMUNITY CHARTER SCHOOL Organization 2019-2020





Instructional Program Operations Manager
(Status-Exempt, 12 Month, Part-Time)
Job Description

Position Description

The Instructional Program Operations Manager oversees important facets of the daily operation of the instructional program to support Link Community Charter School's mission, in collaboration with the school's leadership and faculty. While the Manager reports directly to and works closely with the School Principal, s/he also works closely with other members of the Administrative Team to implement initiatives designed to ensure a positive school climate, smooth operations and effective instruction. The Instructional Program Operations Manager is an administrative position, not a teaching position and thus does not follow the teacher schedule or use the certificated staff evaluation tool.

This position requires 29 hours per week on site, Monday through Friday with hours that are mutually agreed upon to meet the needs of the school.

Specific Responsibilities

Staff Culture, Diversity and Cultural Competency/Relevance Leadership

- Develop and implement monthly staff newsletter and other initiatives to support a positive staff culture
- Lead Diversity Team to provide guidance and support to school leadership on issues relating to race, ethnicity, religion and gender/identity.
- Organize and lead monthly sessions on diversity, cultural competence and relevance for staff

State Reporting

- Gather and input data/documentation for state and local submissions, including residency verification, registration documentation, annual HIB, violence and suspension reporting, annual report to the NJ Charter School Office, October 15 Reporting, annual attendance, etc.
- Develop tools for compliance and streamlining each submission process.
- Manage state student enrollment systems, including NJSMART and CHE
- Support state reports throughout the school year
- Communications with the county education office as needed

PowerSchool Management

- Conduct data entry for initial student registration annually and complete ongoing updates as needed
- Increase knowledge base on capabilities of PowerSchool to take on increasing level of responsibility

Student Enrollment and Transportation

- Develop and prepare registration documents and protocols
- Manage student registration process, including documentation and home district enrollment and transfer
- Set up and manage student files
- Manage student transfers
- Communicate with home districts as needed with regard to enrollment and transportation
- Support transportation reimbursement program from home districts

Main Office Management

- Manage office operations from 4:00 to 6:00 pm, answering the telephone and attending to parents and guests.
- Support main office operations as needed, including greeting, answering phones, filing, maintaining organized space, parent communications, mailings, etc.

Testing:

- Support communication with staff, parents and students
- Coordinate all state testing (PARCC/NJSLA), NWEA and F&P on one school testing calendar
- Organize and coordinate all necessary technology and resources, ensuring all technical requirements are met by coordinating with the school's technology consultants
- Set up all student accounts
- Support staff training
- Schedule and coordinate proctors
- Distribute technology and resources and set up testing sites
- Manage testing sites
- Track student attendance and schedule make-ups
- Actively manage testing throughout assessment period

Quarterly Student Performance Reports (Progress Reports and Report Cards):

- Work with the Principal to establish expectations and timelines
- Communicate with staff to share expectations and timelines on ongoing basis, sending reminders and tracking performance
- Collect and compile personal development scores
- Review advisory and teacher comments and finalize report cards, printing them for distribution
- Prepare teacher packets for Report Card Night and progress reports for mailing home
- Collect and compile award recipients
- Order light supper for teachers for Report Card Nights
- Coordinate set up and breakdown of Report Card rooms with custodial staff
- Coordinate report cards with PowerSchool consultant with aim to take on full responsibility for running report cards and quarterly honors
- Develop assessment for programs and gather feedback and report to principal and to staff
- Track parent attendance at report card nights and report data to principal and staff
- Develop programs and initiatives to increase parent participation

Perform other duties, as assigned by the Principal and/or Head of School.

Meetings and Professional Development

- Maintain professional competence and continuous improvement through in-service education and other professional growth activities
- Participate in school-level planning, faculty meetings/committees and other school system groups
- Uphold and enforce school rules, administrative regulations and board policy

Qualifications

- Bachelor's Degree preferred
- Minimum three years experience in school operations preferably in an urban setting
- Excellent leadership, organizational, management, communication and interpersonal skills
- Manage multiple projects well and be self-motivated
- Drive, initiative and can-do attitude
- Personable, positive personality, maintain confidentiality and professionalism at all times
- Required criminal history check

- Proof of U.S. citizenship or legal resident alien status
- Commitment to Link Community Charter School's mission, vision and core values

School Life Responsibilities

- Continually reinforce the school's Core Values, expectations and school spirit, first and foremost by modeling such values and, secondly, by teaching them to our students.
- Lead, actively support and/or participate in school-wide events, including September pot luck event, Back to School Night, graduation, awards assemblies, Holiday Celebration, Grandparents' Day/Black History Month Celebration, Student Professional Development Program, Multicultural Program, Field Day, Spirit Week, student dances, 8th grade end of year events. Sign-up will occur in August.
- Participate and assist in the outdoor/adventure education program with both day and overnight trips, as needed.

Reporting, Supervision, Working Relationships and Evaluation

The Instructional Program Operations Manager reports directly to and is supervised by the Principal. S/he has working relationships with all members of the faculty, staff and administration in the school. The Manager will take part in an end of year school wide/program evaluation with the Principal, gathering information from all stakeholders and providing input for a comprehensive appraisal of the academic program. The Manager will be evaluated in accordance with State statutes and regulations, Board policies and administrative directives.

Terms of Employment

The Instructional Program Operations Manager is a 12-month employee, in an administrative, non-teaching role. The Manager receives salary and benefits as approved by the Link Community Charter School's Board of Trustees. School policies and procedures, as approved by the Board of Trustees, are provided to all staff in a Staff Handbook, which is available at the school's website (www.linkschool.org). The work day is Monday through Thursday, 9:30-10:30 am and 1:00-6:00 pm, Fridays, 9:00 am to 3 pm.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job. Duties may be modified as deemed appropriate by the Link Community Charter School.

I have read this job description and understand the expectations embodied here. I commit to perform the duties and meet expectations pursuant to this job description.

Signature

Date

Printed Name

Date



BUDGET SUMMARY

Line		FY Year: 2020-2021	Common Size
1	Enrollments		
2	District of Residence	121	
3	Non-Resident District	191	
4	Total Enrollments	312	
5			
6	Beginning Fund Balance	395,599	
7			
8	Revenues		
9	General Fund		
10		0	
11	Equalization/Local Levy Aid - Local Share	737,682	12.9%
12	Equalization/Local Levy Aid - State Share	3,399,059	59.4%
13	Total Equalization/Local Levy Aid (Lines 11,12)	4,136,741	72.3%
14	Categorical Aid		
15	Categorical Special Education Aid	209,785	3.7%
16	Categorical Security Aid	146,832	2.6%
17	Total Categorical Aid (Lines 15 and 16)	356,617	6.2%
18	Other State Revenue	FICA 176,841	3.1%
19	First Year Nonpublic Student Aid		0.0%
20	Adjustment Aid	747,552	13.1%
21	Other State Revenue		0.0%
22	Total Other State Aid (Lines 19 through 21)	924,393	16.2%
23	Other Revenue: LEP	60,000	
24	Total General Fund (Lines 13, 17, 22, 23)	5,477,751	95.7%
25	Restricted - Special Revenue Fund		
26	Revenue from State Sources:		0.0%
27	Source:		0.0%
28	Other:		0.0%
29	Total State Projects (Lines 27, 28):	0	0.0%
30	Revenue from Federal Sources:		0.0%
31	Source: NCLB	176,740	3.1%
32	Other: IDEA	68,625	1.2%
33	Total Federal Projects (Lines 31, 32):	245,365	4.3%
34	Revenues from Other Restricted Sources		0.0%
35	Source:		0.0%
36	Source:		0.0%
37	Other:	0	0.0%
38	Total Other Sources (Lines 35, 36, 37):	0	0.0%
39	Total Special Revenue Fund (Lines 29, 33, 38)	245,365	4.3%
40	Total Revenues (Lines 24,39)	5,723,116	100.0%
41	Expenditures-General Fund		
42	Instruction		
43	Salaries of Teachers	2,003,111	34.5%
44	Other Salaries for Instruction	40,000	0.7%
45	Purchased Professional/Technical Services	387,600	6.7%
46	Other Purchased Services	0	0.0%
47	General Supplies	70,000	1.2%
48	Textbooks	45,700	0.8%
49	Miscellaneous Expense	10,000	0.2%
50	Total Instructional Expense	2,556,411	44.0%
51	Administrative		
52	Salaries - Administration	609,915	10.5%
53	Salaries of Secretarial/Clerical Assistants	198,322	3.4%

Line		FY Year: 2020-2021	Common Size
54	Total Benefit Costs	820,841	14.1%
55	Purch. Professional/Tech.Serv.(Consultants)		0.0%
55.1	Legal costs	42,500	0.7%
55.2	Other Purch. Professional/Tech Serv. (Consultants)	81,600	1.4%
56	Other Purchased Services	57,350	1.0%
57	Communications/Telephone	34,585	0.6%
58	Supplies and Materials	7,000	0.1%
59	Judgments Against Charter Schools		0.0%
60	Interest on Current Loans		0.0%
61	Interest for Lease Purchase Agreements		0.0%
62	Mortgage Payments-Interest		0.0%
63	Miscellaneous Expense	2,400	0.0%
64	Total Administrative Expense	1,854,513	31.9%
65	Support Services		
66	Salaries	345,723	6.0%
67	Purch. Professional/Tech. Serv.(Consultants)	60,000	1.0%
68	Other Purchased Services	196,600	3.4%
69	Rental of Land and Buildings	328,000	5.7%
70	Insurance for property, liability and fidelity	63,413	1.1%
71	Supplies and Materials	23,000	0.4%
72	Transportation - Other than to/from school	0	0.0%
73	Reserved for future use		0.0%
74	Energy Costs (Heat and Electricity)	76,500	1.3%
75	Miscellaneous Expense	25,000	0.4%
76	Total Support Services Expense	1,118,236	19.3%
77	Capital Outlay		
78	Instructional Equipment	20,000	0.3%
79	Noninstructional Equipment	10,000	0.2%
80	Purchase of Land/Improvements	0	0.0%
81	Lease Purchase Agreements-Principal	0	0.0%
82	Mortgage Payments-Principal	0	0.0%
83	Building Purchase other than Lease Purchase	0	0.0%
84	Miscellaneous Expense	0	0.0%
85	Total Capital Outlay	30,000	0.5%
86	Total General Fund (Lines 50, 64, 76, 85)	5,559,160	95.8%

Line		FY Year: 2020-2021	Common Size
87	Expenditures-Special Revenue Fund		0.0%
88	Restricted /Special Revenues Programs		0.0%
89			0.0%
90	State Projects:		0.0%
91	Source:	0	0.0%
92	Other:	0	0.0%
93	Total State Projects:	0	0.0%
94			0.0%
95	Federal Projects:		0.0%
96	Source: ESEA	176,740	3.0%
97	Other: IDEA	68,625	1.2%
98	Total Federal Projects:	245,365	4.2%
99	Other Restricted Expenditures:		0.0%
100	Source:	0	0.0%
101	Source:	0	0.0%
102	Other:	0	0.0%
103	Total Other Sources:	0	0.0%
104	Total Special Revenue Fund (Lines 93, 98, 103)	245,365	4.2%
105			0.0%
106	Total Expenditures (Lines 86, 104)	5,804,525	100.0%
107			
108	Ending Fund Balance (Lines 6 + 40 - 106)	314,190	

Total	
Benefits	820,841
Salaries	3,197,071
%	25.67%

Instr	
3,080,975.28	59.24%

Admin. %	
1,241,184.74	23.86%

Support %		
878,999.87	16.90%	40.76%

Total	
5,201,159.89	

% fund bal. to Gen Fund	
5.65%	

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
		Teacher Salaries	28.00	1,799,151.16
		Special Ed	3.00	203,959.94
		TOTAL Line 43:		2,003,111.10
				-
	OTHER SALARIES FOR INSTRUCTION			-
		Other Instruction Salaries (stipends)	-	40,000.00
		Stipends		
				-
		TOTAL Line 44:		40,000.00
	PURCHASED PROFESSIONAL SERVICES			
		Computer Support		75,000.00
		Jesuit /Dominican Volunteers (2)		33,000.00
		Language Curriculum		30,000.00
		Princeton Fellow (2)		9,600.00
		Substitutes		80,000.00
		Outsourced para		160,000.00
		TOTAL Line 45:		387,600.00
	OTHER PURCHASED SERVICES			
		Music Program Instruction (LEP)		
		TOTAL Line 46:		-
	GENERAL SUPPLIES			
		Audio-Visual Materials		2,500.00
		Library Supplies		2,500.00
		Classroom Supplies		40,000.00
		Graduation		6,000.00
		Student Mailings		3,000.00
		Miscellaneous		500.00
		Printing supplies		14,900.00
		Identimetrics		600.00
		TOTAL Line 47:		70,000.00
	TEXTBOOKS			
		Textbooks,		40,000.00
		Redbird Math		4,500.00
		Schoolnet (Pearson)		1,200.00
		TOTAL Line 48:		45,700.00
	MISCELLANEOUS EXPENSE			
		Student Online Subscription		10,000.00
		Faculty Gifts		-
		Field Trips/Transportation		-
		TOTAL Line 49:		10,000.00
	TOTAL INSTRUCTIONAL EXPENSE			2,556,411

	Expense Deatails	FTE/Units	FY21 PROPOSED BUDGET
			-
	ADMINISTRATIVE EXPENSES		-
	ADMINISTRATION SALARIES		-
	Administrative Salaries	5.20	609,914.52
	TOTAL Line 52:		609,914.52
			-
	ADMINISTRATIVE SUPPORT SALARIES		-
	Administrative/Clerical	4.00	198,322.25
	TOTAL Line 53:		198,322.25
			-
	BENEFITS		-
	SS & Medicare		237,238.26
	NJ State Pension Assesment		165,000.00
	Workman's Compensation		35,100.00
	Health Insurance		325,000.00
	State Unemployment Ins		55,502.55
	Life Insurance		-
	FlexSpending Fees		3,000.00
	TOTAL Line 54:		820,840.81
			-
	PURCHASED PROF/TECH SERVICES		-
			-
	Legal		35,000.00
	Policy Updates		2,500.00
	Power school support		5,000.00
	TOTAL Line 55.1:		42,500.00
			-
	Contracted Services (Audit, HR)		17,250.00
	Hiring Fees (Teach for Americas)		22,000.00
	Meals Plus		350.00
	Payroll		6,000.00
	Bank Fees		600.00
	Copier/Printer Leasing		32,400.00
	Physician Services		3,000.00
	TOTAL Line 55.2:		81,600.00
			-
	OTHER PURCHASED SERVICES		-
	Board of Trustees Expenses		5,000.00
	Membership Dues		11,000.00
	Dean's List		9,000.00
	Financial Management Software (CDK)		3,850.00
	SIS (Power School, School Reach)		6,000.00
	Power School (Lisa Weber)		5,000.00
	Testing		7,500.00
	Strong Evaluation System		5,000.00
	FrontlineTechnology (Applitrak)		5,000.00
			-
	TOTAL Line 56:		57,350.00
	COMMUNICATIONS		
	Telephone		16,800.00
	Internet/Phone Support		11,825.00
	Employment Ads		5,000.00
	Postage		960.00
	TOTAL Line 57:		34,585.00

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
	SUPPLIES AND MATERIALS			
	Office Supplies			6,000.00
	Automobile			1,000.00
	Gifts & Donations			-
	TOTAL Line 58:			7,000.00
	MISCELLANEOUS EXPENSES			
	Student Fundraising Expenses			
	Miscellaneous			2,400.00
	Petty Cash			-
	TOTAL Line 63:			2,400.00
				-
	TOTAL ADMINISTRATIVE EXPENSE			1,854,513
	SUPPORT STAFF SALARIES			-
	Support Staff		5.40	345,723.21
	TOTAL Line 66:			345,723.21
	PURCHASED PROF/TECHNICAL SERVICES			
IDEA	Speech Therapy			-
IDEA	Physical/Occupational Therapy			-
	Home Instruction			10,000.00
	Learning/Psych/Social Eval			50,000.00
IDEA	Child Study Team Mtgs			-
	TOTAL Line 67:			60,000.00
	OTHER PURCHASED SERVICES			
	Security Guards			85,000.00
	Trash/Recycling			7,200.00
	Fire/Security Monitoring			2,200.00
	Contracted Building Services			11,200.00
	Building Repairs & Maintenance			15,000.00
	Parking Lot/Snow removal			6,000.00
	Building Maintenance Contract			70,000.00
	Food Program Purchases			-
	TOTAL Line 68:			196,600.00
				-
	RENTAL OF LAND & BUILDING			-
	Rent			328,000.00
	TOTAL Line 69:			328,000.00

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
	INSURANCE FOR PROPERTY & FIDELITY			
		Fidelity Bond for Financial Officers		2,100.00
		Directors and Officers Liability		13,000.00
		General Liability Package		42,950.00
		Student Insurance		1,600.00
		Umbrella		3,763.00
		TOTAL Line 70:		63,413.00
	SUPPLIES AND MATERIALS			
		Custodial Supplies		8,000.00
		Plant Supplies		10,000.00
		Nursing Supplies		5,000.00
		TOTAL Line 71:		23,000.00
	ENERGY COSTS			
		Heat		30,000.00
		Electricity		40,500.00
		Water		6,000.00
		TOTAL Line 74:		76,500.00
				-
	MISCELLANEOUS EXPENSES			-
		Admissions/Marketing		20,000.00
		High School Placement		5,000.00
		Refreshments staff		-
		TOTAL Line 75:		25,000.00
				-
	TOTAL FOR SUPPORT SERVICES			1,118,236
	INSTRUCTIONAL EQUIPMENT			-
		Technology		10,000.00
5 classrooms		Smart Boards		-
		Furniture & Fixtures		10,000.00
		Repair/Replace instruct equip		-
		TOTAL Line 78		20,000.00
	NON INSTRUCTIONAL EQUIPMENT			-
		Technology		10,000.00
		TOTAL Line 79:		10,000.00
				-
				-
		TOTAL GENERAL FUND EXPENSE		5,559,160
				-
				-
		TOTAL SPECIAL PROGRAMS EXP		349,630.00
				-
		REVENUE		5,723,116.13
		VARIANCE	-	(185,673.76)
				-
				-

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
				-
	DETAILED SPECIAL PROGRAMS EXPENSES INCLUDED IN BUDGET			-
	Title I			-
	TB			45,000.00
	Professional and Tech Services			120,000.00
	Summer Scholars			
	After School Program			
				165,000.00
				-
	Instructional Supplies			2,377.00
	Benefits			3,442.00
	Professional and Tech Services			-
	Support Supplies			
				-
	Total Title I			170,819.00
	Title I Reallocated			
	Purchased Services			1,200.00
	Supplies			2,071.00
	Other Objects			2,650.00
				5,921.00
	ESSA			176,740.00
	IDEA			
	Purchased Services	Child Study Team		66,825.00
				-
	Total IDEA			68,625.00
				-
				245,365.00