

Cape Fear Center for Inquiry  
**Board of Directors Agenda- Special Called Meeting**  
**June 11, 2020- 5:30pm**

***Nurturing a Sense of Wonder.** Cape Fear Center for Inquiry is committed to promoting students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing and empowering environment.*

**Roll Call:**

<b>Time</b>	<b>Subject</b>	<b>Chair/ Presenter</b>	<b>Note: Information, Discussion, and/or Action</b>
	<b>Opening Items:</b>		
5:30pm	<i>Call to Order</i>	<b>Lakeasha Glaspie</b>	Action Call to order: Boucher/Hill
5:31pm	Presentation: Reorganization Plan for 2020-2021	<b>Lori Roy and Multiple Faculty/Staff</b>	Information/Discussion/Action: Lori shared a presentation about a re-structuring plan and the reasons behind the recommendations. There was discussion about the process that is followed when decisions are made regarding faculty. Staff members shared reasons why changes will improve teacher support. There was discussion about contracts.
	Proposed 2020-2021 Budget	Mallory Hickey	Mallory presented the 2020-2021 budget and discussed several changes from previous years. There was discussion about how the budget was affected by the re-structuring plan previously discussed.
6:30pm	<i>Adjournment</i>	<b>LaKeasha Glaspie</b>	Action Motion to adjourn: Erichson/Hill

**Board Agenda Requests:** If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Dave Boucher at [dboucher@cfcfi.net](mailto:dboucher@cfcfi.net) with "CFCFI Board Agenda" in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.

**All requests and materials need to be submitted by noon on the first Friday of the month.** Items not received by this time will not be considered for the following month's Board meeting. The Board Executive Committee reserves the right to determine whether the item is added to the agenda, to ask for additional information, or to redirect the request to an appropriate committee or person.

# Shared Leadership Organization Restructure for 2020-2021

June 11, 2020

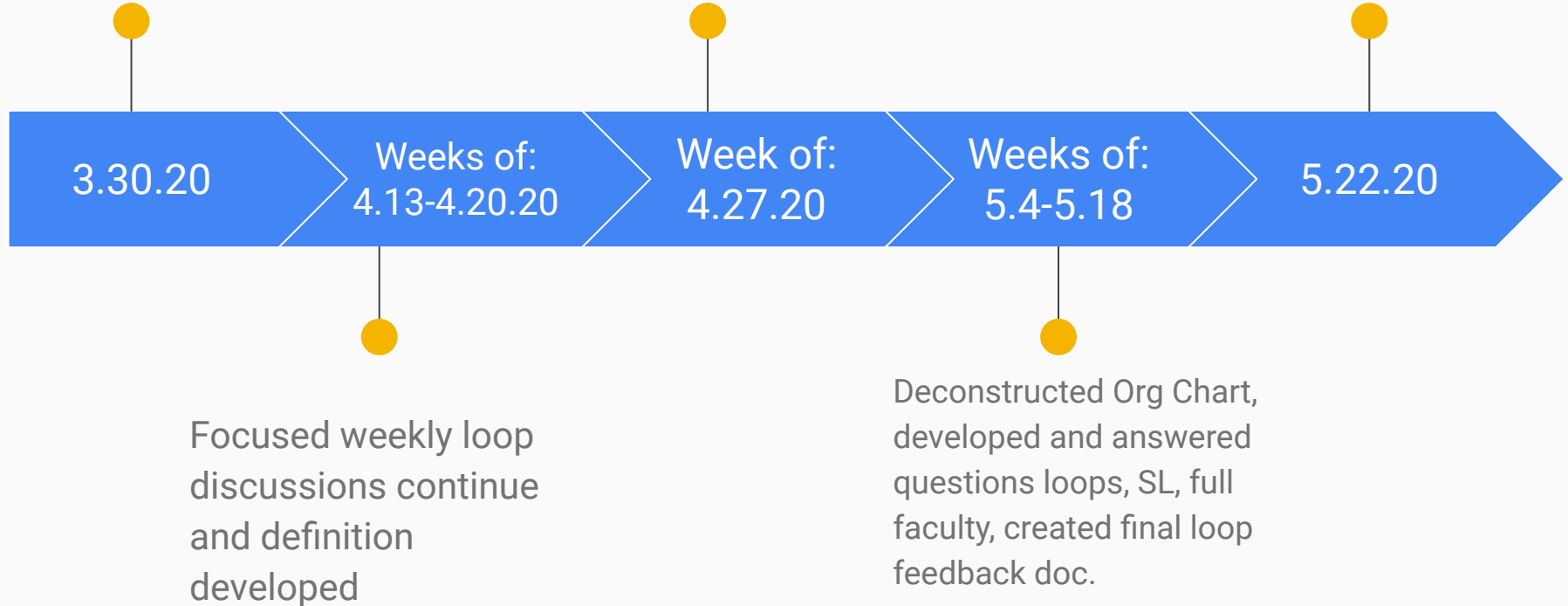
# Why now?

- The need for change was clear pre-COVID and Director shared an idea in March to start the conversation
- Board conducted a survey in early spring that identified support needs for teachers
- COVID-19 and remote learning impact on Social/Emotional Learning and Academics
- Personnel in leadership and support roles are overloaded, clarity is needed in all roles

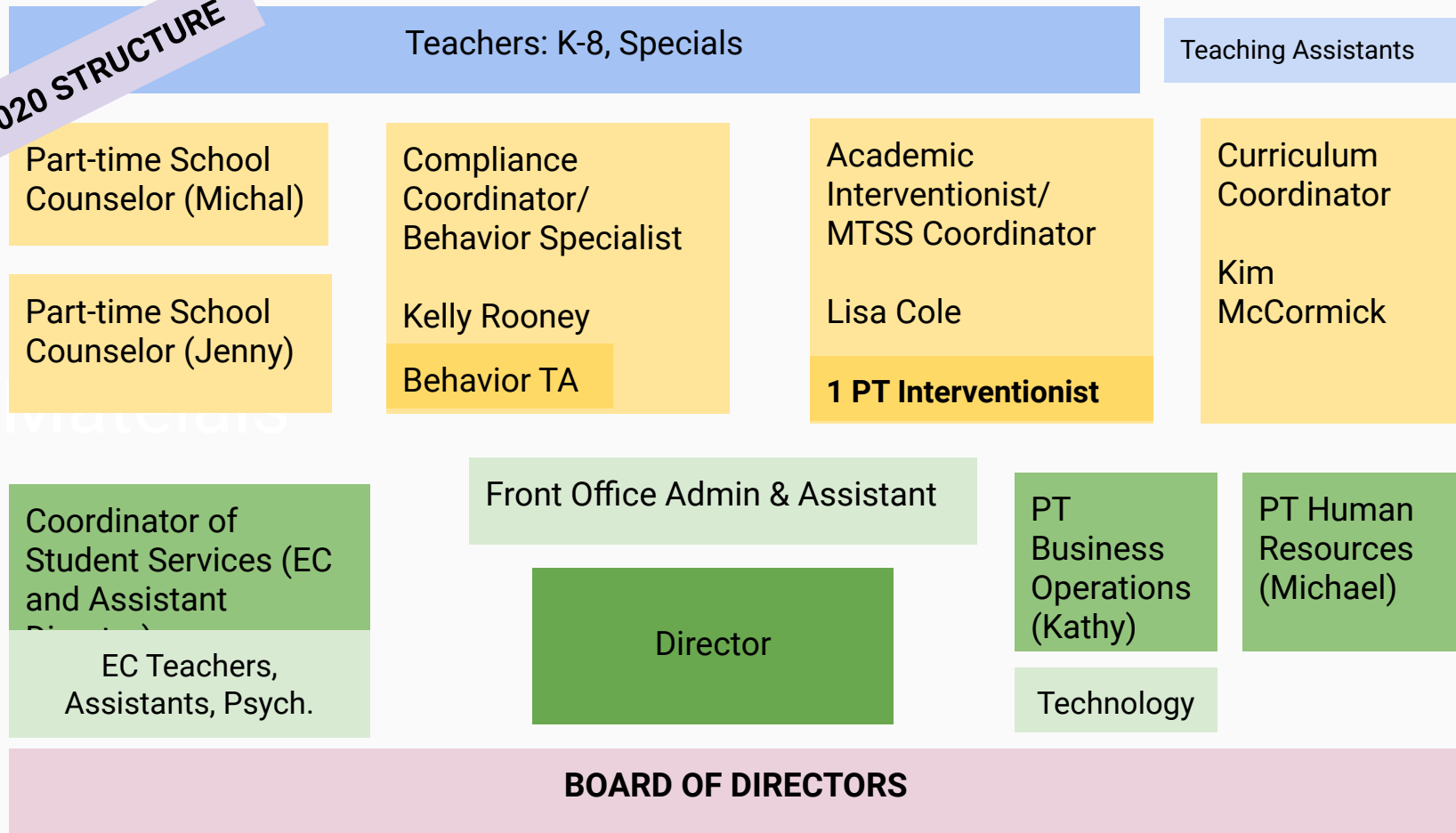
Begin defining Shared Leadership as a school philosophy and the role of Leadership Committee

Determined Budget Priorities and generating question on organization draft 1

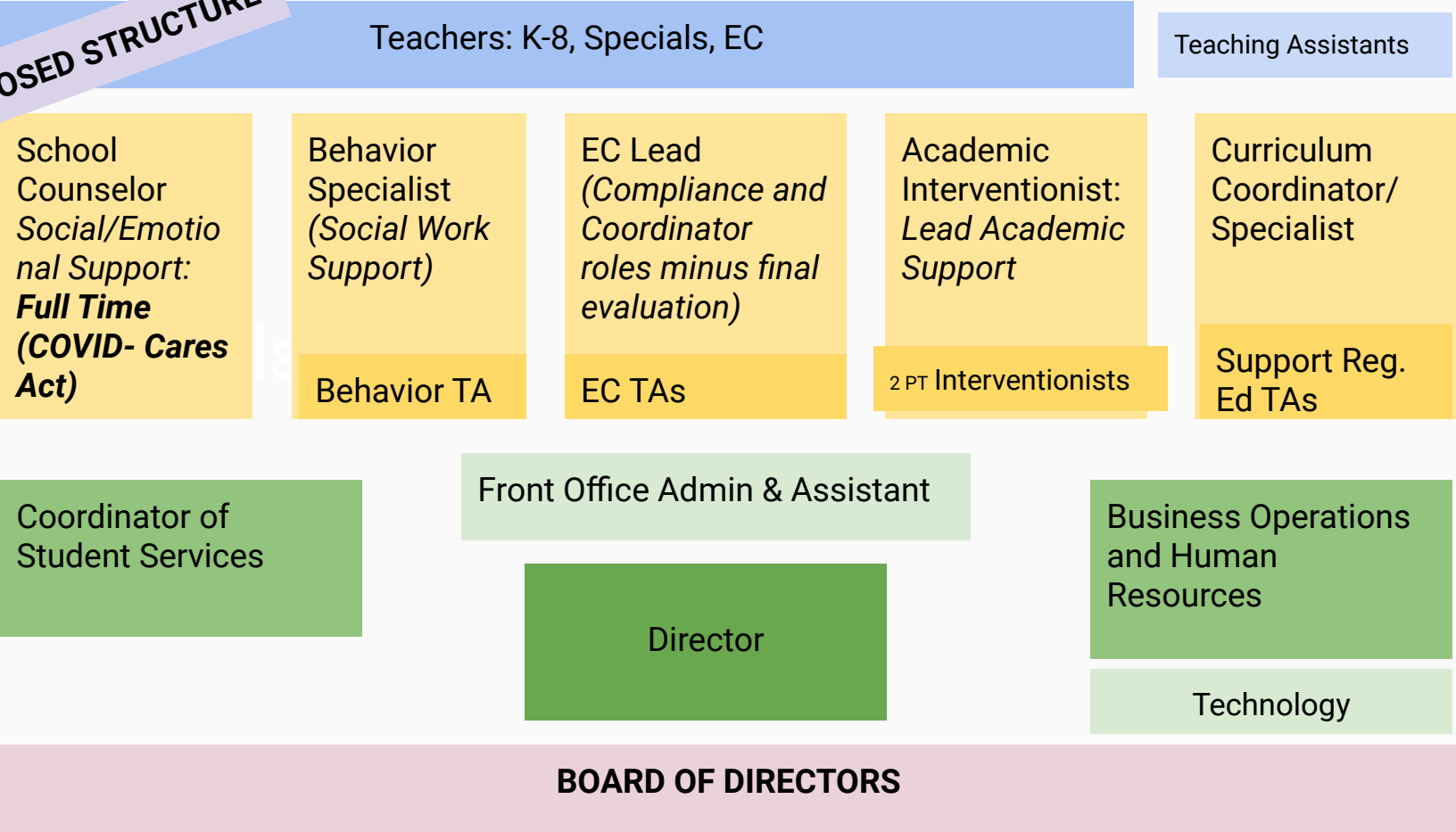
Faculty voted and approved restructure for next year (evaluations on strengths/needs of process expectation)



2019-2020 STRUCTURE



PROPOSED STRUCTURE



# So *what* went *where*?

- Review specific details in job descriptions
- School Counselor- Full Time (shift to one)
- Coordinator of Student Services
  - EC roles went to EC Lead
  - MTSS Coordinator Roles came back to position
  - Pieces of testing, counseling, and focuses changes in Student Discipline (stayed with position)

So *what* went  
*where*?

- Compliance/Behavior Coordinator
  - Shifting to EC Lead
  - Separated Behavior out and added Social Work as one position
  - EC Lead position kept all compliance and added all of Coordinator of Student Services former EC roles
  - Support for Behavior lead and Student Discipline



So *what* went  
*where*?

- Behavior Lead/Social Work
  - Removed all EC except supporting all students, including EC student in meltdown/crisis mode
  - More focus on coaching and support of teachers
  - Social work background has been a need for some time, but especially throughout the last three months with remote learning

# So *what* went *where*?

- Academic Intervention Lead
  - Moving MTSS Coordinator to Coordinator of Student Services
  - Allows position to focus on intervention and add more COACHING (teacher support) and Gifted support
  - Moved some other roles around with Curriculum Coord.
  - Training plan for CSS shift
  - Monitoring and supporting 2 part time Intervention positions

# So *what* went *where*?

- Curriculum Lead
  - Shifted LEP and RTA specifically to Academic Interventionist
  - Supporting specific testing components
  - No other big changes- shifts allow stronger focus on Beginning Teachers, new staff and classroom support (and Giftedness)

# So *what* went *where*?

- Business Operations and HR
  - Combines most all of previous two part time positions into one fulltime
  - Ben Rose will keep: All Volunteer work and all Substitute minus application work. (Onboarding, etc.)
  - Director will take lead/support in hiring (especially during transition...will determine if necessary moving forward)

# How will we measure success of this reorganization?

- Beginning of Year Survey with rating scale- determine understanding of role and expectation of role

Middle and End Surveys with rating scale- are students and teachers able to get the kind of support they need?

- Measuring the increase and accountability/support of MTSS intervention groups happening to fidelity in the F2F and virtual classroom (classroom observations)
- Student data (improvement over time)
- Other measurements TBD



# Using our STRENGTHS and Providing Continuity

Big Question from staff: Are we creating positions for people rather than need?

Response: No, we are evaluating needs alongside STRENGTHS and job themes and making adjustments accordingly. We are also looking at the need for continuity for our students, faculty and parents in the coming year(s)

This plan creates one additional support position (EC Lead) while acknowledging the many strengths, certifications and experiences within our team to meet the needs of students and support requests of teachers. We are excited to spend the next two months preparing these individuals for this shift!

Teachers: K-8, Specials, EC (includes Psychologist)

Teaching Assistants

**Michal Cohen:**  
School  
Counselor  
*Social/Emotional Support:*  
**Full Time**  
**(COVID- Cares Act)**

**Jenny Campbell:**  
Behavior  
Specialist/  
Social Work  
**(PRC 029 Grant)**

Behavior TA

**Kelly Rooney:**  
EC Lead  
*(Compliance and EC Coordinator roles minus final evaluation)*

EC TAs

**Lisa Cole:**  
Academic  
Interventionist:  
*Lead Academic Support*

PT Interventionists

**Kim McCormick:**  
Curriculum  
Coordinator/  
Specialist

Support Reg. Ed  
TAs

**Dr. Alan McNaughton:**  
Coordinator of  
Student Services

**Ben Rose:** Front Office Admin &  
Assistant

**Lori Roy:**  
Director

**Mallory Hickey:**  
Business Operations  
and Human  
Resources

**Paul Allen:** Technology

**BOARD OF DIRECTORS**

ANY  
QUESTIONS  
?



# The BIG Picture

Mallory Hickey- Budget  
Presentation

2020-2021  
Proposed  
Budget

**CAPE FEAR CENTER FOR INQUIRY  
NEW YEAR BUDGET WORKUP**

ADM:	408
EC:	65
LEP:	-
<b>NET SURPLUS/(DEFICIT):</b>	<b>\$37,847.60</b>

Projected ADM \$5419.01  
Projected EC \$4464.16

	<b>CURRENT BUDGET</b>	<b>PROJECTED VS CURRENT</b>	<b>PROJECTED BUDGET</b>	<b>NOTES</b>
<b>REVENUES</b>				
<b>State Revenue</b>				
Rev - Charter Schools - 036	\$2,468,950.00	\$32,176.48	\$2,501,126.48	Reflects 3% deficit, expecting roll over from 2019-2020 to cover additional 2-3% cuts
Rev - School Resource Officer - 039	\$15,200.00	(\$15,200.00)	\$0.00	
Rev - Reading Devices - 085	\$3,360.00	(\$3,360.00)	\$0.00	
Rev - Summer Reading Program	\$15,890.00	(\$15,890.00)	\$0.00	
Rev - Behavior Support - 029	\$50,000.00	\$0.00	\$50,000.00	
Rev - Charter Schools 048	\$1,077.00	(\$1,077.00)	\$0.00	
<b>Total State Revenue</b>	<b>\$2,554,477.00</b>	<b>(\$3,350.52)</b>	<b>\$2,551,126.48</b>	
<b>Local Revenue</b>				
Rev - Pender County Schools	\$11,538.00	(\$621.36)	\$10,916.64	Current Year 6 \$1819.44
F & F - Brunswick County-4609	\$2,700.00	\$0.00	\$2,700.00	
F & F - New Hanover County	\$24,000.00	\$0.00	\$24,000.00	
F & F - Pender County Schools	\$100.00	\$0.00	\$100.00	
Rev - Brunswick County Schools	\$161,602.56	\$14,428.80	\$176,031.36	Current Year 61 \$2885.76
Rev - New Hanover County	\$995,904.00	(\$22,008.00)	\$973,896.00	Cuurent Year 341 \$2856.00
Rev - Interest Income-MM-1908	\$2,500.00	\$0.00	\$2,500.00	
Rev - Interest Income-SV-4483	\$0.20	(\$0.20)	\$0.00	
Rev - Sales Tax	\$4,000.00	\$0.00	\$4,000.00	
Rev - Contributions and Donati	\$3,000.00	(\$1,000.00)	\$2,000.00	
Rev - Tech Donations	\$2,000.00	(\$2,000.00)	\$0.00	
Rev - Fundraising - 653	\$5,000.00	(\$2,500.00)	\$2,500.00	
Rev - Riptide Runners	\$4,000.00	\$0.00	\$4,000.00	
Rev - Field Trip	\$60,000.00	(\$35,000.00)	\$25,000.00	
Rev - Rental of School Propert	\$2,000.00	(\$2,000.00)	\$0.00	
Rev - Capital Campaign - 660	\$20,000.00	(\$20,000.00)	\$0.00	
Rev - Various	\$10,000.00	(\$5,000.00)	\$5,000.00	
Rev - Student Fees/ Supplies	\$2,000.00	\$0.00	\$2,000.00	
Rev - Fees / Supplies - 4609	\$1,148.35	(\$148.35)	\$1,000.00	
Rev - Social Dues	\$770.00	\$0.00	\$770.00	
Rev - Arts	\$1,000.00	(\$1,000.00)	\$0.00	
Rev - Loan Proceeds	\$3,850,000.00	(\$3,150,000.00)	\$700,000.00	Remaining loan proceeds to cover construction costs
Rev - CFCI Partnership	\$1,250.00	(\$1,250.00)	\$0.00	
Rev - Fund Balance Appropriate	\$497,500.00	(\$497,500.00)	\$0.00	Spent aquirng Shipyard properties
<b>Total Local Revenue</b>	<b>\$5,662,013.11</b>	<b>(\$3,725,599.11)</b>	<b>\$1,936,414.00</b>	
<b>Federal Revenue</b>				
Rev - Title I Basic -050	\$44,872.36	(\$0.36)	\$44,872.00	
Rev - IDEA VI-B Handicap - 060	\$56,007.00	\$0.00	\$56,007.00	
Rev - Improving Tchr Qual-103	\$8,700.00	\$0.00	\$8,700.00	
Rev - Student Support - 108	\$10,000.00	\$0.00	\$10,000.00	
Rev - Title I ESEA - 115	\$8,152.65	(\$8,152.65)	\$0.00	
Rev - IDEA VI-B Spec Needs-118	\$1,711.11	(\$811.11)	\$900.00	
Rev- ESSER - 163			\$37,000.00	
<b>Total Federal Revenue</b>	<b>\$129,443.12</b>	<b>(\$8,964.12)</b>	<b>\$157,479.00</b>	
<b>Pending Documentation</b>				
Rev - Undocumented	\$0.00	\$0.00	\$0.00	
<b>Total Pending Documentation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

	CURRENT BUDGET	PROJECTED VS CURRENT	PROJECTED BUDGET	NOTES
TOTAL REVENUES	\$8,345,933.23	(\$3,737,913.75)	\$4,645,019.48	

EXPENSES	CURRENT BUDGET	PROJECTED VS CURRENT	PROJECTED BUDGET	NOTES
<b>Salaries &amp; Wages</b>				
Teacher	\$1,349,774.40	\$23,875.80	1,373,650.20	
Teacher - 016	\$1,130.40	(\$1,130.40)	\$0.00	
Teacher Assistant	\$93,165.40	\$10,556.00	103,721.40	
Substitute	\$25,000.00	\$0.00	\$25,000.00	
EC Teacher	\$151,723.26	\$107,288.74	259,012.00	
EC Teacher - 029	\$50,000.00	\$0.00	\$50,000.00	
EC Teacher Assistant	\$45,892.83	\$5,680.77	51,573.60	
Psychologist	\$30,219.00	(\$1,439.00)	28,780.00	
EC Substitute	\$15,000.00	\$0.00	\$15,000.00	
EC Substitute - 029	\$9,000.00	\$0.00	\$9,000.00	
Principal	\$90,472.20	(\$4,308.20)	86,164.00	
Assistant Principal	\$34,141.84	\$30,890.16	65,032.00	
Office Staff	\$52,251.18	(\$4,146.18)	48,105.00	
Guidance	\$67,021.38	(\$7,021.38)	60,000.00	
Information Technology	\$54,869.85	(\$2,612.85)	52,257.00	
Custodian	\$27,825.00	\$10,331.00	38,156.00	
BOC/HR	\$102,050.45	(\$42,050.45)	60,000.00	
Bonus Pay	\$1,000.00	(\$1,000.00)	\$0.00	
Bonus Pay - 048	\$1,000.00	(\$1,000.00)	\$0.00	
<b>Total Salaries &amp; Wages</b>	<b>\$2,201,537.19</b>	<b>\$123,914.01</b>	<b>\$2,325,451.20</b>	
<b>Benefits</b>				
Social Security & Medicare	\$173,841.74	\$4,055.28	\$177,897.02	Total Salaries and Wages * 7.650%
Social Security & Medicare - 016	\$83.90	(\$83.90)	\$0.00	
Social Security & Medicare - 029	\$3,553.18	(\$3,553.18)	\$0.00	
State Retirement	\$454,286.90	(\$16,294.24)	\$437,992.66	18.86% 2019-2020 rate
State Retirement - 016	\$213.19	(\$213.19)	\$0.00	
Health Insurance	\$221,242.89	\$27,027.11	\$248,270.00	\$6,710 2019-2020 rate
Health Insurance - 016	\$100.75	(\$100.75)	\$0.00	
State Unemployment	\$1,500.00	\$0.00	\$1,500.00	.06% of first \$24,000/ee
Other Insurance	\$0.00	\$0.00	\$0.00	
<b>Total Benefits</b>	<b>\$854,822.55</b>	<b>\$10,837.13</b>	<b>\$865,659.68</b>	
<b>Books &amp; Supplies</b>				
Instructional Supplies	\$23,000.00	\$2,000.00	\$25,000.00	
Instructional Supplies - 016	\$14,361.76	(\$14,361.76)	\$0.00	
Instructional Supplies - 108	\$5,217.00	\$4,783.00	\$10,000.00	
EC Supplies	\$4,000.00	\$0.00	\$4,000.00	
Office Supplies	\$4,000.00	\$0.00	\$4,000.00	
Social Dues	\$770.00	\$0.00	\$770.00	
Fundraising Supplies - Riptide Runner	\$4,000.00	\$0.00	\$4,000.00	
Health Supplies	\$2,500.00	\$0.00	\$2,500.00	
Security Supplies	\$3,000.00	\$0.00	\$3,000.00	
Membership Dues & Fees	\$1,530.42	(\$30.42)	\$1,500.00	
Postage & Shipping	\$1,000.00	\$0.00	\$1,000.00	
Sales Tax Expense	\$4,000.00	\$0.00	\$4,000.00	
<b>Total Books &amp; Supplies</b>	<b>\$67,379.18</b>	<b>(\$7,609.18)</b>	<b>\$59,770.00</b>	
<b>Contracted Student Services</b>				
EC Services	\$19,000.00	\$0.00	\$19,000.00	
Psychological Services	\$535.00	(\$535.00)	\$0.00	
Psychological Services - SRO	\$11,200.00	(\$11,200.00)	\$0.00	
Speech Services	\$34,000.00	\$0.00	\$34,000.00	
Field Trips	\$52,000.00	(\$27,000.00)	\$25,000.00	
<b>Total Contracted Student Services</b>	<b>\$116,735.00</b>	<b>(\$38,735.00)</b>	<b>\$78,000.00</b>	

	CURRENT BUDGET	PROJECTED VS CURRENT	PROJECTED BUDGET	NOTES
<b>Staff Development</b>				
Workshop Expenses	\$7,500.00	(\$4,000.00)	\$3,500.00	
EC Workshops	\$8,000.00	(\$4,000.00)	\$4,000.00	
<b>Total Staff Development</b>	<b>\$15,500.00</b>	<b>(\$8,000.00)</b>	<b>\$7,500.00</b>	
<b>Administrative Services</b>				
Advertising	\$1,000.00	(\$1,000.00)	\$0.00	
Audit Fees	\$9,100.00	\$400.00	\$9,500.00	
Bank Fees	\$10,000.00	\$0.00	\$10,000.00	
Financial Services	\$43,656.00	\$0.00	\$43,656.00	Acadia
General Administration	\$8,000.00	\$0.00	\$8,000.00	
Human Resources	\$2,000.00	\$0.00	\$2,000.00	
Legal Services	\$35,000.00	(\$33,000.00)	\$2,000.00	
Student Information Services	\$16,320.00	\$0.00	\$16,320.00	Power school
Technology Services	\$2,500.00	\$0.00	\$2,500.00	
Other Tax Payments	\$6,606.24	(\$2,606.24)	\$4,000.00	Blue Clay rd.
Bank Transfers	\$0.00	\$0.00	\$0.00	
<b>Total Administrative Services</b>	<b>\$134,182.24</b>	<b>(\$36,206.24)</b>	<b>\$97,976.00</b>	
<b>Insurances</b>				
Workers Compensation	\$7,900.00	\$0.00	\$7,900.00	
General Liability	\$32,500.00	\$0.00	\$32,500.00	
Other Insurance & Judgements	\$6,000.00	\$0.00	\$6,000.00	
<b>Total Insurances</b>	<b>\$46,400.00</b>	<b>\$0.00</b>	<b>\$46,400.00</b>	
<b>Rents &amp; Debt Service</b>				
Debt Service - Principal - NewBridge	\$2,884,367.55	(\$2,884,367.55)	\$0.00	
Debt Service - Interest - NewBridge	\$51,742.01	(\$51,742.01)	\$0.00	
Debt Service - Principal - BB&T	\$29,742.51	(\$29,742.51)	\$0.00	
Debt Service - Interest - BB&T	\$87,023.69	\$82,308.31	\$169,332.00	
Building Rent - 621 LLC	\$1,425.00	(\$1,425.00)	\$0.00	
<b>Total Rents &amp; Debt Service</b>	<b>\$3,054,300.76</b>	<b>(\$2,884,968.76)</b>	<b>\$169,332.00</b>	
<b>Facilities</b>				
Building Services	\$31,342.11	(\$11,342.11)	\$20,000.00	
Building Supplies & Materials	\$7,000.00	\$0.00	\$7,000.00	
Custodial Services	\$62,475.87	(\$475.87)	\$62,000.00	
Custodial Supplies & Materials	\$9,000.00	\$3,000.00	\$12,000.00	
Miscellaneous Contracts	\$15,000.00	\$0.00	\$15,000.00	
Improvements to Existing Sites	\$719,483.00	\$0.00	\$719,483.00	
Security Monitoring	\$5,000.00	\$0.00	\$5,000.00	
<b>Total Facilities</b>	<b>\$849,300.98</b>	<b>(\$8,817.98)</b>	<b>\$840,483.00</b>	
<b>Utilities</b>				
Electric	\$42,000.00	\$0.00	\$42,000.00	
Water & Sewer	\$8,000.00	\$0.00	\$8,000.00	
Waste Management	\$4,800.00	\$0.00	\$4,800.00	
Telephone	\$10,000.00	(\$2,000.00)	\$8,000.00	
<b>Total Utilities</b>	<b>\$64,800.00</b>	<b>(\$2,000.00)</b>	<b>\$62,800.00</b>	
<b>Transportation &amp; Travel</b>				
Vehicle Rental & Lease	\$75.00	(\$75.00)	\$0.00	
Vehicle Gas & Diesel Fuel	\$7.00	(\$7.00)	\$0.00	
Travel Reimbursements	\$350.00	(\$350.00)	\$0.00	
<b>Total Transportation &amp; Travel</b>	<b>\$432.00</b>	<b>(\$432.00)</b>	<b>\$0.00</b>	

	CURRENT BUDGET	PROJECTED VS CURRENT	PROJECTED BUDGET	NOTES
<b>Technology</b>				
Software - Instructional	\$12,000.00	\$0.00	\$12,000.00	Linq
Software - Office	\$4,500.00	\$1,500.00	\$6,000.00	
Tech Equipment - Instructional	\$3,000.00	\$0.00	\$3,000.00	
Tech Equipment - EC	\$900.00	\$0.00	\$900.00	
Tech Equipment - Office	\$1,000.00	\$0.00	\$1,000.00	
Cap Tech Equipment - Instructional	\$3,992.00	\$8.00	\$4,000.00	
Tech Supplies & Materials	\$3,000.00	\$0.00	\$3,000.00	
<b>Total Technology</b>	<b>\$28,392.00</b>	<b>\$1,508.00</b>	<b>\$29,900.00</b>	
<b>Non-Cap Equipment &amp; Leases</b>				
Equipment - Instructional	\$1,000.00	\$0.00	\$1,000.00	Furniture -Inst
Equipment - EC	\$600.00	\$0.00	\$600.00	Furniture - EC
Equipment - Office	\$25,866.81	(\$24,866.81)	\$1,000.00	Furninture - Office
Equipment - Safety SRO	\$4,000.00	(\$4,000.00)	\$0.00	
Copiers & Reproduction	\$12,160.00	(\$2,160.00)	\$10,000.00	Copier lease/Toner
<b>Total Non-Cap Equipment &amp; Leases</b>	<b>\$43,626.81</b>	<b>(\$31,026.81)</b>	<b>\$12,600.00</b>	
<b>Cap Equipment &amp; Purchases</b>				
Purchase of Land	\$747,500.00	(\$747,500.00)	\$0.00	
<b>Total Cap Equipment &amp; Purchases</b>	<b>\$747,500.00</b>	<b>(\$747,500.00)</b>	<b>\$0.00</b>	
<b>Nutrition &amp; Food</b>				
Nutrition Supplies & Materials	\$250.00	\$50.00	\$300.00	
Unprepared Food Purchases	\$10,000.00	\$0.00	\$10,000.00	
Other Food - Office	\$200.00	\$800.00	\$1,000.00	
<b>Total Nutrition &amp; Food</b>	<b>\$10,450.00</b>	<b>\$850.00</b>	<b>\$11,300.00</b>	
<b>Capital Campaign 660</b>				
Supplies & Materials	\$150.00	(\$150.00)	\$0.00	
Building Rentals/Leases	\$1,100.00	(\$1,100.00)	\$0.00	
<b>Total Capital Campaign 660</b>	<b>\$1,250.00</b>	<b>(\$1,250.00)</b>	<b>\$0.00</b>	
<b>Pending Documentation</b>				
Pending Expense Documentation	\$0.00	\$0.00	\$0.00	
<b>Total Pending Documentation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$8,236,608.71</b>	<b>(\$3,629,436.83)</b>	<b>\$4,607,171.88</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$109,324.52</b>	<b>(\$108,476.92)</b>	<b>\$37,847.60</b>	

# ACADEMIC LEAD

## Job Description

*11-month, full time*

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### MTSS Coordinator

- Coordinate a multi-tiered model of support delivery that identifies student needs, establish appropriate research-based interventions and enables the efficient use of school resources
- Lead MTSS leadership team to ensure team members are meeting state expectations
- Participate in school efforts to ensure high quality instruction is being provided and interventions for academic and behavior are matched to student needs
- Establish written policies, practices and implementation plans
- Provide necessary training of MTSS policies and practice to staff
- Help to analyze academic and behavioral data and share with appropriate personnel
- Ensure fidelity of MTSS meetings that include continual application of a structured problem-solving process that involves staff, families and support services

### Intervention Specialist

- Collaborate with teachers individually to identify the needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous growth of students in literacy and math through inquiry based best practices.
  - Review student's achievement and assist with placing students in appropriate reading, writing and math intervention and support services.
  - Meet regularly with the classroom teacher to plan instruction, and provide support **and instructional** coaching that correlates with the individual students' needs.
  - In collaboration with the classroom teacher, maintain and submit accurate and up-to-date **management intervention** records of all students' **academic** progress.
  - ~~Participate in universal screening procedures and~~ Assist with the analysis of universal screening and progress monitoring data to identify students in need of additional interventions.
  - ~~Work with school personnel in the Multi-Tiered Systems of Support (MTSS) framework by assisting in determining intervention plans, assisting with completing required paperwork;~~ Attend team and parent meetings **to aid in clear communication of intervention plans and progress.**
- Teach targeted interventions to small groups of students using research-based strategies and resources.

- Collaborate as part of the MTSS Lead Team for problem-solving student and classroom needs, as well as the EC Team, when a student has a suspected disability for referral process.
- Manage and maintain academic progress monitoring systems and monthly/bi-monthly data collection, as well as reporting. Provide training on systems as needed.
- Work with Curriculum Coordinator and Testing Coordinator to support all local and state testing.
- Ensure CFCI has received and reviewed all enrolling student's cumulative records in order to maintain or provide appropriate supports needed for success
- Supervise and support additional academic support personnel (ie. Interventionist or TA) to schedule, plan, and prepare appropriate instruction to meet student's academic needs according to established intervention plans.
- Ensure Read to Achieve program and associated legislation is clearly communicated and regulations understood and followed. Support as needed.
- Serve as LEP Coordinator
- ~~Assist students using software and materials related to literacy and math programs.~~
- Attend professional development to enhance knowledge of inquiry-based pedagogy and content in literacy and math.
- Maintain high level of ethical behavior and confidentiality of information.
- Follow all rules, policies and procedures of Cape Fear Center for Inquiry along with state and federal regulations pertaining to school issues and FAPE.

## **Giftedness**

- Co-coordinate the development of CFCI's Gifted Program alongside the school Curriculum Coordinator
- ~~MTSS Coordinator and Curriculum Coordinator will connect to further define the duties.~~
- Coach and support teachers in meeting the needs of students identified or suspected as gifted





## Behavior and Social Work Lead

### ~~Compliance Coordinator/~~

### Behavior Specialist

Job Description- 10 month

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#### ~~Exceptional Children's Compliance Coordinator~~ 11-month position

##### *Compliance and Monitoring*

- ~~Review and revise policies and procedures for the implementation of IEP accommodations, modifications and interventions for monitoring special education and related services~~
- ~~Monitor to ensure compliance procedures are followed by teachers and that active EC student records meet all requirements and are compliant; maintain inactive files for retrieval~~
- ~~Coordinate and track all initial referrals for special education to determine eligibility~~
- ~~Conduct all student re-evaluation review meetings to determine ongoing eligibility and appropriate student services~~
- ~~Share role of serving on IEP teams as the Local Education Agency (LEA) Representative with CSS~~
- ~~Coordinate and track all special education transfer students to determine NC eligibility~~
- ~~Assign caseloads and assist with scheduling for EC teachers/EC teacher assistants and monitor to ensure accountability for EC student services~~
- ~~Set dates for EC progress reports and facilitate EC teachers in the completion, distribution and filing of progress reports in confidential folders~~

##### *Reporting*

- ~~Assist in the development and annual review of our school's LEA Self Assessment~~
- ~~Develop, track data and provide timely submission of suspension reports and progress monitoring data for DPI **behavioral** grants~~
- ~~Monitor PRC 29 students and ensure completion and submission of Baseline, Mid year and End of Year Student Information Reports~~
- ~~Assist in maintaining all data in the ECATS online reporting system pertinent for state reporting~~

##### *Training*

- ~~Attend **necessary** regional and state meetings and conferences pertaining to special education operations and grant implementation (IDEA Grant, PRC 29 Grant, LEA Self Assessment, ECATS) **some will be necessary for CC and CSS, some can be divided, work with CSS to determine.**~~
- ~~Coordinate with EC administration to plan and conduct special education staff trainings focused on needs.~~
- ~~Ensure faculty and staff are well versed in all requirements to implement student Individualized Education Programs (IEP) for the effective implementation of IDEA~~
- ~~Support and assist in training with ECATS~~
- ~~Coordinate annual CPI training for CFCI and local Charter Schools **(Dual Behavior and Compliance)**~~

#### Behavior Specialist

##### ~~EC Roles Behavior Interventionist Roles~~

- Collaborate with general education teachers regarding behavioral support for students with emotional or behavioral needs

- Provide affective support and intervention services for students having immediate difficulties in the general education setting
- ~~Provide small group and individual direct academic/ functional instruction across grade levels as outlined by IEPs for students with significant behavior needs.~~
- ~~Manage a maximum caseload of 5 EC students with the most intensive behavior needs~~
- Ensure Functional Behavior Assessment data is used to Develop Behavior Intervention Plans for students whose behavior is impeding their learning or the learning of others. **(Do all of our highest need IEP and T3 Behavior kids have FBAs to inform BIPs?)**
- Support all teachers through MTSS by being a resource to provide research-based behavioral intervention information
- Attend all monthly loop level MTSS meetings to track student growth and discuss academic/behavior concerns
- Observe students across grade levels, in various settings to gather data and assist in behavior plan development
- Observe and coach general education teachers with methods for developing and implementing supplemental and intensive behavior support plans
- Design supplemental and intensive behavior plans for students in need and provide resources to teachers as needed to implement plans accordingly
- ~~Provide intensive behavior interventions to highest need (Tier 3) students or develop plans to support assistants/other teachers in this implementation. See below~~
- Participate in MTSS leadership team to assist in design and implementation of MTSS academic and behavior systems/procedures at CFCI
- Provide teachers with data collection tools to assist in monitoring academic and behavioral interventions
- Coordinate, manage and teach small group and individual interventions to Tier 2/3 behavior students.

## Social Work Roles and Responsibilities

A child's personal experiences in and outside of the classroom may cause him/her to undergo behavioral changes that could negatively impact his or her education. For instance, domestic violence may influence the student to act more aggressively toward his or her classmates. A school social worker coordinates strategy to improve the social development of students to enhance their academic performance. This responsibility includes identifying students who are displaying destructive or aggressive behaviors, such as self-harm or bullying, and developing an intervention to help eliminate these issues

- Conducting assessments
- Developing and implementing treatment plans and discharge plans that support student self-determination.
- Educating parents on available resources to help their child might be more appropriate
- Providing crisis management services, including assessing for safety;
- Advocating for student services and students' best interests;
- Providing case management services including, but not limited to, referrals to community resources, collaboration with other professionals;
- Providing trainings and workshops to teachers, school staff and parents;
- Conducting home visits;
- Identifying and resolving ethical issues;
- Contributing to our MTSS Lead team and Mental Health Team to ensure the full continuum of support for our students.

## **Business Operations Coordinator Cape Fear Center for Inquiry Job Description**

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The Business Operations Coordinator manages all finance, budget, facility and safety functions for CFCI. The Business Manager will also act as the financial and legal liaison to accounting firm.

**Reports to:** CFCI Director

**Supervises:** Front Office Staff, Building maintenance, Cleaning Service Employees, and IT Services

**Desired Education:** Associates or Bachelor's Degree in Business, Accounting or related area.

**Type of Experience Preferred:** 3-5 years business experience with education or non-profit institutions.

**Position Type:** 12 month, full time

**Salary Range:** \$50,000-\$62,000

The Business Operations Coordinator will

- Actively participate in the Admin Team and follow through on assignments
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Serve as back up in emergency situations
- Attend faculty meetings as needed
- Serve on appropriate Board Committee(s) as designated through Administrative Team
- Attend school wide events whenever possible
- Attend CFCI Board meetings
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Team
- Attend all Development Committee and Green Team meetings
- Attend all Building and Facilities Committee meetings
- Attend all Administrative Team meetings
- Attend PCN and Shared Leadership Meetings as needed

## **Fiscal**

- Compile data for the year-end budget and new fiscal year budget to present to faculty and Finance Committee
- Meet with Board Treasurer monthly and as needed to review financial reports
- Develop and submit annual budget to the Board and State
- Submit all required state/federal fiscal reports and others as assigned
- Make budget adjustments as needed; allocate funds to programs
- Oversee and submit for payment all accounts payable and payroll
- Serve as liaison between CFCI and Acadia Northstar regarding all fiscal matters, including accounts payable, accounts receivable, payroll and taxes
- Actively research and pursue grant options; support in preparation of grant writing and submissions
- Deposit and requisition school funds
- Coordinate investment of school funds w/ Finance Committee and Board to ensure maximum return on cash reserves
- Conduct pre-audits of all obligations to ensure expenditures are within budgeted appropriations
- Oversee school audit; submit report to Board
- Provide classroom allotment statements
- Negotiate contractual agreements on behalf of CFCI.
- Manage CFCI purchases; provide purchase orders and invoices as needed; place school-wide orders as needed.
- Coordinate Lunch Enrichment Program and Field Trip Scholarship Program
- Maintain bank signatory documentation which accurately reflect current Board officers and authorized staff
- Accountable for school credit card(s) usage.
- Receipt and track all money collected from parents
- Manage all aspects of finance
- Title I Coordinator – all aspects including grant writing

## **Technology**

- Oversee Information Technology Contracted Services
- Assist with day to day Operational Tech issues
- Administrator for google apps – email accounts and archive system

## **Personnel**

- Oversee building maintenance and cleaning service employees; make contract recommendations to the Administrative Team
- Manage time sheets for part time personnel.
- Work cooperatively with CFCI Director and Acadia Northstar regarding leave, payroll, and other applicable issues.

## **Communication**

- Bring before the Administrative Team and the Board matters of federal and state funding that may effect CFCI
- Attend financial related meetings/workshops as mandated by DPI
- Attend Charter School conferences/workshops relating to fiscal matters and report back to Administrative Team
- Assist Director with legal issues.

## **Facility/Safety**

- Coordinate required facility maintenance services and warranty contracts.
- Respond to any maintenance emergency.
- Collaborate with front office staff to maintain effective and safe school visitor procedures.
- Implement, and develop as necessary, emergency management plans; work with fire, police, health and safety agents and security management personnel; administer and record regular fire drills; ensure yearly fire extinguisher maintenance; update evacuation kits semi-annually.
- Update/maintain accurate inventory of all equipment and materials.
- Manage a replacement cycle plan for all major future building expenditure items such as roofs, HVAC, etc...
- Support Building and Facilities Committee as liaison to Development Committee.

## **Human Resources**

- Personnel
  - Collaborate with Administrative Team to advertise open positions; perform background checks, check references, research licensure and teaching credentials to assist in the hiring process;
  - Work with the school Director and Administrative Team to conduct interviews for hiring; screen applications; document thereof
  - Maintain files of resumes, letters of interest and applications
  - Collaborate with Administrative Team and appropriate committees to organize and develop employment procedures for the assimilation/induction of all employees new to the school
  - Within the context of CFCI's policy, serve as consultant to provide information, guidance and support to individual employees and Administrative Team about personnel issues
  - Receive, ensure proper documentation of and categorize grievances (employment, interpersonal, business)
  - Administer employee benefit program
  - Maintain and track Leave Balance System and provide data to staff upon request
  - Complete termination paperwork
  - Maintain Personnel Files for all employees
  - Provide up to date information regarding salaries etc. to Administrative Team as requested
  - Separation of service- complete forms with Director when employee leaves
- Communication
  - Maintain and/or update all required forms dealing with policies concerning staff communication and professional expectations
  - Collaborate with Administrative Team to maintain current and historical job descriptions
  - Maintain employee contracts in a timely manner to ensure the continuity of school functions
  - Create spreadsheet from info from beginning of year forms and make information available as appropriate
  - Provide staff development training on relevant topics, such as Harassment, Certification and Benefits
- Administrative
  - Complete ongoing reports and correspondence with NCDPI, NCESC, former employees, etc. in correspondence with Director.
  - Ensure proper documentation for personnel files
  - Coordinate with Director and Curriculum Coordinator to ensure proper documentation and filing of Beginning Teacher paperwork
  - Ensure the proper documentation and filing of the Action Team process
  - Submit Continuing Education Units (CEU) reports to NC DPI
  - Maintain records of professional development and licensure renewal credits
  - Submit licensure requests, documentation and verification forms to NC DPI

- In collaboration with the Director and Curriculum Coordinator, update the Staff Handbook yearly
- Create/distribute beginning of year packet in collaboration with Director and Curriculum Coordinator
- Maintain updated copy of CFCI Policy and Procedure Manual
- Serve on Policy and Procedure Review Committee
- Submit monthly payroll data and documentation to Business Operations Coordinator
- Consult with Administrative Team to ensure adherence to federal and state laws regarding personnel

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# **Director Cape Fear Center for Inquiry Job Description**

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The Director leads an Administrative Team of professionals in supporting the faculty and is accountable for the financial, operational and educational performance and improvement of CFCI. The Director is also responsible for the internal and external relationships with faculty, staff, CFCI Board of Directors, students, parents, the Partnership, the NC Department of Instruction and the general public.

Reports to: CFCI Board of Directors

Directly Supervises: CFCI Administrative Team

Desired Education: Doctorate or Masters Degree in Education, School Administration or related field

Certification: Have or able to obtain in 12 months NC Administrator License

Years of Experience: 3-5 years of classroom; 3-5 years of school administration experience

Position Type: 12-month, full time

***Salary Range: 65,000-105,000***

## **CFCI Director Job Duties**

### **Serve in Collaboration with the CFCI Board of Directors**

- Works effectively with the board, serving as chief executive officer and educational leader for the board, district, and community.
- Implement policies approved by the board, recommend changes, if appropriate, and develop, implement, and inform the board of administrative procedures necessary to implement board policy.
- Proactively identify and address potential barriers to the realization of the board's vision for the school.
- Engage in leadership development opportunities provided by the board.
- Work closely with board leadership to develop meeting agendas that include student achievement.
- Serve as a key, effective member of the board/Executive Committee and Shared Leadership Team and lead the CFCI staff to meet the established goals.

### **Analysis and Planning**

- Facilitates the implementation of strategic plans developed with the CFCI Board of Directors to maintain the mission of CFCI, pursues the vision of CFCI, systemically improves inquiry-based instruction and supports the social curriculum of CFCI.

- Communicate research information, performance results, and educational needs to the board for possible board action.
- Facilitate effective, data-driven decision-making.
- Prepare, advocate for, and implement an annual budget that addresses CFCI goals and meets the needs of all students; and report regularly to the board on the status of the budget and any concerns or other issues about which the board should be informed. Ensures budget, best serves the mission, vision and goals of CFCI.
- Oversees building and facilities' overall function and safety.
- External Safety and oversight of Crisis Management Plan and training
- Collaborates with the Business Operations Coordinator and Administrative Team to facilitate resource acquisitions to support inquiry learning.
- In collaboration with school community, develops, coordinates and puts in place a yearly system to evaluate CFCI's "school climate"; reports results to CFCI Board and community annually.
- Under the direction of the CFCI Board of Directors, and in collaboration with the Administrative Team, facilitates development of plans to maintain and/or improve perception of CFCI by parents, students, staff and the local community.

### **Student Conduct/Discipline**

- Mediates toward resolution, in situations involving discipline disputes and parent concerns; documents steps taken to resolve such issues.
- Exercises final authority for decisions regarding student conduct issues as well as academic placement.
- Ensures proper documentation and data collection of student discipline.
- Facilitates Long Term Suspension and Manifestation Determination along with EC lead and other team members.

### **Public Relations/Communication**

- Acts as CFCI's Legal Liaison; collaborates with appropriate Administrative Team members to pursue legal questions as needed.
- Acts as DPI contact for the school.
- Serves as CFCI's ultimate LEA representative for the Board of Directors.

- Attends meetings required of charter school directors and charter school conferences as appropriate; provides written reports to the board and faculty summarizing information conveyed at these meetings.
- Collaborates with UNCW through Professional Development System, student interns, field experiences, professional development, etc.
- Is responsible for proper administration of the lottery process.
- Coordinates promotion of CFCI's reputation in the larger Wilmington area; maintain positive relations with other local educational institutions.
- Coordinates fundraising efforts with support from Business Operations Coordinator and the Fund-Raising & Development Committee.
- Collaborates with Business Operations Coordinator and others to provide leadership for grants.
- Ensures monthly distribution of school newsletter.
- Coordinates development and distribution of school calendar, including dates of school wide events (i.e., Field Day, Winter Festival, and End of Grade Tests).
- Screens all public communications (other than teachers' memos to their classroom parents) for appropriateness and approves all documents to be disseminated for any purpose to the greater CFCI community.
- Collaborates with faculty/staff and seeks input where appropriate.
- Monitor progress within the Strategic Planning goals.
- Ensure that actions of the school and community align with the CFCI vision. In addition to the above responsibilities, the Director will build and maintain relationships with stakeholders and engage in long-range planning

### **Personnel**

- Hire personnel for CFCI and ensure that each employee is properly supervised and evaluated; make recommendations for termination of employment.
- Collaborate with Business Operations Coordinator for employee contracts, salaries, separation of service paperwork, etc.

- Implement the board-approved staff evaluation process that is based on effective performance, in accordance with state statute. The evaluation process includes performance and professional standards.
- Oversees the professional conduct and performance evaluation of all Administrative Team members using board approved evaluation process that is based on effective performance.
- Leads by example and ensure full adherence by staff and faculty to the concepts outlined in *Teaching Children to Care* (Focusing on What Matters Most, p. 125; Using Logical Consequences, p. 143; Say What You Mean, p. 233; Problem-Solving Class Meetings, p. 277; The Importance of Noticing, p. 306). Coordinates annual evaluation of faculty and staff on the manner in which they espouse the tenants of the social curriculum using the input gathered from the established evaluation process.
- Identifies gaps between faculty and staff self-evaluations vs. other components of the evaluation processes, collaborates with Administrative Team to provide support and resources to lessen those gaps and/or create and oversee Improvement Plans and Teams as necessary.
- Collaborates with Business Operations Coordinator to ensure proper documentation of Improvement Plan/Corrective Action process, including faculty/staff performance deficiencies as well as progress, growth and improvement.
- Ensures staff and faculty accountability when a breach of policy or procedures is established; collaborates with administration to ensure proper documentation and record keeping.
- Within the context of CFCI's policy, serve as consultant to provide information, guidance and support to individual employees and Administrative Team about personnel issues (*as is now, any issues with the Director would go to the Board of Directors*)
- Receive, ensure proper documentation of and categorize grievances (employment, interpersonal, business)
- Oversees New Teacher Support Teams and teacher licensure process; collaborates with Administrative Team members to ensure compliance with DPI.
- Ensures compliance with state mandated requirements for Beginning Teacher Support Plans (BTSP).
- Oversees individual Administrative Team member's state and federal compliance responsibilities, i.e.; testing, EC services, disciplinary statistics, Beginning Teachers, licensure, payroll, financial reporting, etc.
- Serves as liaison to the Partnership's Executive Board.
- Coordinates filling any faculty/staff vacancies using procedures that comply with policies and best practices.

- Ensures compliance with all local, state and federal guidelines and regulations.
- Allocates personnel resources to best meet the needs of the students. This includes grade/loop level teacher assignments and schedule development.

### **Additional Roles and Commitments**

- Leads the Administrative Team,
- Signs and commits to CFCI's Ethics Policy and Confidentiality agreement.
- Acts as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members.
- Performs all other duties and responsibilities assigned by the CFCI Board of Directors and Executive Committee.
- Serves as a mediator and/or investigator as needed for Discipline, Personnel, Grievance concerns, etc. (*board often has to take this role because of Director's dual roles*)
- Serves on assigned Board Committees.
- Attends school wide events whenever possible.
- Attends all CFCI Board of Directors' meetings

CFCI is conducting an internal search for the Front Office Assistant position. This is a part time 25 hour per week position working only on student attendance days unless there is a specific need. This position does not include benefits, paid leave or paid sick days. Hourly rate will be determined upon experience. There is some flexibility in the daily schedule. If you are interested in this position, please submit a letter of interest to Lori no later than Monday, May18th. Refer to the job description below for more information about this position.

### **CFCI Front Office Assistant Job Description**

The Front Office Assistant serves as a primary contact with parents and the local community. In representing CFCI, this person will;

- Value the mission and vision of CFCI and have theoretical and practical knowledge of how inquiry-based, integrated curriculum is most beneficial to students and faculty.
- Maintain strict confidentiality regarding all student and staff information.
- Be positive, approachable, and professional in interactions with parents, faculty, students, and community members.

**Major duties and responsibilities** (include but are not limited to):

1. Answer phones, greet and direct visitors, take and relay messages, provide routine information to students, parents or guardians
2. Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required
3. Ensure all visitors check-in using the *Ident-a-Kid* system
4. Assist with attendance, absence and tardy tracking
5. Maintain an awareness of CFCI policies and procedures and be able to relay that awareness when necessary.
6. Perform a variety of clerical activities in support of school office operations
7. Prepare/deliver lunches for students participating in the lunch program.
8. Maintain various records, schedules, files, rosters, etc. for the purpose of documenting and/or providing reliable information
9. Enroll, add, transfer, or drop students according to established procedures
10. Transfer records for students who transfer to other schools. Request records from prior schools for new students.
11. Assist with student health issues as needed; provide basic first aid to ill or injured students, dispense medications, and make appropriate notifications to parents or guardians
12. Date entry in *PowerSchool*
13. Maintain punctual and consistent attendance

# Coordinator of Student Services

## Job Description

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### Assistant Director Roles

- Actively participate in the CFCI Administrative Support Team
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Assist in student discipline situations that need administration involvement
- Serve on appropriate Board Committee(s) as designated through Administrative Support Team
- Monitor the structures and processes to support collaboration and student achievement
- Resolve school-based problems/conflicts in a fair manner that aligned with North Carolina General Statutes and Cape Fear Center for Inquiry Policies and Procedures
- Assist the Director in the transformation of the school culture into a results-oriented collaborative learning community.
- Support the Director in the collaborative development, implementation, and ongoing refinement of the school's Strategic Plan.
- Serve as Director in the absence of the Director.
- Assist in maintaining discipline throughout the student body; deal with special cases as necessary.
- Works in conjunction with the Director in supervising all school activities, i.e., field trips, orientation programs, assemblies, plays, musicals, and other special events.
- Builds an environment that fosters collaboration and continuous improvement through teacher evaluation and support
- Acts in a supportive role with the Director in working with parents, teachers, and the community to promote the effective flow of communications and ensure positive relations with parents, business leaders and community members.
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Support Team
- Support CFCI Network Administrator to ensure technology issues and concerns are being addressed and CFCI network Administrator is received necessary support

### Exceptional Children's Department Administrator ~~Support~~

- Support/collaborate with EC lead on all legal issues related to special education policies/procedures, and services
- Support EC lead as LEA representative for IEP meetings and compliance issues
- Support EC lead related to ECATS data tracking
- Support/collaborate with EC lead to ensure faculty and staff are well versed in all requirements to implement student Individualized Education Programs (IEP) for the effective implementation of IDEA
- Collaborate with EC lead on vision/hearing screenings for grades 1, 3, 6 annually

### Consultation

- ~~Advise the school's Director and other Administrative Staff on all legal issues related to special education policies, procedures and services~~
- ~~Advise all teaching staff on the legally required provision of services in the general education and special education settings~~
- ~~Advise parents and provide information regarding special education and related service provisions at Cape Fear Center for Inquiry~~

### **Supervision**

- Coordinate LEA representative responsibilities for IEP meetings with Compliance Coordinator
- Supervise all special education delivery services to include monitoring the implementation of all IEP services for fidelity of instructional model
- Secure and monitor contract personnel as needed for the provision of Psychological services, Speech Therapy services to include audiology services, Occupational Therapy services, and Physical Therapy services
- Supervise, train, evaluate and support the special education teaching/behavioral staff
- Supervise and support EC Compliance Coordinator to ensure all EC staff members are in accordance with state and school policies and procedures.
- Supervise compliance procedures for teachers to ensure active EC student records meet all requirements and are compliant; maintain inactive files for retrieval
- Oversee all initial referrals for special education to determine eligibility
- Oversee all student re-evaluation review meetings to determine ongoing eligibility and appropriate student services
- Supervise EC teachers/EC teacher assistants to ensure accountability

### **Reporting**

- Lead in the development and annual review of CFCI's LEA Self Assessment
- Develop and provide timely submission of the IDEA grant and budgets
- Lead in the development of the Behavioral grant (currently the PRC 29 grant)
- Develop, track data and provide timely submission of monthly indicators, student counts, student transfers and other relevant information for DPI grants and budgets
- Maintain all data in the ECATS online reporting system pertinent for state reporting

### **Training**

- Attend all regional and state meetings and conferences pertaining to special education operations and grant implementation (IDEA Grant, PRC 29 Grant, LEA Self Assessment ECATS)
- Conduct regular special education staff trainings focused on needs
- Ensure faculty and staff are well versed in all requirements to implement student-Individualized Education Programs (IEP) for the effective implementation of IDEA
- Act as CFCI's expert trainer for the new online reporting system, ECATS

### **Collaboration**

- In conjunction with the Human Resources Coordinator, monitor certification/licensure/insurance appropriate for special education staff and contract personnel
- In conjunction with the Business Operations Coordinator, monitor all budgetary submissions and maintenance of revisions to grants
- In conjunction with the Testing Coordinator and EC Compliance Coordinator, coordinate EC testing accommodations; verifying information through ECATS
- Coordinate Speech/Language screenings—Kindergarten
- Support school wide Vision and Hearing screenings—grades 1, 3 and 6

### **Testing Coordinator**

- Coordinate all state testing in compliance with expectations set forth by the North Carolina Department of Instruction



- Coordinate local testing alongside Curriculum Coordinator and MTSS Coordinator/Intervention Specialist
- Ensure staff are fully trained and understand testing requirements
- Complete state/federal reports relative to testing and others as assigned
- Ensure that all data (EOY, Universal Screening, benchmark, etc.) is stored and available for future use
- Analyze results of test data and communicate results to Director/designee
- Attend all testing meetings

## **MTSS Coordinator Duties**

- Co-Coordinate a multi-tiered model of support delivery that identifies student needs, establish appropriate research based interventions and enables the efficient use of school resources
- Lead MTSS leadership team to ensure team members are meeting state expectations
- Co-Coordinate MTSS leadership team to ensure team members are meeting state expectations
- Participate in school efforts to ensure high quality instruction is being provided and interventions for academic, behavior, and social emotional support are matched to student needs
- Maintain written policies, practices and implementation plans
- Provide necessary training of MTSS policies and practice to staff, parents, and stakeholders
- Analyze effectiveness of academic, behavioral, and social emotional data and share with appropriate personnel
- Ensure fidelity of MTSS plan implementation that includes continual application of a structured problem solving process that involves staff, families and support services
- Verify/ensure that CFCi has received and reviewed all enrolling student's cumulative records
- Maintain MTSS website within cfc.net for parent and stakeholder communication
- Manage student data school-wide from a myriad of sources
- Profice regular summary of supports and class status to stakeholders

# **Curriculum Coordinator ~~Lead~~**

## **Job Description**

*11 month, full time*

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The Curriculum Coordinator ensures the faculty has the resources and support they need to promote students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing environment.

The Curriculum Coordinator will:

- Serve as a liaison between the teachers and Administrative team
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Attend faculty meetings
- Serve on appropriate Committee(s) as designated
- Attend school wide events whenever possible
- Attend CFCI Board meetings as needed
- Perform all other duties and responsibilities assigned by the Director
- Ensure all instructional decisions are in line with North Carolina state standards and CFCI's mission, vision and beliefs.

### **Curriculum Support**

- Research and collaborate with interventionist and faculty regarding instructional strategies and resources for ongoing professional development, teacher growth, and effective classroom management
- Mentor teachers to develop their pedagogy and content knowledge
- Provides conferencing and coaching with individual teachers, grade level teams, loops, departments and small groups across grade levels
- Support peer observation and learning between classrooms
- Be visible in classrooms and throughout the building; maintain an open-door policy
- Collaborate with other support specialists to respond to requests for student observations
- Examine classroom data reports and collaborate with teachers to create instructional plans and strategies to ensure classroom Core Curriculum is meeting the academic needs for 80% or higher of CFCI students
- Identify the implementation of CFCI's social curriculum and facilitate support as needed in collaboration with the school counselor
- Collaborate with appropriate personnel or the Partnership to provide school-wide opportunities for enrichment, i.e.: sex education classes, cultural arts assemblies, academic showcases, etc...
- Coordinate faculty feedback and communication about faculty initiated pilot instructional programs with the CFCI Board
- Assist special area teachers in coordinating school wide events as needed (i.e. Field Day, Holiday Music Extravaganzas, etc.)
- Serve as the program administrator for Powerschool or other grading program (i.e. create classes, support development of standards, set data input deadlines, train front office to help print reports, passwords, with data input, etc.)
- Serve on the school Technology Committee **Team** and play an integral role in developing the school Technology Plan, providing Technology Professional Development, etc.

*Revised June 2020*

### **Giftedness**

- Co-coordinate the development of CFCI's Gifted Program alongside the school **intervention specialist.** ~~MTSS Coordinator~~
- ~~MTSS Coordinator~~ Intervention Specialist and Curriculum Coordinator will connect to further define the duties
- Coach and support teachers in meeting the needs of students identified or suspected as gifted **K-8**

### **Professional Development**

- Serve as chair of the LifeLong Learning Committee
- Annually create (in conjunction with L3) a detailed professional development plan and budget (goals, timeline, etc.)
- Coordinate annual data-driven professional development plan and activities to support teacher growth and student outcomes
- Provides presentations to small and large groups of teachers to accelerate the use of exemplary instructional practices to improve student achievement
- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional organizations devoted to the advancement of curriculum and instruction
- Collaborate with **BOC** ~~Human Resources Coordinator~~ to assist with CEU credits

### **Personnel**

- Collaborate with **BOC** ~~Human Resource Coordinator~~ to provide support for substitute teachers
- Provide support to teachers during creation of Personal Inquiry Projects (PIP) as needed
- Plans and supervises the instructional development and induction for the Beginning Teacher Support Program
- Plans and Supervises the Mentor Program
- Provide support for faculty members pursuing National Board Certification

### **Testing**

- **Support the testing coordinator and intervention specialist** to ensure local testing expectations. (MCLASS, NWEA/MAP, etc.)
- ~~Serve as LEP Coordinator.~~
- Serve as 504 Coordinator
- Support the testing coordinator with state testing to help ensure compliance with expectations set forth by the North Carolina Department of Instruction.
- **Support the testing coordinator and intervention specialist to** analyze results of test data; communicate results to support team, faculty, parents and Board
- Ensure that all data (EOY, Universal Screening, benchmark, etc.) is stored and available for future use.
- Use data analysis of state and local testing to inform individual school-wide goals for Professional Development.

### **Essential Skills:**

- Listen and communicate effectively in order to gather, convey or exchange information
- Use tact and courtesy when working and dealing with the community
- Speak before groups of people with poise, voice control and confidence

*Revised June 2020*

- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations

**APPROVED BY BOARD OF DIRECTORS 4-18-2010**

**Revised 12/2017**

## **CFCI Front Office Administrator Job Description**

The Front Office Administrator serves as the primary contact with parents and the local community. In representing CFCI, this person will;

- Value the mission and vision of CFCI and have theoretical and practical knowledge of how inquiry-based, integrated curriculum is most beneficial to students and faculty.
- Maintain strict confidentiality regarding all student and staff information.
- Be positive, approachable, and professional in interactions with parents, faculty, students, and community members.

### **Essential Functions and Responsibilities:**

1. Serve as a front-line public relations person by presenting and explaining CICI's mission, philosophy, admissions policy, and procedures for enrollment to the community. *Qualified to lead campus tours.*
2. Answer incoming telephone calls and establish needs of callers in order to refer them to the appropriate staff person for service; distribute messages to staff; review all incoming information and communication and respond appropriately.
3. **Serve as contact for *Ident-a-Kid***
4. Maintain *Ident-a-Kid* reports of all visitors, ensuring identity for security purposes; maintain logs of students who are checked in/out during the course of the school day via *Ident-a-Kid*.
5. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts and other printed materials; research content items for accuracy of presentation and applicability.
6. Answer questions from staff, students, and parents concerning policies, procedures or deadlines.
7. Maintain all student cumulative folders, including the creation of folders for new students.
8. **Coordinate with IT Administrator** to maintain/secure student digital record archive: to include but not limited to cumulative files, medication logs, injury reports etc
9. Prepare first-of-year forms for student packets at the beginning of each school year.
10. Place orders for office and classroom supplies.

11. Transfer records for students who transfer to other schools. Request records from prior schools for new students.
12. Maintain a database of all unexcused absences and tardies for purposes of implementing CFCI's attendance policy, which requires contacting parents by email, and scheduling attendance meetings with the Director and Counselor when students reach certain levels. Maintain and collect/archive all student excuse notes from parents, either hand-written or e-mails, and maintain in files.
13. Serve as *PowerSchool* liaison with *Acadia NorthStar* in handling attendance records, class lists, withdrawals, and enrollments. Run attendance summaries for students using the *PowerSchool* system.
14. Assure maintenance of school equipment (copiers, fax machines).
15. Act as Notary Public for Safe Schools document for new students
16. Administer first-aid and medications to students. Maintain medication logs for all prescription and non-prescription medications administered. Alert parents when student's medications need refilling. Ensure teachers observe proper procedure when medications/first aid kits are needed on field trips.
17. Assure that all materials and forms for public and staff distribution are readily available. These include, but are not limited to, school calendar, employment applications, employee leave forms, check request forms, student applications, brochures, lottery information, and school announcements.
18. Prioritize and delegate tasks to the part-time office assistant.

### **Student Admission and Enrollment Duties (*Lottery Coordinator duties*)**

1. Prepare materials for Parent Education meetings. Attend and make presentations explaining admissions and lottery procedures at each meeting. Prepare, distribute, and collect student applications for entrance in the annual student lottery. Assign lottery numbers to applications upon distribution.
2. Set up process for lottery:
  - a) Organize student applications
  - b) Review each homeroom enrollment for the coming year to determine spots available. Consult teachers to inquire about necessity to hold spots for possible retentions
  - c) Recruit staff to assist with lottery
  - d) Prepare and utilize lottery cards for drawing and visual aids to be used during the lottery to illustrate the process for parents in attendance.

- e) Coordinate post-lottery activities; compile status of applications and arrange for parent notification by phone/email.
- f) Create and maintain class wait lists for enrollment from post-lottery through the twentieth day of the new school year.
- g) Prepare enrollment packets for all returning students and new students.

#### **Volunteer Coordination:**

1. Coordinate and recruit campus volunteers.
2. Ensure volunteers complete all necessary paperwork and background screenings according to school policies.
3. Ensure volunteers are aware of CFCI's policies and expectations as volunteers.
4. Maintain a database of approved volunteers.
5. Complete background screenings on all prospective volunteers.
6. Prepare and distribute online field trip permission forms.
7. Review all field trip permission forms to ensure all volunteer participants are approved prior to field trip.
8. Maintain records of current proof of auto insurance for all V2 participating field trip drivers.

#### **Substitute Coordination:**

1. Maintain a database of approved/available substitutes.
2. Assist teachers with substitute placement.
3. Ensure substitutes are aware of school policies/procedures: including but not limited to evacuation procedures, FERPA, etc.
4. Coordinate efforts to recruit and maintain adequate substitute support.

#### **Other Duties**

1. Perform other duties and responsibilities as requested by the Director and the Administration team.
2. Maintain daily transportation changes for students.
3. Assist EC Dept with scheduling alerts.
4. Maintain authorization for student pickup data in *PowerSchool*.
5. Communicate reporting to DPI as directed by Administration
6. Provide training support with mandatory training as directed by administration.

- 7. Foster Grandparent Coordinator**
- 8. Maintain school website**



# **JOB DESCRIPTION SCHOOL COUNSELOR**

The counselor at CFCI serves students, families, and teachers by helping to identify and prioritize a range of **social and emotional** issues. Emphasis is on creating and maintaining a healthy environment by promoting the health of its individual members. The counselor is part of a collaborative team of support personnel that provide social, emotional, **behavioral support and** educational opportunities in classrooms, small group, and individual settings.

Reports to: CFCI Director

Required Education and Certification: license from the North Carolina Board of Licensed Professional Counselors and/or North Carolina School Counselor License

Years of Experience: 3-5 years of school counseling experience desired

Position Type: 10 month, full time

Salary: Based on NC School Counselor salary schedule

Benefits: None

The Counselor should have knowledge of the following:

- Individual and group counseling techniques
- Classroom instructional interventions
- Behavioral management techniques
- North Carolina Compulsory Attendance Laws
- Community resources
- IEP and 504 regulations
- CFCI's Social curriculum
- No Tolerance policy on bullying
- Mandated Reportable Incident guidelines

The Counselor will serve in the following roles:

- Develop and coordinate a comprehensive counseling program to meet current needs of students and faculty that includes the areas of academic, career and personal/social development.
- Provide classroom, small group and individual social, emotional, and behavioral counseling
- Work with individual students or small groups of students to provide educational & behavioral interventions and progress monitoring.
- Work with school personnel in the Multi-Tier System of Supports (MTSS) by assisting in determining Intervention Plans and Individualized Education Program services as needed.

- Coordinate, manage and teach small group and individual interventions to Tier2/3 students.
- Provide proactive core instruction to students in grades K-8, providing students with tools and strategies to deal with social-emotional needs.
- Use identified scientific, research-based interventions focused specifically on individual student-needs.
- Supports School Social Worker reports of possible domestic abuse and other family problems that can affect students' development and school performance
- Provide mental health crisis intervention
- Provide resources for teachers and parents
- Observe students in various educational settings
- Act as liaison between outside agencies and school
- Act as liaison between school-based therapy provider and school
- Collaborate with Director Student Services regarding student attendance and schedule meetings attend meetings with parents and Attendance Council.
- Assist Curriculum Coordinator with administration of standardized testing
- Support with vision and hearing screening
- Support health teacher with Human Growth and Development Program
- Serve as liaison for Homeless Program
- Maintain list of community resources
- Assist in the transition of students from grade 8 to high school
- Be available to attend team/parent/IEP meetings as needed to provide input regarding student academic/behavior strengths and weaknesses
- Provide staff development
- Attend Shared Leadership and L3 committee meetings
- Other duties as assigned

The Counselor will be held to the following expectations:

- Perform responsibilities in timely, organized and accurate manner
- Maintain records to document decisions, interactions, and interventions
- Maintain confidentiality
- Will adhere to ASCA Ethical Standards (other ethical standards according to individual licensure) including modeling professionalism as it relates to interactions with both families and staff.
- Knowledgeable of CFCI policies/procedures along with state /federal laws pertaining to counseling.