

JOB DESCRIPTION – "ADMINISTRATOR"

Summary:

1. The Administrator is in charge of all day-to-day operations of the school and it is up to her/him to interpret policy on behalf of the Board of Directors in order to keep the flow of learning at its highest and most efficient levels.
2. The Administrator is also responsible for the actions of all those who take part in the school operations, albeit paid staff or volunteers.
3. The Administrator should review annually the following documents, in their entirety, in order to be well-versed in CCA's policies and procedures:
 - 3.1 Faculty Handbook
 - 3.2 Student, Parent/Guardian Handbook
 - 3.3 By-Laws
 - 3.4 Subscribe to CCA's Philosophy of Education and Statement of Faith.
4. The Administrator will provide input to the Board of Directors regarding the following:
 - 4.1 The overall spiritual condition of the Faculty
 - 4.2 A need for policy interpretation
 - 4.3 A need for policy change or construction
 - 4.4 A significant misinterpretation of adopted policies or procedures by staff or volunteers so the Board of Directors is aware of the incident.
 - 4.5 Staff performance evaluation for use in the annual (or periodic, if necessary) staff reviews.
 - 4.6 Report any deficiencies to the Board of Directors such as tuition payments, book fees, volunteer hours, etc. on a monthly basis.
5. Handle "point of contact" issues as prescribed in the "Point of Contact" policy.

Description: The Administrator shall...

6. Schedule faculty "prayer and share" times. Determine a format for these types of meetings.
7. Submit to an evaluation process with the Board of Directors by the 60-day point of employment.
8. Provide evaluations of the teaching faculty to the Board of Directors by the 120-day point of employment.
9. Delegate a responsibility as she/he sees fit, realizing that the Administrator is still responsible to provide oversight for all operations of the school and the delegation of tasks therein.
10. Meet with all classroom and specialty teachers to determine the class schedule. Oversee adherence to the class schedule and make necessary adjustments.
11. Follow and provide administration of the Faculty Handbook contents.

12. Make assignments to room, grade, subject, and extracurricular duties.
 - 12.1 Advise parents of classroom assignments when multiple classes exist for a grade.
13. Observe other teachers in the teaching environment, as necessary, for the purpose of periodic evaluations.
14. Submit to an annual review from the Board of Directors.
15. Ensure that all substitute teachers are appropriate for CCA and are available when another teacher is unable to attend school. Teachers will call and find their own sub from an approved sub list. Teachers may ask for assistance if needed.
16. Periodically (at least once monthly) review the lesson plans and exclusive inclusion of CCA approved curriculum for each classroom teacher.
17. Take the lead role in the personnel committee during the staff recruitment and evaluation processes for hiring new staff. Provide personnel committee with recommendations regarding potential candidates. The board will have the final say so in who is hired for staff positions.
18. Provide inspiration to the rest of the staff all the time and especially in the event of seemingly rough circumstances by relying on faith and a strong relationship with God.
19. Will work during the summer enough to ensure that operations of the school move forward and that board meeting administrator agendas are prepared. CCA will be closed the week of July 4.

JOB DESCRIPTION – "ADMINISTRATIVE ASSISTANT"

1. Most important duty: Be on call to provide any assistance requested by the Administrator
2. Answer door
 - 2.1 Stop adults before and during school hours
3. Answer telephone
 - 3.1 Relay messages to appropriate person
4. Tabulate lunch count & pass tabulations on to the appropriate person
5. Keep student attendance records
6. Keep record of teacher attendance
 - 6.1 Provide a monthly accounting of all employees/substitutes to treasurer for payroll compilation on the last business day of every month.
7. Respond to requests for information and request for enrollment packets
 - 7.1 Track waiting list dates and keep master list on file
8. Supply substitute teachers with a key and employment forms/paperwork
9. Compile monthly calendar
 - 9.1 Print after approval and prepare for circulation
10. Copy machine
 - 10.1 Make copies
 - 10.2 Oversee maintenance needs and order repair work
 - 10.3 Change and order toner
11. Place orders for incidentals (day to day supplies, etc.)
 - 11.1 Keep running lists of purchase requisitions from staff
 - 11.2 All purchases require the Administrator's authorization
 - 11.3 This includes office supplies, Kraft, etc.
12. Retrieve mail from box and sort
 - 12.1 Develop system to distribute mail to on-site and off-site recipients.
13. Record tuition & lunch payments and other applicable payments, such as After School Study Program, etc.
 - 13.1 Keep checks and monies safe until they are deposited or dispersed
 - 13.2 Report any deficiencies to Administrator
 - 13.3 Perform general bookkeeping functions for CCA
14. Handle applicable correspondence
 - 14.1 Prepare letters per Administrator's request
15. Complete mailings
 - 15.1 Make copies, stuff envelopes, take care of postage, take to post office, etc.

16. Keep track of any cleaning/grounds issues and pass them on to the appropriate person.
17. Provide job applicants with application forms and keep applications on file for future reference.
18. Provide assistance to other CCA staff ONLY after all of these duties have been accomplished and the Administrator has no other requests for duties to be accomplished.
19. Submit to an annual employment review evaluation by the Administrator.
20. Work during June and July at least 1 day at week in order to answer phones, work on enrollment, and keep the school running smoothly.
21. Work with the administrator to schedule vacations so that someone is available in the office each week, except July 4.

This job description is not all-inclusive and is a working document that will be changed, at the Administrator's request, on a regular basis.

The Administrative Assistant must subscribe to CCA's Philosophy of Education and Statement of Faith, without reservation.

JOB DESCRIPTION – "CLASSROOM TEACHER"

The teacher is required to strive at all times to understand, appreciate, love and serve the students entrusted to his/her care for instruction. With the best of his/her ability, she will provide for their fullest spiritual, intellectual, physical, and emotional development.

The Board of Directors understands that the public and parents of students will wish to speak to the teacher, as well as the Administrator, on an occasional basis. Therefore, teachers are governed by the same "point of contact" guidelines described in the "Point of Contact" policy.

Prior to the start of school:

1. Teachers should review annually the following documents, in their entirety, in order to be well-versed in CCA's policies and procedures:
 - 1.1 Faculty Handbook
 - 1.2 Student, Parent/Guardian Handbook
 - 1.3 By-Laws
 - 1.4 Subscribe to CCA's Philosophy of Education & Statement of Faith
2. Scheduling and attending "enrollment conferences" with parents and students. Typically, each teacher will be responsible for this duty pertaining to the parents of children who will be in their classroom during the up-coming school year. However, some over-lap due to scheduling may occur.
3. Assist in the preparation of a permanent specials class schedule, including Art, P.E., Spanish, Music, Computer, lunch, and recesses.
4. First-year CCA teachers must attend A Beka or BJU sponsored "faculty training workshop" at the appropriate, local out of state, at school expense. In subsequent years, annual training at A Beka/BJU workshops or other day training sessions (up to two) may be required by the Administrator.
5. Undergo training in C.P.R. and First Aid at least once every three years, and provide a copy of course completion to the Administrator.

During the school year:

6. Prepare their rooms & be in attendance for an "open house" that will be held during the early part of each school year.
7. Be punctual and participate at daily "prayer and share" times.
8. Maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance in a Christian environment.
9. Complete weekly teaching plans, which may be subject to review, in accordance with CCA approved curriculum.
10. Provide information to the newsletter editor following Administrator's approval.
11. In the event a teacher has requested personal day/s off, the office should be notified as early as possible (preferably two weeks in advance) in order to schedule a substitute teacher. The teacher is to leave a packet of information, as prescribed in the "Substitute Teacher Support System" found in the Faculty Handbook, for the substitute teacher with the Administrator.

12. When a teacher needs to take a day/days of personal leave, please notify the office as soon as it becomes apparent that the teacher will be unable to attend work. If it is outside of school hours the teacher should contact an approved substitute to fill their role for the day/s. Once the teacher has found a sub and instructed them on what to do for the day, then she should call the school and leave a message that they will be out and who the sub will be. After calling all subs, if the teacher cannot locate a sub then they should call the administrative assistant for help.
13. Administer assessment testing. Provide assessment test-taking training to your class/grade.
14. Assignment to room, grade, subject, and extracurricular duties is to be made at the direction of the Administrator or person designated by the Board of Directors. He/she agrees to accept his/her proportionate amount of supervision outside of the regular classroom assignment, the extent of such supervision and assignment to be determined by the Administrator.
15. The teacher agrees the Administrator and/or Board of Directors shall have the right to sit and observe classes in session for the purpose of periodic teacher evaluations.
16. Participate in school fund-raisers.
17. Follow the Biblical pattern of being united in Christ as indicated in Matthew 18:15-17 and Galations 6:1.
18. The teacher acknowledges his/her obligation under state law regarding child abuse reporting requirements and he/she will fulfill those obligations.
19. Record attendance, 1st semester & 2nd semester grades (except K4), and attach a photograph to permanent records. ALL grades and attendance records shall be appropriately recorded prior to teacher's exit for summer vacation.
20. Professional Development Policy-certified teachers may use up to two per school year as professional development days. These days will not count against their personal leave days. CCA will provide a substitute for the day. Certified personnel will be responsible for any and all expenses incurred for the professional development day. Classroom money, or any form of CCA monies, may not be used for the professional development day. Administrative approval must be obtained prior to the use of a professional development day.
21. To read the faculty staff handbook.

JOB DESCRIPTION – "SUBJECT TEACHER (SPANISH, ART, MUSIC, COMPUTER, P.E.)"

The teacher is required to strive at all times to understand, appreciate, love and serve the students entrusted to his/her care for instruction. Within the best of his/her ability, he/she will provide for their fullest spiritual, intellectual, physical, and emotional development.

As a teacher of students enrolled in Clinton Christian Academy, subject teachers are also occasionally requested for contact by parents of students and the public. Therefore, subject teachers are governed by the "Point of Contact" policy.

Prior to the start of school:

1. Coordinate a permanent class schedule with the classroom teachers.
2. Annually review his/her job description, Faculty Handbook, Mission Statement, Statement of Faith, and Philosophy of Education.
3. Determine with the input of the Administrator, if letter grades or "satisfactory"/"unsatisfactory" grades will be assigned.

During the school year:

4. Prepare their rooms (when applicable) for an "open house" that will be held during the early part of each school year.
5. Required to participate in faculty "prayer and share" times.
6. Maintain a classroom atmosphere that is conducive to learning. This includes maintaining a professional appearance in a Christian environment.
7. Complete weekly teaching plans, which may be subject to review, in accordance with CCA adopted curriculum.
8. Provide information to the newsletter editor following Administrator's approval.
9. In the event a teacher has requested personal day/s off, the office should be notified as early as possible (preferably two weeks in advance) in order to schedule a substitute teacher. The teacher is to leave a packet of information, as prescribed in the "Substitute Teacher Support System" found in the Faculty Handbook, for the substitute teacher with the Administrator.
10. When a teacher needs to take a day/days of personal leave, please notify the office as soon as it becomes apparent that the teacher will be unable to attend work. If it is outside of school hours the teacher should contact an approved substitute to fill their role for the day/s. Once the teacher has found a sub and instructed them on what to do for the day, then she should call the school and leave a message that they will be out and who the sub will be. After calling all subs, if the teacher cannot locate a sub then they should call the administrative assistant for help.
11. The teacher agrees the Administrator and/or Board of Directors shall have the right to sit and observe classes in session for the purpose of periodic teacher evaluations.
12. Required to participate in school fund-raisers.
13. Follow the Biblical pattern of being united in Christ as indicated in Matthew 18:15-17 and Galations 6:1.
14. The teacher acknowledges her/his obligation under state law regarding child abuse reporting requirements and he/she will fulfill those obligations.
15. To read the faculty staff handbook.

JOB DESCRIPTION – "VOLUNTEER COORDINATOR"

The main duties of the "Volunteer Coordinator" are directly related to gathering and organizing volunteers for school needs. Some committees may seek out their own volunteers for a project while others may call the volunteer coordinator for assistance in finding people who are willing to serve. While the volunteer coordinator does not have a committee, as such, the Coordinator is encouraged to delegate responsibilities that would be much easier if divided (making telephone calls, etc.).

The duties of the Volunteer Coordinator include:

1. The primary role of the volunteer coordinator is to be responsible for supplying volunteers with special projects. Special projects are those that are not done on a regular basis, and usually are completed outside of the normal school hours. The request for volunteers may come to the volunteer coordinator through teachers, Administrator, Board of Directors, or committees.
2. Be well versed in what the project involves, including the time required, in order to properly represent it to potential volunteers.
3. Keep a master list of "potential volunteers" that might be useful for current and future projects during their tenure as volunteer coordinator, as well as their successor's. Distribute to project coordinators, as necessary.