

Executive Director / Superintendent

Job Description

Required Credentials:

- At least 3 years of experience in K-8 school administration
- Experience in charter school leadership or governance
- Experience in sport coaching or leadership

Preferred Credentials:

- At least 3 years of charter school experience including charter school administration and Administrative licensure from the state of Minnesota as a principal and/or superintendent and experience in financial management of a school
- Academic coursework and applied experience in sport sciences
- At least five years of classroom teaching experience

General Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Visibility in the school, with stakeholders, and in the community
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Exceptional communication skills
- Ability to lead in conflict resolution
- Flexibility and openness to new ideas
- Creativity and resourcefulness in problem solving
- Commitment to a collaborative approach to leadership
- Ability to lead in a diverse and dynamic environment

General Expectations:

- Provide leadership and oversee long range planning to achieve the school's mission and goals
- Oversee enrollment outreach and community engagement consistent with goals
- Instructional Leadership: Plan and oversee implementation of academic program
- Effective evaluation, management, and development of faculty and staff
- Fiscal management and operation of the school
- Work with the board to ensure statutory and legal compliance with all federal, state, and board requirements
- Evaluation, management, and development of threats and opportunities
- Effective communication & healthy relationship with stakeholders and the larger community

Specific Responsibilities

- Leadership: Oversee the use of school resources to achieve school goals for the advancement of students, staff and program in keeping with the school's mission;
- Board of directors: Ensure timely meetings, agendas, minutes, board committees, reports, board member nominations and elections, and annual meetings;
- Resource management: Ensure that maximum educational revenues are received and that expense budgets are managed prudently for the benefit of students and staff, and manage the annual budgeting process;
- Policy and development and implementation: Ensure the timely development and implementation of school operating policies;
- Administrative staff and support services: Hire, supervise and evaluate the staff of the school
- Instructional Planning and Oversight: Research best practices, lead professional development, oversee PLC activities, and ensure a data driven instructional process that is compliant with state standards. Oversee development of school instructional plan.
- Reporting and Compliance: File annual and other required reports to the relevant authorities and agencies
- Long range planning: Facilitate long range planning of school plans and programs
- Educational program: Consult with the community, parents and school staff regarding the planning and programming for the school
- Marketing, recruiting and community relations: Represent the school to the greater community including all external constituencies and associations with whom the school should be engaged for the achievement of its mission and goals;
- Resource development: Manage the process of developing voluntary support for the advancement of school programs
- Other: Undertake any other responsibilities assigned by the board of directors.

Employment Terms: This is an exempt position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

This position is evaluated using a process compliant with state law and outlined under *Executive Director's Goal Setting & Evaluation* in the employee handbook.

***FIT Academy is an Equal Opportunity Employer and prohibits
discrimination and harassment of any kind***

Principal **Job Description**

Required Credentials:

- Bachelor's Degree, school administrative licensure

Preferred Credentials:

- Teaching licensure
- Previous experience in educational administration or teaching

General Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate verbally and proficient use of a computer including MS Office products
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to convey a welcoming attitude
- Sensitivity and empathy in dealing with parents
- Ability to learn new skills quickly
- Proficient in Microsoft window, word, and excel
- Ability to use a computer and other electronic equipment
- Ability to multi-task and problem solve
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to evaluate situations and move focus dynamically from general to specific
- Ability to prioritize tasks and establish task schedules
- Ability to pay attention to details and meet deadlines
- Ability to facilitate conflict resolution
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Attend trainings as requested

Responsibilities/Essential Duties:

- Perform executive duties in collaboration with the superintendent including:
 - Development of schoolwide and community wide communications
 - Review and feedback on external communications
 - Represent the school at meetings and events
 - Serve as day to day school leader in collaboration with the superintendent
 - Active participation in the schoolwide leadership committee
- Responsible for ensuring that the school climate supports the school's mission

- Development and administration of disciplinary procedures in accordance with school policies and state laws including adherence to the Pupil Fair Dismiss. Act.
- Collaborative work with teachers and other staff in planning for training and execution of student management policy including training and guidance of teachers
- Management of the student behavioral management program in a manner that reflects the policy and supports a positive climate.
- Review of referrals and conferencing with students, parents, teachers, and community agencies regarding concerns with student behavior and welfare.
- Response to and resolution of parent, student, and staff concerns and complaints
- Development, oversight, and active participation in a comprehensive student supervision plan
- Instructing students in appropriate behavior; disciplining students in accordance with established guidelines.
- Working with the Executive Director to establish a safe and secure learning environment for students. Responsible for school safety and emergency procedures as designated by the director.
- Working collaboratively with the Dean of Students in supporting a positive school climate.
- Delegation of related tasks and responsibilities to the liaison
- Participation in Individual Educational Plan meetings and student intervention programming
 - Serve as administrative representative at IEP meetings
 - Provide special education staff with administrative feedback
 - Ensure that special education IEP meetings adhere to school policies
 - Lead the 504 process
 - Participate in the student intervention program
- Participation in the recruitment, selection, hiring, and supervising of staff personnel
 - Assist with the identification of personnel needs
 - Assist with the posting, interview, and selection of employment candidates
 - Provide broad general supervision of all employees as needed
 - Provide specific and direct supervision of staff as assigned
 - Assist with the review, evaluation, and development of staff as assigned
 - Coordination of absences and substitute assignments
- Attendance at meetings of parent and other groups including participation in planning and leading school events including parent teacher conferences, assemblies, and other school-wide events.
- Participation in administrative meetings and training to improve administrative skills; sustaining current knowledge of the school's mission and academic goals. Performance of other duties as assigned.
- Lead the academic and instructional leadership of the school
 - Active participation and leadership in professional development plan
 - Participate in the collaborative planning process
 - Visit classrooms & provide instructional support & coaching
 - Perform formal observations as assigned
 - Responsible for master scheduling & academic reporting
 - Participate in development of academic programs and scheduling
 - Lead development and dissemination of master schedule

- Perform adjustments to master and individual schedules as needed
 - Oversight of electronic scheduling and grading process
- Serve as instructional leader for the elementary academic program
 - Participate in academic planning aligned with school mission, state standards, and requirements, informed by academic data, and aligned with academic and professional development goals
 - Work independently in leading the elementary academic program in collaboration with lead teachers, PLC leads, and special education
 - Provide direct and indirect academic supervision to staff involved in elementary instruction
 - Responsible for the identification and acquisition of resources
- Responsible for serving as school District Assessment Coordinator
 - Attendance at required MDE trainings
 - Development of assessment calendar in consultation with the executive director
 - Development of assessment schedules and procedures
 - Oversight and delegation of assessment sessions
 - Maintenance of records in compliance with school and MDE guidelines
 - Prepare and communicate reports to the director, staff, and board
- Performance of other duties as assigned by the Executive Director

Employment Terms: This is an exempt 12 month per year position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

This position is evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

FIT Academy is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind

Director of Educational Services

Job Description

Required Credentials:

- Bachelor's Degree, school administrative licensure

Preferred Credentials:

- Teaching licensure
- Previous experience in educational administration or teaching

General Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate verbally and proficient use of a computer including MS Office products
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to convey a welcoming attitude
- Sensitivity and empathy in dealing with parents
- Ability to learn new skills quickly
- Proficient in Microsoft window, word, and excel
- Ability to use a computer and other electronic equipment
- Ability to multi-task and problem solve
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to evaluate situations and move focus dynamically from general to specific
- Ability to prioritize tasks and establish task schedules
- Ability to pay attention to details and meet deadlines
- Ability to facilitate conflict resolution
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Attend trainings as requested

General Scope of Assignment: This position is 75% special education and 25% general education

Responsibilities/Essential Duties:

- Serve as a member of the administrative and leadership teams (the teams)
 - Commit time and effort to be an engaged member of the teams
 - Align activities with those planned and communicated by the teams
 - Work collaboratively, professionally, and with confidentiality
 - Communicate openly and effectively within these teams
 - Serve as liaison between the teams and the elementary staff

- Communicate staff needs and feedback to the teams
- Serve as emergency substitute for the special education program
- Assist with school tours as requested
- Assist with school-wide events
- Take the lead on at least one school-wide event per year
- Attend all Open Houses during the school year
- Serve as back-up after-school administrator
- Perform executive duties in collaboration with the superintendent including:
 - Development of schoolwide and community wide communications
 - Review and feedback on external communications
 - Represent the school at meetings and events as requested
 - Assist with major staff or student investigations and follow-up actions
 - Provide the planning and oversight for parent-teacher conferences
 - Serve as school point person for STAR, MARSS, and MCCC reporting
 - Complete and submit state reports as assigned
 - Serve as school wide data report coordinator
 - Work collaboratively with Academic Coordinators on data sub-reports
 - Serve as building lead as requested
- Serve as the school's director of special education
 - Oversight of all aspects of the special education department and services
 - Delegation of duties to the department administrative assistant and coordinators
 - Establish best practices and protocols for evaluations, IEP writing, and meetings
 - Preview new student IEPs to determine student programming needs
 - Ensure that student accommodations are communicated and implemented
 - Perform intake meetings with new families
 - Assist with the scheduling of students
 - Primary point person for all special education staff
 - Develop staff assignment schedules
 - Responsible for all special education related state and federal reporting
 - Provide fiscal management and planning for the department
 - Review purchase orders in compliance with student IEP needs
 - Provide Special education with training for educational assistants and teachers
 - Ensure IDEA and state compliance in our programming and services
 - Maintain the TSIS binder
 - Schedule & lead the SEAC meeting
 - Provide support to teachers in identifying accommodations and writing IEP's
 - Oversee the writing and implementation of BIP's for students
 - Assist staff with parent communications
 - Assist with providing coverage for educational assistants and teachers to ensure proper services
 - Manage and coordinate all contractors
 - Participate in IEP meetings and administrative representative
 - Serve as high level problem solver for matters involving special education staff and students

- Participation in the recruitment, selection, hiring, and supervising of staff personnel
 - Assist with the identification of personnel needs
 - Assist with the posting, interview, and selection of employment candidates
 - Provide broad general supervision of all teachers and non-special education staff
 - Provide specific and direct supervision of the special education staff
 - Assist with the review, evaluation, and development of staff as assigned
 - Provide coordination of absences and substitute assignments for SPED staff
- Lead the management of instructional services for the school
 - Active participation and leadership in professional development plan
 - Participate in the collaborative planning process
 - Provide schoolwide training and teacher coaching
 - Perform formal observations as assigned
 - Serve as primary liaison with Regional Center for Excellence
 - Responsible for master scheduling & academic reporting
 - Participate in development of academic programs
 - Oversight of academic reporting in student management system
 - Lead development and dissemination of master schedule in collaboration with academic coordinators
 - Oversight of electronic master schedule, staff, and student scheduling
 - Perform adjustments to master and individual schedules as needed
 - Oversight of grading periods, staff reporting, and report cards
 - Oversight of high school grading practices and student credit reports
 - Responsible for serving as school District Assessment Coordinator
 - Attendance at required MDE trainings
 - Development of assessment calendar in consultation with the administrative team
 - Development of assessment schedules and procedures
 - Oversight and delegation of assessment sessions
 - Maintenance of records in compliance with school and MDE guidelines
 - Prepare and communicate reports to the director, staff, and board
- Oversight of student support services including ELL, SAT team, and 504
 - Provide oversight and leadership to the ELL program and services
 - Lead the SAT team process and ensure proper documentation and follow-up to referrals
 - Serve as 504 coordinator including leading meetings and disseminating of information to staff
- Performance of other duties as assigned by the Superintendent

Employment Terms: This is an exempt 12 month per year position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

This position is evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

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Director of Administration & Operations

Job Description

Required Credentials:

- College Degree

Preferred Credentials:

- Previous experience in comparable assignment
- Experience in an educational setting

General Requirements:

- Must pass a criminal background check
- This position requires someone who is flexible, adaptable, and collaborative
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to convey a welcoming attitude
- Ability to learn new skills quickly
- Proficient in Microsoft window, word, and excel
- Ability to use a computer and other electronic equipment
- Ability to learn new software applications quickly
- Ability to multi-task and problem solve
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to pay attention to details and meet deadlines
- Ability to prioritize tasks
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Attend trainings as requested

Responsibilities/Essential Duties:

- Oversight and Execution of Accounting Process: Ensure the proper processing of all requests, payments to accounts and vendors including but not limited to:
 - Manage accounts payable, receivable, and purchase orders
 - Process incoming mail for vendor invoices and statements
 - Review invoices for timely payments paying special attention to critical services
 - Prepare VPR's for each invoice or payment
 - Send payment requests to Bergen KDV by category
 - Maintain records of all requests submitted to Bergen KDV in an electronic file
 - Communicate with Bergen KDV as needed to ensure accuracy of payments
 - File payment records by vendor or electronically
 - Delegation of tasks to other office staff as approved by the Executive Director
 - Communicate and review with the Executive Director on a monthly basis
- Oversight and Execution of Purchasing Process:
 - Maintain records of all activity by service or activity
 - Serve as purchasing agent using school credit card as authorized by the director
 - Communicate with users and send invoices as needed
 - Make bank deposits and report revenues and receipts to Bergen KDV
 - Maintain updated enrollment and payment database for each service or activity
 - Delegation of tasks to other office staff as approved by the Executive Director
 - Request and review bids
 - Communicate and review with the Executive Director on a monthly basis
- Oversight and Management of Vendor Contracts and Communications
 - Assist the director with selection of vendors
 - Initiate vendor agreements and contracts including ST3's and W9's
 - Oversee and delegate the maintenance of records and files for vendor contracts; Management of online vendor accounts
 - Communicate or delegate communication with vendors regarding services and billing
 - Perform billing reviews to ensure appropriate payments
- Oversight and Management of Assets and Facilities
 - Maintain list of asset inventory, purchase records, and service information
 - Maintain list of needed repairs and arrange for service and repairs
 - Order supplies to support all assets and services
 - Perform minor repairs as needed around the building
 - Ensure that snow and ice are serviced during the winter
 - Manage the climate control system
 - Manage the key access system
 - Communicate building maintenance and records to appropriate vendors
 - Maintain inventory of school assets including grant purchases
 - Delegation of tasks to other staff as approved by the Executive Director
- Oversight and Management of Human Resources Processes and Procedures
 - Maintain official employee records as required by school policy and in accordance with state law
 - Manage new staff documentation and orientation
 - Manage records of staff keys, technology, and signatures
 - Manage benefits enrollments and maintain accurate and updated records
 - Communicate and coordinate with benefits providers as needed
 - Collect all injury or claims and report to the Executive Director

- Submit claims to workman's comp, insurance claims, or COBRA requests with director's prior approval
- Manage staff sign-in and timesheet records
- Manage employee skyward accounts
- Manage staff contact and emergency contact information
- Manage all staff absences and arrange for substitute coverage as needed
- Delegation of tasks to other office staff as approved by the Executive Director
- Referring of all employment requests or complaints to the Executive Director
- Assignment and supervision of all office and operational staff
- Provide additional or back-up support in the following areas:
 - Serve as back-up receptionist including attendance support
 - Serve as health office support
 - Prepare forms as needed to support all areas of school operations
 - Oversight of JMC student management system including master calendar
 - Assist with lunch including student check-in, supervision, and other duties
 - Support other areas in state reporting including MARSS, STAR, and others
 - Assist with recruitment including assisting with family tours
 - Cover classrooms for teachers as needed
 - Participation in leadership committees and activities as assigned by the Executive Director
- Perform other duties assigned by the Executive Director

Employment Terms: This is an exempt professional administrative position and does not qualify for overtime. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. This is a full-time salary paid position. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

This position is evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

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Dean of Students

Job Description

Required Credentials:

- Bachelor's Degree

Preferred Credentials:

- Teaching licensure
- Previous experience in educational administration or teaching

General Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate verbally and proficient use of a computer including MS Office products
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to convey a welcoming attitude
- Sensitivity and empathy in dealing with parents
- Ability to learn new skills quickly
- Proficient in Microsoft window, word, and excel
- Ability to use a computer and other electronic equipment
- Ability to multi-task and problem solve
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to pay attention to details and meet deadlines
- Ability to facilitate conflict resolution
- Ability to prioritize tasks
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Attend trainings as requested

Responsibilities/Essential Duties:

- Responsible for ensuring that the school climate supports the school's mission
 - Development and administration of disciplinary procedures in accordance with school policies and state laws including adherence to the Pupil Fair Dismissal Act.

- Collaborative work with teachers and other staff in planning for training and execution of student management policy including training and guidance of teachers
- Management of the student behavioral management program in a manner that reflects the policy and supports a positive climate.
- Review of referrals and conferencing with students, parents, teachers, and community agencies regarding concerns with student behavior and welfare.
- Response to and resolution of parent, student, and staff concerns and complaints
- Development, oversight, and active participation in a comprehensive student supervision plan
- Instructing students in appropriate behavior; disciplining students in accordance with established guidelines.
- Coordinate the free and reduced lunch program and serve as homeless liaisons
- Responsible for ensuring that student behavior supports individual growth and a positive school climate
 - Development and management of reward based positive behavior support systems such as Student of the Month and Tiger Tickets.
 - Development of intervention room systems for elementary and secondary programs
 - Development of data gathering and reporting mechanisms for intervention rooms
 - Leadership of intervention room staff
 - Responsible for collecting and aggregating student discipline information
 - Responsible for behavioral conferencing and intervention
 - Responsible for communicating with parents in a manner that is tactful, sensitive, and supports our school policies
 - Responsible for accessing additional support services as necessary
 - Collaboration and delegation of related tasks and responsibilities to the Behavior Intervention specialist
- Oversight and supervision of before and after school duties
 - Development of schedule of assignments
 - Dissemination of assignments
 - Making corrections, adjustments as needed
 - Responsible for leading carpool
 - Oversight of after-school sports and activities in collaboration with the athletic director
 - Participation in extended care supervision
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- Participation in Individual Educational Plan meetings and student intervention programming
- Oversight of field trips: Planning and organization, including supervision and transportation.
- Oversight and delegation of school transportation as assigned by the Superintendent
 - Oversight and management of transportation schedule
 - Regular communication with the transportation company

- Communicate and assign tasks related to transportation to staff including supervision and organization of student dismissal
- Preparation & oversight of training in school bus policies and safety including drills
- Active leadership during bus dropoff and pick-up from school
- Communicate safety concerns to the Superintendent
- Participation in interviewing, selecting, hiring, and supervising of personnel involved with a variety of student activities.
- Attendance at meetings of parent and other groups including participation in planning and leading school events including parent teacher conferences, assemblies, and other school-wide events
- Participation in administrative meetings and training to improve administrative skills; sustaining current knowledge of the school's mission and academic goals. Performance of other duties as assigned.
- Oversight and management of student attendance and related reporting
 - Establishment of attendance management processes compliant with state law
 - Training of teachers and ensuring compliance in taking attendance using management system
 - Delegation and oversight of first level attendance communication tasks to assigned administrative staff
 - Establishment of processes for reporting truancy, educational neglect, and communication processes with parents
 - Communication of absences and attendance concerns to parents/guardians
 - Working collaboratively with community liaison and interpreters in communicating with families
 - Maintenance of records, generation and provision of reports as requested by the Superintendent, VOA and other appropriate organizations
- Performance of other duties as assigned by the Superintendent

Employment Terms: This is an exempt 9 month per year position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. All other terms and conditions of employment are as stated in the employee handbook.

Salary: The recommended annual salary for this position is \$62,000 per year and includes a competitive benefits package for the employee with limited contributions toward dependent coverage.

Evaluation:

This position is evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

FIT Academy is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind

Behavior Intervention Specialist

Job Description

Required Credentials:

- High School Diploma

Preferred Credentials:

- Associates Degree
- Previous experience in similar role
- Experience in an educational setting

General Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to convey a welcoming attitude
- Ability to listen and identify issues and problem solve
- Willingness to reach out to families including home visits
- Ability to show sensitivity in dealing with sensitive matters
- Ability to show care for children
- Show initiative and follow-through
- Ability to remain calm and resolve conflict
- Ability to pay attention to details and meet deadlines
- Ability to prioritize tasks
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Attend trainings as requested

Responsibilities/Essential Duties:

- Work to enhance our school climate in a manner aligned with the mission and vision of the school
 - Be visible whenever possible in the hallways, commons, and busing areas
 - Seek to know students and be aware or sensitive to issues
 - Provide leadership in modelling positive, respectful, and welcoming climate
 - Take an active role in promoting acceptance, appreciation of differences, and a bullying-free environment
 - Oversee student movement throughout the building by spending free time in common spaces
 - Ensure that school security measures are adhered to throughout the school day
- Building and property oversight and maintenance
 - Conduct mid-morning and mid-afternoon walking inspections of building
 - Coordinate supervision and actively supervise lunchroom
 - Take initiative in resolving all building issues related to safety, order, and cleanliness
 - Work with the Operations Manager to address all concerns related to facilities and property
 - Perform facility and property maintenance duties as needed / assigned

- Behavioral intervention
 - Correct student behaviors in a manner that is appropriate, respectful, and consistent with the school mission and policies
 - Work with the administration in developing strategies for dealing with moderate to serious level offenses
 - Monitor student behavior and communicate professionally to parents
 - Communicate with teachers, staff, and administration in investigation situations
 - Attend IEP meetings as requested
 - Report continuing issues or concerns to the administration
 - Develop behavior intervention plans
 - Collect data on behavior reporting and interventions
- Positive behavior intervention
 - Develop and implement a positive student behavior program
 - Communicate and evaluate the program with students and staff
 - Meet with students to intervene and provide positive interventions
 - Develop pro-active groups to meet and discuss positive behaviors at school
- Provide support and assistance in resolving student and family issues which impact schooling
 - Meet and counsel with students as necessary
 - Actively reach out to establish relationship with family support systems
 - Be responsive to parents who reach out to you and engage in problem solving
 - Facilitate outreach to social services or other external support systems as necessary
 - Keep administration informed on an as needed basis while exercising strict confidentiality
- Assist with other administrative tasks
 - Participate as a member of the school crisis management team
 - Assist with coordination of bus transportation
 - Welcome parents and visitors when available
- Perform other duties assigned by the Executive Director

Employment Terms: This is an exempt salaried position for the school calendar year and does not qualify for overtime. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. All other terms and conditions of employment are as stated in the employee handbook.

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Receptionist/Administrative Assistant **Job Description**

Required Credentials:

- High school diploma

Preferred Credentials:

- Associates Degree
- Previous experience in comparable assignment
- Experience in an educational setting
- Experience in human resource management
- Experience in budget management and financial procedures

General Requirements:

- Must pass a criminal background check
- This position requires someone who is flexible, adaptable, and collaborative
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to learn educational systems such as STAR, MARSS, and CliCs
- Proficient in Microsoft window, word, and excel
- Demonstrate excellent initiative and follow-through
- Ability to use a computer and other electronic equipment
- Ability to learn new software applications quickly
- Ability to multi-task and problem solve
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to pay attention to details and meet deadlines
- Ability to prioritize tasks and establish task schedules
- Willingness to take on additional tasks or duties
- Adhere to relevant laws, policies, procedures, and ethical standards
- Maintain confidential personal staff records in compliance with the Data Protection Act.
- Adhere to all school policies
- Attend trainings as requested

Responsibilities/Essential Duties:

- Coordination of external communications including
 - Parent letters and emails
 - Weekly newsletter
 - Automated parent calls
 - Press and media releases
 - Communications on our website
 - Constant Contact
 - Incoming website inquiries
- School Receptionist
 - Present a welcoming and helpful demeanor
 - Screen visitors through the school camera
 - Manage visitor and contractor sign-in
 - Manage student visits to the office
 - Answer the telephone
 - Facilitate internal communications
 - Demonstrate calm and tact in dealing with difficult parents
- Management of Student Attendance
 - Receive note and telephone calls related to student attendance
 - Communicate to parents when students fall ill or are injured
 - Call parents of absent students who are not reported as absent
 - Communicate concerns related to student welfare to the dean or director
 - Communicate attendance concerns to the dean
 - Update student attendance on JMC
- Enrollment Coordinator
 - Update the enrollment calendar
 - Receive and process all applications and enrollments
 - Respond to applications in accordance with our enrollment policy
 - Coordinate the enrollment process
 - Request records from previous schools
 - Communicate with parents to facilitate all enrollment documents
- Student Records
 - Request records for incoming students and send records for outgoing students
 - Create student accounts in the school information system
 - Update student records as needed including special education, ELL, and lunch information
 - Bridge student information system with other relevant systems such as MARSS
 - Maintain current filing system in accordance with data privacy law
- Manage Student Management System
 - Manage all aspects of the student management system
 - Develop academic components such as calendar and courses
 - Develop student class lists
 - Responsible for managing grade reporting system
- State Reporting
 - MARSS Reporting and coordination with student information system
 - STAR reporting
 - CLICS to submit claims and applications
 - Tuition Reimbursement /Billing
- Management of Student Programs

- Enrollment and scheduling of after-school care
- Enrollment in other school activities, clubs, and events
- Reporting and communications related to student programs
- Perform other duties assigned by the Director of Administration

Employment Terms: This is a non-exempt position and qualifies for overtime pay as outlined in our employee handbook. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. This is an hourly paid 10 month position with reduced hours at various times of the year. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

This position is evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

FIT Academy is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind

School Health Aide **Job Description**

Required Credentials:

- High school diploma
- Experience or training in the management of medications
- Experience or training in managing student health needs

Preferred Credentials:

- Associates Degree
- Previous experience as a receptionist
- Experience in an educational setting
- Bilingual in English & Spanish

General Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to convey a welcoming attitude
- Ability to learn new skills quickly
- Proficient in Microsoft window, word, and excel
- Ability to use a computer and other electronic equipment
- Ability to learn new software applications quickly
- Ability to multi-task and problem solve
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to pay attention to details and meet deadlines
- Ability to prioritize tasks
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Attend trainings as requested

Responsibilities/Essential Duties:

- Managing the health needs of students
 - Assessing student needs or injuries
 - Providing basic care of injuries
 - Record keeping in accordance with school protocol
 - Parent notification of injuries and care
- Managing student medications
 - Ensuring proper documentation is provided with medication
 - Administering and recording medications as instructed by doctor's orders

- Recording medication administration in accordance with school protocol
 - Parent communication related to medications
- Administration of immunization records & health forms
 - Parent communication related to immunization
 - Record keeping related to immunizations
 - Entering immunization records in student management system
 - Interaction with state administration website
 - Management of student health forms
- Management of medical emergencies
 - First response to medical emergencies
 - Management of emergency medications such as epi pens and AED
 - Ensuring that accident reports are completed
 - Provide information to staff relevant to medical emergencies or procedures
- Manage the Nursing Office
 - Inventory, order, and stock materials
 - Oversee proper documentation and filing
 - Develop back-up staffing plans
 - Clean surfaces daily and ensure the room and bathroom are cleaned regularly
 - Communicate and coordinate with Navigate Nursing
- Administrative Support
 - Serve as back-up receptionist
 - Provide support & back-up for the administration as needed
- Perform other duties assigned by the Executive Director

Employment Terms: This is a non-exempt position and qualifies for overtime pay as outlined in our employee handbook. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. This is an hourly paid 10 month position with reduced hours at various times of the year. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

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Job Title

Special Education Administrative Assistant

Reports to:

Special Education Director & Building Principal

Receives Direct Reports From

Provides Work Direction To

Educational Assistants

Primary Purpose

The purpose of the position is to provide special education records management and administrative assistance to the building special education Director, School Psychologist, Lead Teacher, Case Managers, Contracted Service Providers and Paraprofessionals. The School Special Education Administrative Assistant is primarily responsible for the management of special education records for both students and staff including, but not limited to special education student staff records, staff hours, district reporting of special education data, and other such responsibilities as assigned. The position will include assessment data entry and reporting.

This position also provides administrative support such as greeting and attending to special education office visitors, greeting and attending to school staff, answering phones, taking messages and coordinating general school office operations as assigned.

Skills

1. Must have good human relation skills and be able to communicate well and efficiently with others.
2. Must have the ability and willingness to learn a wide variety of tasks required in special education recordkeeping and school office operations.
3. Must be able to multitask and be flexible to meet the varying needs of school staff, students, parents and office visitors.
4. Must be able to work with noise levels of a typical school without distractions.
5. Must have good working knowledge of electronic communication, word processing and spreadsheets, and be comfortable with student database software, as well as general office equipment operations.

Abilities

1. Requires the ability to communicate a variety of information in written, oral or other forms.
2. Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
3. Requires conscientious attention to detail and commitment to accuracy for local, state and federal reporting has a direct influence on district funding and operations.
4. Requires significant confidentiality responsibilities due to student, parent, and staff interactions.
5. Requires the ability to perform basic mathematical computation and to utilize and/or interpret graphs.



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6. Requires the ability to interpret instructions furnished in various forms, and ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
7. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards in specific situations.
8. Requires ability to operate a computer to enter, retrieve, review, or modify data utilizing word processing, database or other software programs.

Representative Responsibilities of the Position

SPECIAL EDUCATION RECORDS

- Provides meeting coordination between parents, case managers, and building administration.
- Files meeting notice requests in each student's file.
- Mails meeting notice to parents.
- Contacts district and non-district employees that are requested to attend the meeting.
- Reschedules meetings due to parent cancellations or scheduling conflicts.
- Creates student evaluation and IEP spreadsheet to monitor timelines and progress on evaluations reports and IEP deadlines.
- Follows up with responsible parties for timeliness of deadlines.
- Copies and distributes the evaluation permission to test to the assigned team.
- Receives student progress reports from case managers and other school support specialists.
- Sorts all reports by student, tracks that all reports are received, notifies case managers of missing information, prints labels, and mails report home to parents on a trimester or quarterly basis.
- Files all reports in student files.
- Receives new IEPs, makes copies for classroom teacher(s) and other school staff as assigned, and files the original in the student file.
- Mails details of extended year programming (EYP) to parents of special education students.
- Finalizes all IEPs into the school software system in an accurate and timely manner.
- Gathers and reports special education data as requested by school and district administration.
- Locates and obtains special education records for new students and sends special education records for existing students.
- Establishes and maintains SPED Forms records and special education staff access.
- Manages weekly Child Study agenda with due process calendar and distributes to team members in advance.
- Attends weekly Child Study meetings, takes complete minutes and follows up on all action items with and for all team members, including communicating to families and teachers regarding checklists/tests, consents, work with contractors to make sure they



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have teacher schedules for observations and testing students, as well as distribution of all materials needed for testing to families and staff.

- Scores all evaluation tests electronically.
- Attends training and workshops deemed necessary to perform duties.
- Prints, maintains, and distributes all special education reports as needed.

SPECIAL EDUCATION SUPPORT

- Demonstrates positive interpersonal relationships with students, staff, parents and community members.
- Maintains confidentiality.
- Demonstrates punctuality, good attendance, and work ethic for all duties.
- Responds to requests in a timely manner.
- Adheres to school board policies and administrative procedures.
- Adheres to all state and federal laws, rules, and regulations.
- Serves as a liaison between school staff and parents and out-of-district service providers.
- Answers phones, directs calls, and/or takes messages.

Elementary Coordinator

Job Description

Credentials & Requirements:

- Bachelor's degree and Minnesota teachers and/or administrative license
- Experience in leading content development and alignment and instructional leadership

General Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate verbally and proficient use of a computer including MS Office products
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Position Requirements:

- Excellent communication skills
- Ability to convey a welcoming attitude
- Sensitivity and empathy in dealing with parents
- Ability to learn new skills quickly
- Proficient in Microsoft window, word, and excel
- Ability to use a computer and other electronic equipment
- Ability to multi-task and problem solve
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to evaluate situations and move focus dynamically from general to specific
- Ability to prioritize tasks and establish task schedules
- Ability to pay attention to details and meet deadlines
- Ability to facilitate conflict resolution
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Ability to manage instructional data
- Attend trainings as requested

Responsibilities

- Serve as a member of the administrative and leadership teams (the teams)
 - Commit time and effort to be an engaged member of the teams
 - Align activities with those planned and communicated by the teams
 - Work collaboratively, professionally, and with confidentiality
 - Communicate openly and effectively within these teams
 - Serve as liaison between the teams and the elementary staff
 - Communicate staff needs and feedback to the teams

- Serve as emergency substitute for the elementary program
 - Assist with school tours as requested
 - Assist with school-wide events and testing as assigned
 - Take the lead on at least one school-wide event per year
 - Attend all Open Houses during the school year
 - Lead the process of planning for summer targeted services
- Oversight of elementary curriculum and instruction
 - Create and communicate vision for curriculum, instruction, and common classroom and teacher expectations
 - Lead curriculum development and mapping for elementary grades
 - Provide resources and support to teachers
 - Lead or secure professional development in curriculum and instruction
 - Participate in the development of the academic calendar
 - Participate in formal observation of teachers
 - Work collaboratively with the Director of Educational Services in developing the academic schedule
 - Work collaboratively with the Director of Educational Services to ensure teacher training and adherence to academic policies and reporting practices
 - Serve as administrator to all instructional and support softwares
 - Lead the process of curriculum review, selection, and ordering
- Provide training, mentoring, and coaching for elementary grade teachers
 - Establish professional development and training priorities
 - Provide and coordinate training for teachers
 - Establish PLC follow-ups to trainings
 - Visit classrooms and meet with teachers to provide coaching
 - Participate in planning for continued teacher development
- Provide oversight and leadership of elementary grade PLC's
 - Lead the process of organizing and collaboration including the elementary staff and PLC groups.
 - Develop priorities and tasks to be performed by PLC's
 - Provide coordinated guidance, training, and support to PLC leads
 - Establish a process for continuing development and improvement
 - Maintain all documentation related to PLC's
- Provide leadership and support in the use of data, assessments, and interventions
 - Lead development of assessment calendars
 - Train and support teachers in developing and implementing assessments
 - Provide direction to the analysis of MCA and FastBridge data
 - Train and support teachers in data analysis strategies
 - Provide guidance to teachers in developing intervention groups and activities
 - Provide training to teachers in the use of intervention softwares
 - Provide teachers support in developing individualized interventions
 - Participate in the SAT team process
 - Coordinate the Tier 2 intervention strategies along with the Literacy Coach and intervention teacher

- Work with the Director of Educational Services to prepare schoolwide MCA and Fastbridge Data reports
- Provide oversight to the literacy and intervention teachers
- Provide leadership to K-3 literacy program and efforts
 - Lead coordination of the efforts of the Literacy and Intervention teachers
 - Provide training and support related to literacy as needed
 - Assist the Director of Educational Services in completing the “Read Well by Third Grade” state report
- Provide support for student growth and learning
 - Attend student IEP meetings as requested
 - Set-up parent meetings to discuss academic concerns with teachers
Assist teachers and parents with the gathering and review of individualized data
 - Work collaboratively with the SAT team by providing data and assisting with documentation
 - Lead the development and delivery of academic events and awards

Employment Terms & Compensation: This is an exempt position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. Please refer to your employment agreement and handbook for specific work dates and times. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

The evaluation for this role will consist of a self-reflective activity followed by a meeting with the Executive Director.

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Secondary Coordinator **Job Description**

Credentials & Requirements:

- Bachelor's degree and Minnesota teachers and/or administrative license
- Experience in leading content development and alignment and instructional leadership

Required Skills:

- Exceptional communication skills
- Successful teaching experience
- Ability to tactfully influence and mentor peers in a collaborative manner
- Ability to organize and lead PLC meetings and activities
- Ability to problem solve with flexibility while remaining focused on goals
- Understanding of formative assessments and use of information (data) to lead instruction

Responsibilities

- Take initiative and proactively coordinate programs such as PSEO, ACT testing, Fuel Education
- Maintain records and data related to credit Tracking and Academic Advisement
- Keep students and families informed of their academic progress and graduation requirements
- Provide induction and guidance to new teachers
- Serve as secondary PLC Lead
- Serve as an instructional coach
- Assist with secondary academic scheduling
- Provide support for MCA testing
- Coordinate Secondary Interventions- (SAT Lead, and Americorps)
- Serve as first point of contact and intervention in student behavioral management
- Work collaboratively with the administration on student behavioral management
- Be proactive about keeping families informed of issues, concerns, and student progress
- Coordinate school wide service learning
- Assist in growth planning for the High School
- Participate in presentation and promotion of our program to students and families
- Lead staff meetings and conversations in a manner that are professional and collaborative
- Provide guidance and leadership to individual staff in a manner that is professional, supportive, and challenging
- Keep other members of the leadership team informed of new and important information

Employment Terms & Compensation: This is an exempt position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. Please refer to your employment agreement and handbook for specific work dates and times. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

The evaluation for this role will consist of a self-reflective activity followed by a meeting with the Executive Director.

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Lead Teacher
Job Description
Draft

Credentials & Requirements:

- Please see credentials and requirements as outlined in the Teacher job description

Required Skills:

- Exceptional communication skills
- Successful teaching experience
- Ability to tactfully influence and mentor peers
- Ability to organize and lead PLC meetings and activities
- Ability to problem solve with flexibility while remaining focused on goals
- Understanding of formative assessments and use of information (data) to lead instruction

Responsibilities

- Participate in the development and establishment of school-wide academic goals
- Meet with school leadership to develop school-wide professional development goals & plans
- Meet with school leadership to develop our PLC structure and establish a master plan and year-long calendar
- Participate in school-wide PLC leadership planning
- Plan and lead K-2 PLC meetings and activities in accordance with school-wide plan
- Provide leadership in the development and execution of K-2 formative assessments and data reviews
- Lead the K-2 teacher mentoring program
- Provide leadership for the K-2 PLC in the alignment of standards with content and instruction
- Provide other guidance and support to our areas of focus such as inquiry based learning

Employment Terms & Compensation: This is an exempt role and as such, there are no work-times assigned to this assignment. A substitute teacher will be provided when required to attend professional development activities or attend to school leadership meetings. The compensation for this position is \$3000 for the school year to be evenly distributed as part of payroll.

Evaluation:

The evaluation for this role will consist of a self-reflective activity followed by a meeting with the Executive Director.

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Classroom Teacher **Job Description**

Required Credentials:

- Bachelor's Degree & Minnesota Teacher's Licensure

Preferred Credentials:

- Previous teaching experience in comparable assignment
- Experience in a professional learning community
- Familiarity with use of assessments and data to guide instruction

Position Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Required Skills:

- Exceptional communication skills
- Effective classroom management
- Ability to show care for children
- Active participation in a professional learning community
- Flexibility and openness to new ideas
- Creativity and resourcefulness in problem solving

Specific Responsibilities

- Teaches assigned subjects utilizing the school's curriculum, state benchmarks, and/or national standards
- Provide individualized, small group, and/or large group instruction in order to meet the needs of each student
- Engage students in learning through best practice strategies. Establish high expectations for students.
- Assess students' academic and social growth, and use assessment data to improve instruction. Assist students to achieve positive academic results
- Lead instruction in a manner that encourages student inquiry
- Demonstrate effort to integrate the school's mission into teaching including incorporation of Fitness and Teamwork components
- Actively participates in professional development activities including peer mentoring
- Researches the latest trends and best practices in assigned teaching areas
- Manages classroom in a manner that promotes a classroom community that is alignes with the school mission and vision
- Communicates respectfully and collaboratively with all staff

- Adheres to the employment practices and legal requirements outlined in the employment handbook

Employment Terms: This is an exempt position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. Teachers are assigned to work from mid-august through the first week of June. Specific dates are listed on the school calendar. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

Teachers are evaluated using an evaluation process compliant with state law and outlined under *Teacher Development & Evaluation Plan* in the employee handbook.

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Special Education Teacher **Job Description**

Required Credentials:

- Bachelor's Degree & Minnesota Teacher's Licensure in Special Education

Preferred Credentials:

- Previous teaching experience in comparable assignment
- Experience in a professional learning community
- Familiarity with use of assessments and data to guide instruction

Position Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Required Skills:

- Exceptional communication skills
- Effective classroom management
- Ability to communicate effectively with parents with sensitivity and care
- Ability to collaborate with multiple professionals in serving students
- Ability to show care for children
- Active participation in a professional learning community
- Flexibility and openness to new ideas
- Creativity and resourcefulness in problem solving

Specific Responsibilities

- Teach assigned subjects utilizing the school's curriculum, state benchmarks, and/or national standards
- Assess students' academic and social growth, and use assessment data to improve instruction. Assist students to achieve positive academic results
- Be willing and able to collaborate with other teachers and specialists
- Provide strategies and guidance to teachers and educational assistants to ensure successful student accommodations
- Evaluate students to determine eligibility for special education and related services
- Participate as a team member in child study team meetings
- Schedule, facilitate and lead (IEP) team meetings to develop Individual Education Plans (IEP) for students.
- Plan individualized instruction and uniquely designed learning experiences for students receiving special education services.
- Plan and select appropriate texts, learning aides, materials and supplies
- Monitor and report students' progress and review IEPs, as required

- Follow established school processes for due process and ensure compliance for assigned students
- Provide support to the Early Intervention committee and Child Study process
- Adheres to the employment practices and legal requirements outlined in the employment handbook

Employment Terms: This is an exempt position and does not qualify for overtime pay. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. Teachers are assigned to work from mid-august through the first week of June. Specific dates are listed on the school calendar. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

Teachers are evaluated using an evaluation process compliant with state law and outlined under *Teacher Development & Evaluation Plan* in the employee handbook.

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Lead Instructional Educational Assistant **Job Description**

Required Credentials:

- Bachelor's Degree

Preferred Credentials:

- Completion of the state paraprofessional test
- Experience in an educational setting
- Associates degree or higher

Position Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Required Skills:

- Exceptional communication skills
- Ability to take direction and adapt in a dynamic environment
- Ability to show care for children
- Active participation in a professional learning community
- Flexibility and openness to new ideas
- Creativity and resourcefulness in problem solving
- Ability to work collaboratively with peers and teachers in a dynamic environment

Specific Responsibilities:

- Provide individualized, small group, and/or support classroom teacher to meet the needs of each student.
- Become familiar with student accommodations
- Engage students in learning through best practice strategies.
- Establish high expectations for students based on identified student needs.
- Provide goals, measurements, and data related to student performance.
- Collaborate and meet regularly with teachers in planning.
- Communicate regularly and professionally with teachers regarding assignment.
- Participate in trainings and professional learning community as assigned by supervisor.
- Adhere to data privacy related to student information.
- Report concerns promptly and professionally to supervisor.
- Support students in achieving positive academic results.
- Maintain accurate records of personal tasks and student performance.

Leadership Responsibilities:

- Assist coordinator with planning tasks
- Assist coordinator with scheduling
- Help problem solve scheduling emergencies
- Provide support to substitute EAs regarding assignments
- Provide mentorship and guidance to new educational assistants
- Provide induction or orientation to new EA's
- Provide low level guidance to educational assistants
- Disseminate information to the EA group

Employment Terms: This is a non-exempt position and qualifies for overtime pay as outlined in our employee handbook. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. This is an hourly paid 9 month position with reduced hours at various times of the year. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

Educational Assistants are evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

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Instructional Educational Assistant **Job Description**

Required Credentials:

- High school diploma

Preferred Credentials:

- Completion of the state paraprofessional test
- Experience in an educational setting
- Associates degree or higher

Position Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Required Skills:

- Exceptional communication skills
- Ability to take direction and adapt in a dynamic environment
- Ability to show care for children
- Active participation in a professional learning community
- Flexibility and openness to new ideas
- Creativity and resourcefulness in problem solving
- Ability to work collaboratively with peers and teachers in a dynamic environment

Specific Responsibilities:

- Provide individualized, small group, and/or support classroom teacher to meet the needs of each student.
- Become familiar with student accommodations
- Engage students in learning through best practice strategies.
- Establish high expectations for students based on identified student needs.
- Provide goals, measurements, and data related to student performance.
- Collaborate and meet regularly with teachers in planning.
- Communicate regularly and professionally with teachers regarding assignment.
- Participate in trainings and professional learning community as assigned by supervisor.
- Adhere to data privacy related to student information.
- Report concerns promptly and professionally to supervisor.
- Support students in achieving positive academic results.
- Maintain accurate records of personal tasks and student performance.

Employment Terms: This is a non-exempt position and qualifies for overtime pay as outlined in our employee handbook. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. This is an hourly paid 9 month position with reduced hours at various times of the year. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

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ELL Educational Assistant **Job Description**

Required Credentials:

- High School Diploma

Preferred Credentials:

- Associate's Degree
- Experience in an educational setting

Position Requirements:

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

Required Skills:

- Excellent communication skills
- Ability to take direction and adapt in a dynamic environment
- Ability to show care for children
- Willingness to be trained in ELL educational support
- Ability to develop an instructional support plan for students
- Ability to manage and direct small student groups
- Flexibility and openness to new ideas
- Creativity and resourcefulness in problem solving

Specific Responsibilities:

- As assigned by the Executive Director

Employment Terms: This is a non-exempt position and qualifies for overtime pay as outlined in our employee handbook. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. This is an hourly paid 9 month position with reduced hours at various times of the year. All other terms and conditions of employment are as stated in the employee handbook.

Evaluation:

Educational Assistants are evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

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