

OAKLAND UNIVERSITY

CONTRACT TO CHARTER A PUBLIC SCHOOL ACADEMY AND RELATED DOCUMENTS

ISSUED TO:

STAR INTERNATIONAL ACADEMY
(A PUBLIC SCHOOL ACADEMY)

BY THE

**OAKLAND UNIVERSITY
BOARD OF TRUSTEES**
(AUTHORIZING BODY)

August 20, 2012

TABLE OF CONTENTS

Contract Documents

Board Action authorizing the issuance of the charter contract.....	A
Terms and Conditions of Contract.....	B
Contract Schedules.....	C
Schedule 1: Articles of Incorporation.....	1
Schedule 2: Bylaws.....	2
Schedule 3: Fiscal Agent Agreement.....	3
Schedule 4: Oversight Agreement.....	4
Schedule 5: Description of Staff Responsibilities.....	5
Schedule 6: Physical Plant Description.....	6
Schedule 7: Required Information for Public School Academy.....	7
• Section a: Governance Structure.....	a
• Section b: Educational Goal and Related Measures.....	b
• Section c: Educational Programs.....	c
• Section d: Curriculum.....	d
• Section e: Methods of Pupil Assessment.....	e

TABLE OF CONTENTS
(cont.)

Schedule 7: Required Information for Public School Academy.....7

- Section f:
Application and Enrollment
of Students.....f
- Section g:
School Calendar and
School Day Schedule.....g
- Section h:
Age or Grade Range
Of Pupils.....h

BOARD ACTION



Office of the Vice President for Legal Affairs,
General Counsel and
Secretary to the Board of Trustees

203 Wilson Hall
Rochester, Michigan 48309-4401
(248) 370-3112 Fax: (248) 370-4474

BOARD ACTION

August 7, 2012

The Board of Trustees at its meeting of August 6, 2012, approved the following resolution:

WHEREAS, the Michigan Revised School Code of 1976, as amended permits the Board to authorize public school academies meeting the requirements of the Board and the requirements of applicable law; and

WHEREAS, on October 5, 1995, the Board approved the Oakland University Policy on Public School Academies and Criteria for the Evaluation of Applications; and

WHEREAS, on May 2, 2007, the Board approved an amendment of the Criteria for the Evaluation of Applications; and

WHEREAS, the University has received each Academy's application requesting that the Board renew their respective Agreements and continue to authorize each Academy as a public school academy; and

WHEREAS, the University has determined it is in the best interest of the University and the State of Michigan to continue to authorize the Academies as public school academies; now, therefore, be it further

RESOLVED, that the applications submitted by Dove Academy of Detroit, Detroit Edison Public School Academy, Star International Academy and Detroit Academy of Arts and Sciences each meet the requirements of the Board and of applicable law; and, be it further

RESOLVED, that the Board approves the applications of Dove, Detroit Edison, Star and DAAS; and, be it further

BOARD ACTION

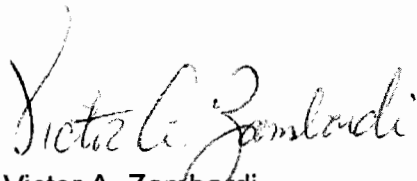
August 7, 2012

Page 2

RESOLVED, that the University administration shall negotiate and finalize Agreements with Dove, Detroit Edison, Star, and DAAS, respectively, in a form that incorporates the standardized requirements of the Michigan Department of Education and with such provisions as shall be required or authorized by the Revised School Code of 1976 as amended; and, be it further

RESOLVED, that the term of the Agreements with Dove, Detroit Edison, Star, and DAAS shall expire no later than June 30, 2022; and, be it further

RESOLVED, that the Agreements shall be reviewed and approved by the Office of the Vice President for Legal Affairs and General Counsel prior to execution, and shall be in compliance with the law and University policies and regulations and shall conform to the legal standards and policies of the Vice President for Legal Affairs and General Counsel.

A handwritten signature in black ink, reading "Victor A. Zambardi". The signature is written in a cursive, flowing style.

Victor A. Zambardi
Vice President for Legal Affairs,
General Counsel and
Secretary to the Board of Trustees

VAZ/cmh

Attachment

**Agendum
Oakland University
Board of Trustees Formal Session
August 6, 2012**

**RENEWAL OF CHARTERS FOR DOVE ACADEMY OF DETROIT, DETROIT EDISON
PUBLIC SCHOOL ACADEMY, STAR INTERNATIONAL ACADEMY AND
DETROIT ACADEMY OF ARTS AND SCIENCES**

A Recommendation

1. **Division and Department:** Academic Affairs - Public School Academies and Urban Partnerships, School of Education and Human Services.
2. **Introduction:** The Oakland University ("University") Board of Trustees ("Board") authorized the charters of the following public school academies (collectively "Academies").
 - a. Dove Academy of Detroit ("Dove") in 1997.
 - b. Detroit Edison Public School Academy ("Detroit Edison") in 1997.
 - c. Star International Academy ("Star") in 1998.
 - d. Detroit Academy of Arts and Sciences ("DAAS") in 2002.

Pursuant to those Board actions, academies must come before the Board every ten years for renewal of their charter contract (Agreement) so that they can continue as a public school academy. All of these Academies have reached that threshold time allotment, and excepting Detroit Edison, their respective Agreements that were scheduled to expire on June 30, 2012 are now being continued on a month-to-month basis pending Board action. Detroit Edison's Agreement expires on August 15, 2012.

During the terms of their respective Agreements, each of the Academies demonstrated academic and management proficiency and each have experienced growth and varying levels of success. Upon request by the University's Office of Public School Academies and Urban Partnerships ("PSA Office"), the Academies each submitted applications to renew their charters. The PSA Office reviewed each of the Academies' renewal applications, and found each of them to be consistent with the Michigan Department of Education (MDE) requirements and the University's educational mission. The PSA Office recommends that the Board renew each of the Academies respective charters, and authorize that each of the Academy charters be renewable for up to 15 years coterminous with each Academy's academic school year, or through June 30, 2027. While the requested term of charter authorization is 15 years, the PSA Office intends to issue charter agreements in shorter term increments, perhaps from three to six years

**Renewal of Charters for Dove Academy of Detroit,
Detroit Edison Public School Academy, Star International
Academy and Detroit Academy of Arts and Sciences
Oakland University
Board of Trustees Formal Session
August 6, 2012
Page 2**

depending upon school performance and related factors, renewable by the PSA Office through June 30, 2027.

Public school academies in Michigan were created by statute in 1994. Since that time, MDE has standardized the requirements for Agreements that incorporate the standardized MDE requirements. All of the Agreements for the respective Academies will be reviewed and approved by the Office of the Vice President for Legal Affairs and General Counsel prior to execution, and will be in compliance with the law and University policies and regulations and conform to the legal standards and policies of the Vice President for Legal Affairs and General Counsel. The University will be able to terminate those Agreements upon an Academy breach, or the Academy's failure to fulfill any of the statutory requirements applicable to public school academies, without any University liability to the Academy, to any pupil, parent, guardian or any other person.

3. Previous Board Action: On October 5, 1995, the Board approved Oakland University's Policy on Public School Academies. On May 2, 2007, the Board approved the amendment of the Criteria for the Evaluation of Applications. Previous Board Action for each of the Academies is as follows:

a. Dove Academy of Detroit

The Board passed a resolution approving the application of the Dove Academy of Detroit on February 6, 1997 ("Dove"). The University and Dove entered into an Agreement effective July 18, 1997 and continuing through August 31, 2000, which was amended on September 1, 2000 (Extend Term of Agreement), and December 1, 2001 (Grade Expansion). The University and Dove entered into a restated Agreement on June 30, 2003. The University and Dove entered into a new Agreement on September 1, 2007.

b. Detroit Edison Public School Academy

The Board passed a resolution approving the application of the Detroit Edison Public School Academy on February 6, 1997 ("Detroit Edison"). The University and Detroit Edison entered into an Agreement effective February 1, 1998 and continuing through June 30, 2001, which was amended on July 1, 2001 (Extend Term of Agreement), September 17, 2004 (Location) and June 28, 2006 (Extend Term of Agreement). The University and Detroit Edison entered into a new Agreement on August 30, 2006.

**Renewal of Charters for Dove Academy of Detroit,
Detroit Edison Public School Academy, Star International
Academy and Detroit Academy of Arts and Sciences
Oakland University
Board of Trustees Formal Session
August 6, 2012
Page 3**

c. Star International Academy

The Board passed a resolution approving the application of the Star International Academy (originally named High Scope Academy) on April 2, 1998 ("Star"). The University and Star entered into an Agreement effective July 31, 1998 and continuing through August 31, 2001, which was amended on March 12, 1999 (Name Change), September 1, 2001 (Extend Term of Agreement), September 26, 2002 (Location), June 16, 2003 (Location), September 16, 2003 (Location) and August 10, 2005 (Location). The University and Star entered into a new Agreement on June 20, 2007.

d. Detroit Academy of Arts and Sciences

The Board approved the application of the Detroit Academy of Arts and Sciences on August 7, 2002 ("DAAS"). The University and DAAS entered into an Agreement effective July 1, 2003 and continuing through June 30, 2006, which was amended on June 30, 2003 (Update Certain Agreement Provisions), June 30, 2006 (Extend Term of Agreement), April 2, 2008 (Location); June 30, 2009 (Extend Term of Agreement) and December 14, 2011 (Location).

4. Budget Implications: Oakland University receives three percent (3%) of the state school funding received by each of the Academies as an administrative fee for oversight.

5. Educational Implications: The philosophy of each Academy is aligned with that of Oakland University's School of Education and Human Services ("School") and will be able to strengthen the mission of the School. Furthermore, the Academies will educate a well rounded and high achieving student body which in turn may become future Oakland University students.

6. Personnel Implications: There are no personnel implications associated with this resolution.

7. University Reviews/Approvals: The Academies' requests for renewal of their Agreements were reviewed and recommended by the Public School Academy Office and the Review Committee. The recommendation was approved by the Dean of the School of Education and Human Services and the Interim Senior Vice President for Academic Affairs and Provost.

**Renewal of Charters for Dove Academy of Detroit,
Detroit Edison Public School Academy, Star International
Academy and Detroit Academy of Arts and Sciences
Oakland University
Board of Trustees Formal Session
August 6, 2012
Page 4**

8. Recommendation:

WHEREAS, the Michigan Revised School Code of 1976, as amended permits the Board to authorize public school academies meeting the requirements of the Board and the requirements of applicable law; and

WHEREAS, on October 5, 1995, the Board approved the Oakland University Policy on Public School Academies and Criteria for the Evaluation of Applications; and

WHEREAS, on May 2, 2007, the Board approved an amendment of the Criteria for the Evaluation of Applications; and

WHEREAS, the University has received each Academy's application requesting that the Board renew their respective Agreements and continue to authorize each Academy as a public school academy; and

WHEREAS, the University has determined it is in the best interest of the University and the State of Michigan to continue to authorize the Academies as public school academies; now, therefore, be it further

RESOLVED, that the applications submitted by Dove Academy of Detroit, Detroit Edison Public School Academy, Star International Academy and Detroit Academy of Arts and Sciences each meet the requirements of the Board and of applicable law; and, be it further

RESOLVED, that the Board approves the applications of each Dove, Detroit Edison, Star and DAAS; and, be it further

RESOLVED, that the University administration shall negotiate and finalize Agreements with Dove, Detroit Edison, Star, and DAAS, respectively, in a form that incorporates the standardized requirements of the Michigan Department of Education and with such provisions as shall be required or authorized by the Revised School Code of 1976 as amended; and, be it further

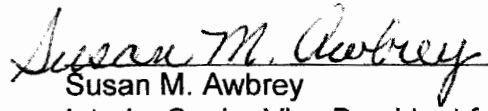
RESOLVED, that the term of the Agreements with Dove, Detroit Edison, Star, and DAAS shall expire no later than June 30, 2027; and, be it further

**Renewal of Charters for Dove Academy of Detroit,
Detroit Edison Public School Academy, Star International
Academy and Detroit Academy of Arts and Sciences
Oakland University
Board of Trustees Formal Session
August 6, 2012
Page 5**

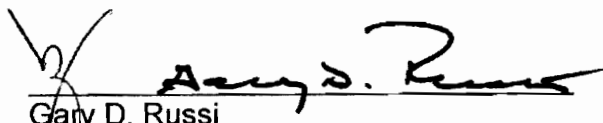
RESOLVED, that the Agreements shall be reviewed and approved by the Office of the Vice President for Legal Affairs and General Counsel prior to execution, and shall be in compliance with the law and University policies and regulations and shall conform to the legal standards and policies of the Vice President for Legal Affairs and General Counsel.

9. **Attachments:** None.

Submitted to the President
on 8/11, 2012 by


Susan M. Awbrey
Interim Senior Vice President for
Academic Affairs and Provost

Recommended on 8/1, 2012
to the Board for Approval by


Gary D. Russi
President



Office of the Vice President for Legal Affairs,
General Counsel and
Secretary to the Board of Trustees

203 Wilson Hall
Rochester, Michigan 48309-4401
(248) 370-3112 Fax: (248) 370-4474

BOARD ACTION

August 7, 2012

The Board of Trustees at its meeting of August 6, 2012, approved the following resolution:

WHEREAS, the Oakland University Board of Trustees approved the Oakland University's Policy on Public School Academies and the Criteria for the Evaluation of Applications on October 5, 1995; and

WHEREAS, the Oakland University Board of Trustees approved revisions to the Policy on Criteria May 2, 2007; and

WHEREAS, the requested amendments to the Criteria for the Evaluation of Applications in Attachment C are in the best interests of Oakland University, required to comply with applicable law and to more accurately reflect current PSA Office processes; now, therefore, be it

RESOLVED, that the Criteria for the Evaluation of Applications be amended to include the changes in Attachment C.

Victor A. Zambardi
Vice President for Legal Affairs,
General Counsel and
Secretary to the Board of Trustees

VAZ/cmh

Attachment

**Agendum
Oakland University
Board of Trustees Formal Session
August 6, 2012**

**AMENDMENT OF CRITERIA FOR THE EVALUATION OF APPLICATIONS
FOR PUBLIC SCHOOL ACADEMIES**

A Recommendation

1. **Division and Department:** Academic Affairs - Public School Academies and Urban Partnerships, School of Education and Human Services.

2. **Introduction:** In 1995, Oakland University ("University") formed the Office of Public School Academies and Urban Partnerships ("PSA Office"), which is housed in the School of Education and Human Services ("SEHS"), to provide quality educational choices to students in Wayne, Oakland and Macomb counties. Since that time, the University has chartered ten (10) public school academies which serve over 6,000 students, many in economically disadvantaged areas. These schools provide students with a quality education and further the mission of the SEHS and the University to build partnerships to enhance students' intellectual abilities and prepare them to lead and serve in the local and world communities.

To this end, on October 5, 1995, the University's Board of Trustees ("Board") approved the University's Policy on Public School Academies ("Policy") that establishes guidelines for authorizing public school academies (Attachment A). The Policy incorporates the Criteria for the Evaluation of Applications ("Criteria") and enumerates specific factors the PSA Office reviews and considers when assessing applications to charter a public school academy ("PSA"). On May 2, 2007, the Board approved revisions to the Policy due to changes in the law regarding the method of selection of PSA board members. The Criteria was also updated to include provisions on removal of PSA board members.

The PSA Office is requesting an amendment to the Criteria to comply with revisions to the Michigan Revised Code, the Michigan Statute that governs PSAs, MCLA 380.501 et seq. and to more accurately reflect current PSA Office processes.

The redlined and amended Criteria are Attachments B and C, respectively.

3. **Previous Board Action:** On October 5, 1995, the Board of Trustees approved the University's Policy on Public School Academies and the Criteria. On May 2, 2007, the Board approved revisions to the Policy and the Criteria.

4. **Budget Implications:** There are no budgetary implications associated with this resolution.

5. **Educational Implications:** There are no educational implications associated with this resolution.

6. **Personnel Implications:** There are no personnel implications associated with this resolution.

**Amendment of Criteria for Evaluation of Applications
for Public School Academies
Oakland University
Board of Trustees Formal Session
August 6, 2012
Page 2**

7. University Reviews/Approvals: The PSA Office's recommendation to amend the Criteria was reviewed and approved by the Dean of the School of Education and Human Services and the Interim Senior Vice President for Academic Affairs and Provost.

8. Recommendation:

WHEREAS, the Oakland University Board of Trustees approved the Oakland University's Policy on Public School Academies and the Criteria for the Evaluation of Applications on October 5, 1995; and

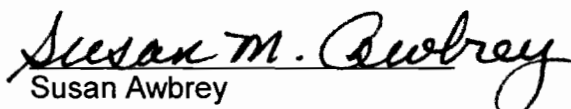
WHEREAS, the Oakland University Board of Trustees approved revisions to the Policy on and Criteria May 2, 2007; and

WHEREAS, the requested amendments to the Criteria for the Evaluation of Applications in Attachment C are in the best interests of Oakland University, required to comply with applicable law and to more accurately reflect current PSA Office processes; now, therefore, be it

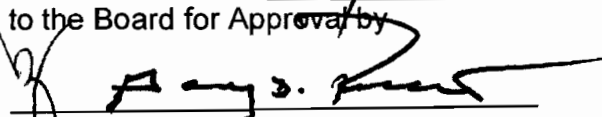
RESOLVED, that the Criteria for the Evaluation of Applications be amended to include the changes in Attachment C.

- 8. Attachments:**
- A. University Policy on Public School Academies
 - B. Red-lined Criteria for the Evaluation of Applications
 - C. Amended Criteria for the Evaluation of Applications

Submitted to the President
on 8/11, 2012 by


Susan Awbrey
Interim Senior Vice President for
Academic Affairs and Provost

Recommended on 8/1, 2012
to the Board for Approval by


Gary D. Russi
President

**POLICY ON PUBLIC SCHOOL ACADEMIES
(CHARTER SCHOOLS)**

**Approved by the Board of Trustees on October 5, 1995
Amended by the Board of Trustees on May 2, 2007**

The establishment of public school academies (charter schools), as authorized by recent state legislation, offers a means of improving the public elementary and secondary schools in the State of Michigan. Oakland University will assist in the establishment of public school academies in order to achieve those purposes set forth in the legislation, as follows:

To improve pupil achievement for all pupils, including, but not limited to, educationally disadvantaged pupils, by improving the learning environment.

To stimulate innovative teaching methods.

To create new professional opportunities for teachers in a new type of public school in which the school structure and educational program can be innovatively designed and managed by teachers at the school site level.

To achieve school accountability for pupil educational outcomes by placing full responsibility for performance at the school site level.

To provide parents and pupils with greater choices among public schools, both within and outside their existing school districts.

To determine whether state funds can be more effectively, efficiently, and equitably utilized by allocating funds on a per pupil basis directly to the school rather than through school district administration.

To achieve these purposes, Oakland University will authorize those public school academies which best meet the following guidelines:

- a. Further a mission and goals consistent with the mission and goals of Oakland University, as identified in Oakland University's Strategic Plan.
- b. Fill an identified and substantiated educational need or provide an opportunity for new learning experiences at a facility located in Wayne, Oakland, or Macomb County.
- c. Meet the identified and substantiated needs of its students through the use of an innovative instructional plan.

- d. Meet the needs of a culturally, economically and ethnically diverse student body and provide a diverse faculty and administrative staff.
- e. Utilize the best educational practices, as defined by the University, and attempt to develop even more effective educational programs and practices.
- f. Establish and implement a process for continuous self-evaluation and assessment, and a process for reporting the self-evaluation and assessment results to Oakland University.
- g. Establish linkages to Oakland University through allied research, educational and/or development partnerships with Oakland University faculty; and provide clinical experiences, internships and field experiences for Oakland University students.
- h. Demonstrate relationships with the business community and other community organizations.
- i. Present a fiscally sound and compelling business plan.
- j. Comply with applicable state and federal law.

Oakland University will select public school academies on a competitive basis from applicants which best demonstrate that they meet the purposes of the public school academies legislation, the guidelines set forth in this policy, and the Criteria for the Evaluation of Applications.

[Editor's note: The Criteria for the Evaluation of Applications, which was approved by the Board of Trustees on October 5, 1995 and amended by the Board of Trustees on May 2, 2007, is attached.]

**DELEGATION OF AUTHORITY CONCERNING
PUBLIC SCHOOL ACADEMIES**

Approved by the Board of Trustees on October 9, 1997

WHEREAS, the Board of Trustees of Oakland University wishes and intends to authorize and delegate to the President of Oakland University certain powers and authority as may be necessary and appropriate to carry out the policies of the Board of Trustees and to administer the business of Oakland University in accordance with such policies and directives as may be promulgated from time to time by the Board of Trustees; and

WHEREAS, the Board of Trustees wishes and intends by this resolution to delegate to the President of Oakland University full power and authority to carry out certain administrative functions of the university while retaining unto itself all legislative and discretionary powers which are not subject to delegation under law; now therefore be it

RESOLVED, that upon the recommendation of the university=s Public School Academy Advisory Review Committee, the President or his designee is hereby authorized and directed to amend the contracts between the Board and the Public School Academies and take any other such action as may be necessary and appropriate to carry out the business of Oakland University as authorizing body of the public school academies consistent with the Board policy on Public School Academies and the Criteria for Evaluation of Applications, the educational goals as set forth in the public school academy applications, and the law; and be it further

RESOLVED, that any such amendment or other action of a material nature be reported to the University Affairs Advisory Committee at the first meeting following the amendment or action; and be it further

RESOLVED, that no amendment shall increase the liability or obligation of the university; and be it further

RESOLVED, that an annual report on the status of the public school academies shall be presented to the Board of Trustees at a regularly scheduled Board meeting.

CRITERIA FOR THE EVALUATION OF APPLICATIONS

~~The Oakland University Office of Public School Academies and Urban Partnerships~~
~~Office ("PSA Office") Public School Academy Application Review Committee ("Review~~
~~Committee") shall use the following criteria, that incorporate requirements set forth in~~
~~the Revised School Code for public school academies, MCLA 380.501 et seq ("School~~
~~Code") and as the School Code requirements may be amended from time to time, -in~~
~~the evaluation of applications for charter, process to assist in determining the strengths~~
~~and weaknesses of proposed public school academies. -At the conclusion of the~~
~~evaluation process, the PSA Office Review Committee shall make a recommendation~~
~~through the Provost and University President to the Board of Trustees to authorize or~~
~~not to authorize the charter.~~

Section I: Demographic Characteristics

A. Identification of Applicant. The applicant for the proposed public school academy must be clearly identified and his/her affiliation indicated as an individual, a representative of a government entity or non-government entity, or other designation.

B. Name of proposed Public School Academy. The name of the proposed public school academy shall not duplicate that of another known public or private school.

C. Proposed date of opening. -The proposed opening date of the public school academy shall be identified and shall be reasonably achievable.

D. School calendar and school day schedule. The proposed school calendar and school day schedule shall meet or exceed any state mandated minimum at the time of the application.

E. Grade level(s) or ages of students to be enrolled. The application shall identify the grade level(s) and/or ages of students to be enrolled. -Additionally, plans, if any, for expanding the number of grades and/or ages of students to be enrolled in future years must be clearly stated.

F. Projected enrollment. The proposed number of students to be enrolled must be stated and the method of determining potential enrollment must be identified.

G. Student population. A description of the target student population must be included.

Section II: Purposes and Goals

A. Purposes of the Public School Academy

The purposes of the public school academy shall be congruent with the mission and goals of Oakland University, as reflected in the Oakland University Strategic Plan, and shall reflect a strong philosophical and educational focus that holds considerable promise for high quality teaching and learning for those students it is designed to serve.

4

Indicators:

(1) The educational underpinnings on which the proposed public school academy is to be founded are supported in part (but not necessarily in entirety) by research or documented practice elsewhere. –Note: In an effort to foster innovation, non-traditional educational practices which are supported by a comprehensive and thorough rationale are encouraged.

(2) The proposed public school academy will effectively address the needs of students.

(3) The proposed public school academy utilizes sound practice (i.e., contemporary teaching methods, structures, etc.), and also incorporates innovative teaching strategies and/or instructional technology.

(4) The proposed public school academy is incorporated pursuant to ~~Section 512a of the School Code, of 1976, as amended.~~)

(5) The proposed educational goals, programs and curricula are designed to fulfill ~~at least one of the purposes articulated in Section 511(1) of the School Code of 1976, as amended.~~ **[MCLA 380.502(3)(e)(ii)]**

B. Educational goals.

The educational goals of the public school academy may include statements of educational inputs; however, the goals must also include outcomes or performance based standards to be achieved by students.

Indicators:

(1) The proposed public school academy is committed to educating each student to his/her optimal level of learning.

(2) The proposed public school academy plans to develop a nurturing, child centered sense of educational atmosphere that contributes to the development of each student's confidence, sense of self-worth, personal enjoyment, and zest for learning.

(3) The proposed public school academy seeks to educate students to meet or exceed state and national standards of achievement.

(4) The proposed public school academy seeks to develop the critical thinking and problem solving skills of students.

-2-

Section III: - Admission and Retention

A. Admission policy and criteria to be maintained.

A public school academy shall not charge tuition and shall not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a ~~disabled~~ ~~handicapped~~ person, or any other basis that would be illegal if used by a school district. A public school academy may, however, limit admission to pupils who are within a particular range of ages or grade levels or on any other basis that would be legal if used by a school district.

Indicators:

(1) The applicant must provide a description of its plans to recruit students and to advertise the school's availability. It must specifically describe its plans to advertise within the geographical area to be served. The plan to advertise and recruit will be evaluated on whether the plan is calculated to inform those persons who are likely to be interested in the public school academy. The applicant must describe the enrollment period which will be available for registration by interested families. The enrollment period must offer evening and/or weekend enrollment opportunities. The applicant must describe both its initial plans for recruitment and advertising as well as plans for these activities once the academy has been started and has an established student body.

(2) The applicant must describe the process it plans to use for the random selection of students in the event the number of students wishing to enroll exceeds the number of seats provided by the public school academy.

(3) The applicant must comply with the PSA Office Policy on Student Application and Enrollment and any subsequent changes to the policy or existing law as may occur.

B. Retention

The public school academy shall demonstrate a commitment to retain and to educate all students who enroll.

Indicators:

(1) The proposed public school academy demonstrates a commitment to the retention of all students enrolled.

(2) Procedures are established for intervention and special help or counseling for those students who do not perform up to their potential or who violate established codes of conduct.

~~3~~

(3) The applicant presents a code of student conduct and set of procedures for discipline and dismissal.

~~3~~

(4) The applicant includes a plan for regular involvement of the student's parent(s) or guardian(s) or other person(s) legally responsible for the student, both at home and school, and provisions for monitoring this participation.

(5) The procedure for dismissal of students shall include the requirement that the student's parent(s), guardian(s) or other person(s) legally responsible for the student will be counseled and provided a recommendation for future placement of the student.

Section IV: —Curriculum and Instructional Outcomes

A. Curricular and Instructional Design.

The curriculum shall be designed to meet the substantiated educational needs identified by the public school academy. The curriculum shall be coordinated in such a manner to allow for effective teaching and learning. Innovations that provide meaningful learning and incorporate the expertise and research of Oakland University faculty and students and the expressed goals and needs of the business community and the community at large are encouraged.

Indicators:

(1) Minimally, the public school academy curriculum must comply with Michigan's core curriculum, if any.

(2) The curricular plan may include a unique curricular element, a unique instructional delivery system, and/or a unique assessment process.

(3) The curriculum plan shall include a comprehensive program evaluation component.

B. Student Assessment.

Evaluation is an integral part of curriculum and instruction and should occur on a regular basis. Minimally, outcomes evaluation must be incorporated into the assessment plan. Alternative assessment strategies that highlight students' achievement of identified outcomes are strongly encouraged.

~~4~~

Indicators:

(1) ~~(1)~~ Student performance shall be assessed using the mandated Michigan assessments designated under the School Revised School Code. **[MCLA 380.502(3)(e)(ii)]** The proposed assessment program must include at least one of the following: MEAP, California achievement test, Stanford achievement test, Iowa test of basic skills, metropolitan achievement test, or other State approved tests.

~~(1)~~(2) The Academy must administer bi-annually, at a minimal, a nationally recognized norm-referenced achievement test or program of testing approved by the University.

(23) Assessment strategies must be appropriate to the educational goals of the public school academy.

~~4~~

~~(34)~~ The public school academy will use the assessment results to improve teaching and learning for students.

Section V: Physical Facility

The public school academy shall be operated at a ~~single~~ site that is safe and appropriate for educational programming, and provides for the effective implementation of the curriculum. **[MCLA 380.502(3)(i)]**

A. Size.

The space and the configuration of the site shall be appropriate for effective implementation of the curriculum.

Indicators:

(1) The facility includes adequate instructional space.

(2) Instructional space is properly equipped with appropriate furnishings, teaching aids, and student learning materials.

(3) The public school academy either has, or has access to, specialized space as needed (e.g., library with appropriate holdings, laboratory with adequate equipment and supplies, musical instruments and practice rooms, studios, performance space, technology center, vocational shops, gymnasium, athletic fields, food preparation and dining facilities, etc.).

~~-5-~~

(4) The facility has an adequate heating and ventilation system, and, whenever possible, air conditioning.

(5) The public school academy contains adequate office space and equipment for the professional staff.

(6) The public school academy has made arrangements for custodial and maintenance services.

B. Location.

The academy shall be located in Wayne, Oakland, or Macomb County.

Indicators:

(1) The application includes an address and description of the facility.

~~-5-~~

(2) The application includes documentation demonstrating the applicant's legal right to occupy the facility on or before the proposed opening date for the public school academy, or the steps to be taken to obtain that legal right and demonstration of ability to take those steps.

C. Compliance with School Code and Other Applicable Laws.

The facility complies with the State School Code and laws relevant to health, safety, and accessibility standards.

Indicators:

(1) The facility and surrounding area is free from natural hazards and attractive nuisances.

(2) Design plans, blueprints or other documents demonstrate that the facility will be in compliance with the Persons with Disabilities Act, ~~Michigan Handicappers' Civil Rights Act~~ and the Americans with Disabilities Act.

(3) Documentation demonstrates that the facility complies with the National Fire Protection and Life Safety Codes 101, sections 10 and 11.

(4) The public school academy has property-all risk insurance in an amount sufficient to cover the total value of the academy's real and personal property.

Section VI: Budget and Finance

Adequate financial resources are available to meet operating, capital and start-up costs of the public school academy. The proposed operating budget is consistent with the needs of the public school academy.

Indicators:

(1) A five-year financial projection for the public school academy includes consideration of all operating, capital and start-up costs and related funding sources. The applicant must identify financial resources on hand or committed resources from donors or other sources to fund costs of the public school academy not included in State aid.

(2) The proposed operating budgets include consideration for all elements of school operations.

(3) Adequate reserves are available to meet unplanned emergencies.

-6-

Section VII: Staffing and Governance Structure

A. Governance Structure

The governance structure is designed to provide for the orderly and effective operation of the public school academy, in compliance with all applicable state and federal laws.

Indicators:

(1) The public school academy utilizes a governance structure that through its board, in which considerable authority and responsibility is placed, engages in educational planning in collaboration with the school leader(s), staff, and community

such that the primary focus is on academic achievement and accountability, in line with the mission and goals of the public school academy. The public school academy demonstrates employment of a site-based cooperative governance structure, placing considerable authority and responsibility into the hands of the public school academy faculty and staff as it relates to the teaching methods and the implementation of the curriculum, and involving parents, the business community and the community at large.

(2) Descriptions of faculty-administrative and staff responsibilities, qualifications and certification demonstrate attention to site-based cooperative governance.

B. Board of Directors

The Oakland University Board of Trustees ("University Board") requires that a public school academy meet the following criteria with respect to the method of selection, length of term, and number of members of its board of directors ("Academy Board"):

(1) Method of Selection. Oakland University's Director of Public School Academies and Urban Partnerships ("Director") is authorized to develop and administer an Academy Board selection and appointment process in accord with the criteria below:

a. Initial Academy Board. The University Board shall appoint the initial Academy Board by formal resolution. The Director shall recommend nominees for the initial Academy Board based upon a review of a Public School Academy Board Member Questionnaire, interview, criminal background check, and reference checks. Each nominee shall be available for interview by the University Board or its designee. The University Board may reject any or all initial Academy Board nominees.

b. Subsequent Academy Board Members. The Oakland University Vice President for Academic Affairs and Provost ("Provost"), upon recommendation from the Dean of the Oakland University School of Education and Human Services ("Dean"), shall appoint all subsequent Academy Board members. The Director shall recommend nominees to the Dean based upon a review of a Public School Academy Board Member Questionnaire, interview, criminal background check and reference checks. Each nominee shall be available for interview by the Provost or the Provost's designee. The Provost may reject any or all subsequent Academy Board nominees.

-7-

c. The Academy Board, by resolution and majority vote, shall nominate its subsequent members, except as provided herein. Nominees shall submit the Public School Academy Board Member Questionnaire for review by the Director. If the Director elects not to recommend any of the Academy Board's nominees for a vacant position on the Academy Board, the Director may

nominate and recommend an Academy Board member of the Director's own choosing for the vacant position, or may request additional nominees from the Academy Board.

d. An individual appointed to fill a vacancy created other than by expiration of the term shall be appointed for the unexpired term of that vacant position.

(2) Length of Term. The term of each member of the Academy's Board shall be for a period of three (3) years, except that of the members first appointed, approximately one-third shall be appointed for a term of three (3) years, approximately one-third shall be appointed for a term of two (2) years, and approximately one-third shall be appointed for a term of one (1) year. At its organizational meeting, the Academy Board shall designate a term for each of the initial board members appointed by the University Board. All subsequent appointments shall be for three (3) year staggered terms. The terms for each position shall begin on July 1st and end on June 30th of the pertinent year, except the terms of the initial positions which shall begin upon appointment and end on June 30th of the pertinent year.

(3) Number of Directors. The initial number of board member positions on the Academy Board shall be five (5). The number of board member positions shall never be fewer than five (5) or more than nine (9). If the Academy Board fails to attain or maintain its full membership by making appropriate and timely nominations, the Provost, may deem that failure an exigent condition and appoint a replacement.

(4) Qualifications of Members. –The Academy Board shall include only those individuals who are United States citizens –and residents of the State of Michigan. ~~Michigan.~~ **[MCLA 380.503(5) UNITED STATES CITIZENSHIP REQUIREMENT]** To the extent possible, the Academy Board shall include (1) a parent or guardian of a child attending the school; ~~and~~ (2) one professional educator, preferably a person with either elementary or secondary school administrative experience; ~~and~~ (3) one person representing the local community in which the Academy serves. Further to be qualified, members must submit all material requested by the PSA Office including but not limited to, an authorization to process a criminal background check of the nominee and submission annually of a conflict of interest disclosure as prescribed by the PSA Office. **[MCLA 380.507(1)(c) COMMUNITY REQUIREMENT]** The Academy Board shall not include (1) any member appointed or controlled by another profit or non-profit corporation; (2) employees of the public school academy served by the Academy Board or independent contractors performing services for the public school academy; (3) any current or former director, officer, or employee of a management company that contracts with the public school academy served by the Academy Board; and (4) Oakland University officials or employees. ~~–[MCLA 380.503(6)(k) PROHIBITS CERTAIN CONFLICTS OF INTEREST].~~ A vacancy may be left on the initial board for a parent or guardian representative.

(5) Oath. All members of the Academy Board shall take and sign the constitutional oath of office, and shall cause a copy of such oath of office to be submitted to the Director. No appointment shall be effective prior to the taking and signing of the oath of office.

~~-8-~~

(6) Removal of Members. Any Academy Board member may be removed with or without cause by the Provost at any time, or with cause by a two-thirds (2/3) vote of the Academy Board.

With the approval of the Provost, the University's Director of the PSA Office may suspend an Academy's Board member's service, if in his/her judgement judgment the member's continued presence would constitute a risk to persons or property, or would impair the operations of the Academy.

(7) Tenure. Each Academy Board member shall hold office until that member's replacement, death, resignation, removal or until the expiration of the member's term, whichever occurs first.

(8) Resignation. Academy Board members may resign at any time by providing written notice to the Academy Board. Notice of resignation will be effective upon receipt or at a subsequent time designated in the notice. Any Academy Board member who fails to attend three (3) consecutive Academy Board meetings without prior notification to the Academy Board President, may, at the option of the Academy Board or the Provost, be deemed to have resigned, effective at a time designated in a written notice sent to the resigning Academy Board member. A successor shall be appointed as provided by the method described at B(1)(b).

(9) Board Vacancies. An Academy Board vacancy shall occur because of death, resignation, removal, failure to maintain residency in the State of Michigan, disqualification, enlargement of the Academy Board, or as required by applicable law. Any vacancy shall be filled as provided by the method of selection adopted by the University Board.

(10) Compensation. An Academy Board member shall serve as a volunteer. By resolution of the Academy Board, the Academy Board members may be reimbursed for their reasonable expenses related directly to their duties as an Academy Board member.

(11) —Other University Action. —The University Board authorizes and directs the Provost to take any other actions associated with the governance of Academy Board members as may be necessary or appropriate to carry out the business of Oakland University as authorizing body of public school academies.

(12)_Reservation of Rights. The foregoing notwithstanding, the University Board and its designee reserve the right at all times to review, rescind, remove, modify, ratify, or approve any Academy Board member.

(13)_Compliance with Law. _If at any time a change in applicable law makes illegal any of the requirements, obligations or actions set forth in or contemplated by the foregoing criteria, the affected parties shall comply with applicable law, as such law may be amended from time to time.

~~-9-~~

C. By-Laws.

A set of by-laws must exist, setting forth the procedures and policies for the effective governance of the public school academy.

D. Administrators.

~~The head administrator must be an individual who has had three (3) or more years of previous experience as either a teacher or an administrator. Persons employed as a superintendent, principal, assistant principal or other person whose primary responsibility is administering instructional programs or as a chief business official shall meet the requirements mandated in School Code, as it may be the Revised , Section 380.1246 as amended from time to time. [MCLA 380.1246]~~

E. Teachers.

Teachers shall be either state certified teachers with the appropriate qualifications to teach the level or subjects they are to be assigned to teach, or Oakland University faculty members currently employed full-time Oakland University faculty members who have been granted institutional tenure, or have been designated as being on tenure track by the University. [MCLA 380.505(2)(a)] In general, the teaching staff shall be made up of teachers with varying degrees of experience.

~~F. Paraprofessionals.~~Non-School Staff.

Non-school staff ~~Parents and other lay people,~~ including specifically Oakland University education students, may be employed or may volunteer to assist teachers in the instruction of children. In all cases, their activities within the classroom shall be directed and supervised by a certified teacher or Oakland University faculty member.

Section VIII: Contractual Relationship with Oakland University

The public school academy enters into a contract with the University on terms and conditions acceptable to the University and in compliance with the School Code as may be amended from time to time. ~~of 1976, as amended.~~

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CRITERIA FOR THE EVALUATION OF APPLICATIONS

The Office of Public School Academies and Urban Partnerships ("PSA Office") shall use criteria that incorporate requirements set forth in the Revised School Code for public school academies, MCLA 380.501 et seq ("School Code") and as the School Code requirements may be amended from time to time, in the evaluation of applications for charter. At the conclusion of the evaluation process, the PSA Office shall make a recommendation through the Provost and President to the Board of Trustees to authorize or not to authorize the charter.

Section I: Demographic Characteristics

A. Identification of Applicant. The applicant for the proposed public school academy must be clearly identified and his/her affiliation indicated as an individual, a representative of a government entity or non-government entity, or other designation.

B. Name of proposed Public School Academy. The name of the proposed public school academy shall not duplicate that of another known public or private school.

C. Proposed date of opening. The proposed opening date of the public school academy shall be identified and shall be reasonably achievable.

D. School calendar and school day schedule. The proposed school calendar and school day schedule shall meet or exceed any state mandated minimum at the time of the application.

E. Grade level(s) or ages of students to be enrolled. The application shall identify the grade level(s) and/or ages of students to be enrolled. Additionally, plans, if any, for expanding the number of grades and/or ages of students to be enrolled in future years must be clearly stated.

F. Projected enrollment. The proposed number of students to be enrolled must be stated and the method of determining potential enrollment must be identified.

G. Student population. A description of the target student population must be included.

Section II: Purposes and Goals

A. Purposes of the Public School Academy

The purposes of the public school academy shall be congruent with the mission and goals of Oakland University, as reflected in the Oakland University Strategic Plan, and shall reflect a strong philosophical and educational focus that holds considerable promise for high quality teaching and learning for those students it is designed to serve.

Indicators:

- (1) The educational underpinnings on which the proposed public school academy is to be founded are supported in part (but not necessarily in entirety) by research or documented practice elsewhere. Note: In an effort to foster innovation, non-traditional educational practices which are supported by a comprehensive and thorough rationale are encouraged.
- (2) The proposed public school academy will effectively address the needs of students.
- (3) The proposed public school academy utilizes sound practice (i.e., contemporary teaching methods, structures, etc.), and also incorporates innovative teaching strategies and/or instructional technology.
- (4) The proposed public school academy is incorporated pursuant to the School Code.
- (5) The proposed educational goals, programs and curricula are designed to fulfill the purposes articulated in the School Code.

B. Educational goals.

The educational goals of the public school academy may include statements of educational inputs; however, the goals must also include outcomes or performance based standards to be achieved by students.

Indicators:

- (1) The proposed public school academy is committed to educating each student to his/her optimal level of learning.
- (2) The proposed public school academy plans to develop a nurturing, child centered sense of educational atmosphere that contributes to the development of each student's confidence, sense of self-worth, personal enjoyment, and zest for learning.
- (3) The proposed public school academy seeks to educate students to meet or exceed state and national standards of achievement.
- (4) The proposed public school academy seeks to develop the critical thinking and problem solving skills of students.

Section III: Admission and Retention

A. Admission policy and criteria to be maintained.

A public school academy shall not charge tuition and shall not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a disabled person, or any other basis that would be illegal if used by a school district. A public school academy may, however, limit admission to pupils who are within a particular range of ages or grade levels or on any other basis that would be legal if used by a school district.

Indicators:

(1) The applicant must provide a description of its plans to recruit students and to advertise the school's availability. It must specifically describe its plans to advertise within the geographical area to be served. The plan to advertise and recruit will be evaluated on whether the plan is calculated to inform those persons who are likely to be interested in the public school academy. The applicant must describe the enrollment period which will be available for registration by interested families. The enrollment period must offer evening and/or weekend enrollment opportunities. The applicant must describe both its initial plans for recruitment and advertising as well as plans for these activities once the academy has been started and has an established student body.

(2) The applicant must describe the process it plans to use for the random selection of students in the event the number of students wishing to enroll exceeds the number of seats provided by the public school academy.

(3) The applicant must comply with the PSA Office Policy on Student Application and Enrollment and any subsequent changes to the policy or existing law as may occur.

B. Retention

The public school academy shall demonstrate a commitment to retain and to educate all students who enroll.

Indicators:

(1) The proposed public school academy demonstrates a commitment to the retention of all students enrolled.

(2) Procedures are established for intervention and special help or counseling for those students who do not perform up to their potential or who violate established codes of conduct.

(3) The applicant presents a code of student conduct and set of procedures for discipline and dismissal. (4) The applicant includes a plan for regular involvement of the student's parent(s) or guardian(s) or other person(s) legally responsible for the student, both at home and school, and provisions for monitoring this participation.

(5) The procedure for dismissal of students shall include the requirement that the student's parent(s), guardian(s) or other person(s) legally responsible for the student will be counseled and provided a recommendation for future placement of the student.

Section IV: Curriculum and Instructional Outcomes

A. Curricular and Instructional Design.

The curriculum shall be designed to meet the substantiated educational needs identified by the public school academy. The curriculum shall be coordinated in such a manner to allow for effective teaching and learning. Innovations that provide meaningful learning and incorporate the expertise and research of Oakland University faculty and students and the expressed goals and needs of the business community and the community at large are encouraged.

Indicators:

(1) Minimally, the public school academy curriculum must comply with Michigan's core curriculum, if any.

(2) The curricular plan may include a unique curricular element, a unique instructional delivery system, and/or a unique assessment process.

(3) The curriculum plan shall include a comprehensive program evaluation component.

B. Student Assessment.

Evaluation is an integral part of curriculum and instruction and should occur on a regular basis. Minimally, outcomes evaluation must be incorporated into the assessment plan. Alternative assessment strategies that highlight students' achievement of identified outcomes are strongly encouraged.

Indicators:

(1) Student performance shall be assessed using the Michigan assessments designated under the School Code.

(2) The Academy must administer bi-annually, at a minimal, a nationally recognized norm-referenced achievement test or program of testing approved by the University.

- (3) Assessment strategies must be appropriate to the educational goals of the public school academy.
- (4) The public school academy will use the assessment results to improve teaching and learning for students.

Section V: Physical Facility

The public school academy shall be operated at a site that is safe and appropriate for educational programming, and provides for the effective implementation of the curriculum.

A. Size.

The space and the configuration of the site shall be appropriate for effective implementation of the curriculum.

Indicators:

- (1) The facility includes adequate instructional space.
- (2) Instructional space is properly equipped with appropriate furnishings, teaching aids, and student learning materials.
- (3) The public school academy either has, or has access to, specialized space as needed (e.g., library with appropriate holdings, laboratory with adequate equipment and supplies, musical instruments and practice rooms, studios, performance space, technology center, vocational shops, gymnasium, athletic fields, food preparation and dining facilities, etc.).
- (4) The facility has an adequate heating and ventilation system, and, whenever possible, air conditioning.
- (5) The public school academy contains adequate office space and equipment for the professional staff.
- (6) The public school academy has made arrangements for custodial and maintenance services.

B. Location.

The academy shall be located in Wayne, Oakland, or Macomb County.

Indicators:

- (1) The application includes an address and description of the facility.

(2) The application includes documentation demonstrating the applicant's legal right to occupy the facility on or before the proposed opening date for the public school academy, or the steps to be taken to obtain that legal right and demonstration of ability to take those steps.

C. Compliance with School Code and Other Applicable Laws.

The facility complies with the State School Code and laws relevant to health, safety, and accessibility standards.

Indicators:

(1) The facility and surrounding area is free from natural hazards and attractive nuisances.

(2) Design plans, blueprints or other documents demonstrate that the facility will be in compliance with the Persons with Disabilities Act Act and the Americans with Disabilities Act.

(3) Documentation demonstrates that the facility complies with the National Fire Protection and Life Safety Codes 101, sections 10 and 11.

(4) The public school academy has property-all risk insurance in an amount sufficient to cover the total value of the academy's real and personal property.

Section VI: Budget and Finance

Adequate financial resources are available to meet operating, capital and start-up costs of the public school academy. The proposed operating budget is consistent with the needs of the public school academy.

Indicators:

(1) A five-year financial projection for the public school academy includes consideration of all operating, capital and start-up costs and related funding sources. The applicant must identify financial resources on hand or committed resources from donors or other sources to fund costs of the public school academy not included in State aid.

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(3) Adequate reserves are available to meet unplanned emergencies.

Section VII: Staffing and Governance Structure

A. Governance Structure

The governance structure is designed to provide for the orderly and effective operation of the public school academy, in compliance with all applicable state and federal laws.

Indicators:

(1) The public school academy utilizes a governance structure that through its board, in which considerable authority and responsibility is placed, engages in educational planning in collaboration with the school leader(s), staff, and community such that the primary focus is on academic achievement and accountability, in line with the mission and goals of the public school academy.

(2) Descriptions of administrative and staff responsibilities, qualifications and certification demonstrate attention to site-based cooperative governance.

B. Board of Directors

The Oakland University Board of Trustees ("University Board") requires that a public school academy meet the following criteria with respect to the method of selection, length of term, and number of members of its board of directors ("Academy Board"):

(1) Method of Selection. Oakland University's Director of Public School Academies and Urban Partnerships ("Director") is authorized to develop and administer an Academy Board selection and appointment process in accord with the criteria below:

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c. The Academy Board, by resolution and majority vote, shall nominate its subsequent members, except as provided herein. Nominees shall submit the Public School Academy Board Member Questionnaire for review by the Director. If the Director elects not to recommend any of the Academy Board's nominees for a vacant position on the Academy Board, the Director may nominate and recommend an Academy Board member of the Director's own choosing for the vacant position, or may request additional nominees from the Academy Board.

d. An individual appointed to fill a vacancy created other than by expiration of the term shall be appointed for the unexpired term of that vacant position.

(2) Length of Term. The term of each member of the Academy's Board shall be for a period of three (3) years, except that of the members first appointed, approximately one-third shall be appointed for a term of three (3) years, approximately one-third shall be appointed for a term of two (2) years, and approximately one-third shall be appointed for a term of one (1) year. At its organizational meeting, the Academy Board shall designate a term for each of the initial board members appointed by the University Board. All subsequent appointments shall be for three (3) year staggered terms. The terms for each position shall begin on July 1st and end on June 30th of the pertinent year, except the terms of the initial positions which shall begin upon appointment and end on June 30th of the pertinent year.

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(4) Qualifications of Members. The Academy Board shall include only those individuals who are United States citizens and residents of the State of Michigan. To the extent possible, the Academy Board shall include (1) a parent or guardian of a child attending the school; (2) one professional educator, preferably a person with either elementary or secondary school administrative experience; and (3) one person representing the local community in which the Academy serves. Further to be qualified, members must submit all material requested by the PSA Office including but not limited to, an authorization to process a criminal background check of the nominee and submission annually of a conflict of interest disclosure as prescribed by the PSA Office. The Academy Board shall not include (1) any member appointed or controlled by another profit or non-profit corporation; (2) employees of the public school academy served by the Academy Board or independent contractors performing services for the public school academy; (3) any current or former director, officer, or employee of a management company that contracts with the public school academy served by the Academy Board; and (4)

Oakland University officials or employees. A vacancy may be left on the initial board for a parent or guardian representative.

(5) Oath. All members of the Academy Board shall take and sign the constitutional oath of office, and shall cause a copy of such oath of office to be submitted to the Director. No appointment shall be effective prior to the taking and signing of the oath of office.

(6) Removal of Members. Any Academy Board member may be removed with or without cause by the Provost at any time, or with cause by a two-thirds (2/3) vote of the Academy Board.

With the approval of the Provost, the University's Director of the PSA Office may suspend an Academy's Board member's service, if in his/her judgment the member's continued presence would constitute a risk to persons or property, or would impair the operations of the Academy.

(7) Tenure. Each Academy Board member shall hold office until that member's replacement, death, resignation, removal or until the expiration of the member's term, whichever occurs first.

(8) Resignation. Academy Board members may resign at any time by providing written notice to the Academy Board. Notice of resignation will be effective upon receipt or at a subsequent time designated in the notice. Any Academy Board member who fails to attend three (3) consecutive Academy Board meetings without prior notification to the Academy Board President, may, at the option of the Academy Board or the Provost, be deemed to have resigned, effective at a time designated in a written notice sent to the resigning Academy Board member. A successor shall be appointed as provided by the method described at B(1)(b).

(9) Board Vacancies. An Academy Board vacancy shall occur because of death, resignation, removal, failure to maintain residency in the State of Michigan, disqualification, enlargement of the Academy Board, or as required by applicable law. Any vacancy shall be filled as provided by the method of selection adopted by the University Board.

(10) Compensation. An Academy Board member shall serve as a volunteer. By resolution of the Academy Board, the Academy Board members may be reimbursed for their reasonable expenses related directly to their duties as an Academy Board member.

(11) Other University Action. The University Board authorizes and directs the Provost to take any other actions associated with the governance of Academy Board members as may be necessary or appropriate to carry out the business of Oakland University as authorizing body of public school academies.

(12) Reservation of Rights. The foregoing notwithstanding, the University Board and its designee reserve the right at all times to review, rescind, remove, modify, ratify, or approve any Academy Board member.

(13) Compliance with Law. If at any time a change in applicable law makes illegal any of the requirements, obligations or actions set forth in or contemplated by the foregoing criteria, the affected parties shall comply with applicable law, as such law may be amended from time to time.

C. By-Laws.

A set of by-laws must exist, setting forth the procedures and policies for the effective governance of the public school academy.

D. Administrators.

Persons employed as a superintendent, principal, assistant principal or other person whose primary responsibility is administering instructional programs or as a chief business official shall meet the requirements mandated in School Code, as it may be amended from time to time.

E. Teachers.

Teachers shall be either state certified teachers with the appropriate qualifications to teach the level or subjects they are to be assigned to teach, or currently employed full-time Oakland University faculty members who have been granted institutional tenure, or have been designated as being on tenure track by the University. In general, the teaching staff shall be made up of teachers with varying degrees of experience.

Non-School Staff. Non-school staff including specifically Oakland University education students, may be employed or may volunteer to assist teachers in the instruction of children. In all cases, their activities within the classroom shall be directed and supervised by a certified teacher or Oakland University faculty member.

Section VIII: Contractual Relationship with Oakland University

The public school academy enters into a contract with the University on terms and conditions acceptable to the University and in compliance with the School Codes may be amended from time to time.

TERMS AND CONDITIONS

**TERMS AND CONDITIONS
OF CONTRACT**

DATED: AUGUST 20, 2012

**ISSUED BY
THE OAKLAND UNIVERSITY BOARD OF TRUSTEES**

**CONFIRMING THE STATUS OF
STAR INTERNATIONAL ACADEMY
AS A
PUBLIC SCHOOL ACADEMY**

TABLE OF CONTENTS

ARTICLE I

DEFINITIONS

<u>Section</u>		<u>Page</u>
Section 1.1	Certain Definitions.....	1
Section 1.2	Captions	3
Section 1.3	Gender and Number.....	3
Section 1.4	Statutory Definitions	4
Section 1.5	Schedules	4
Section 1.6	Application.....	4
Section 1.7	Conflicting Contract Provisions.....	4

ARTICLE II

RELATIONSHIP BETWEEN THE ACADEMY AND THE UNIVERSITY BOARD

Section 2.1	Constitutional Status of Oakland University	4
Section 2.2	Independent Status of the Academy	4
Section 2.3	Financial Obligations of the Academy Are Separate From the State of Michigan, University Board and the University.....	4
Section 2.4	Academy Has No Power to Obligate or Bind State of Michigan, University Board or the University.....	5

ARTICLE III

ROLE OF THE UNIVERSITY BOARD AS AUTHORIZING BODY

Section 3.1	University Resolutions.....	5
Section 3.2	University as Fiscal Agent for the Academy	5
Section 3.3	Oversight Responsibilities of the University	5
Section 3.4	Reimbursement of University Board Expenses	5
Section 3.5	University Approval of Condemnation.....	6
Section 3.6	Authorization of Employment	6
Section 3.7	PSAO Director Review of Certain Financing Transactions	6
Section 3.8	Authorizing Body Contract Authorization Process	7
Section 3.9	University Invitation to Academy to Apply for Conversion to Schools of Excellence	7

ARTICLE IV

REQUIREMENT THAT THE ACADEMY ACT SOLELY AS GOVERNMENTAL ENTITY

Section 4.1	Limitation on Actions in Performance of Governmental Functions.....	7
Section 4.2	Other Permitted Activities	7
Section 4.3	Academy Board Members Serve in Their Individual Capacity.....	7
Section 4.4	Incompatible Public Offices and Conflicts of Interest Statutes.....	8
Section 4.5	Prohibition of Identified Family Relationships.....	8
Section 4.6	Dual Employment Positions Prohibited.....	9
Section 4.7	Oath of Public Office	9

ARTICLE V

CORPORATE STRUCTURE OF THE ACADEMY

Section 5.1	Nonprofit Corporation	9
Section 5.2	Articles of Incorporation.....	9
Section 5.3	Bylaws.....	9
Section 5.4	Quorum	9

ARTICLE VI

OPERATING REQUIREMENTS

Section 6.1	Governance Structure.....	9
Section 6.2	Educational Goals	10
Section 6.3	Educational Programs	10
Section 6.4	Curriculum	10
Section 6.5	Method of Pupil Assessment	10
Section 6.6	Application and Enrollment of Students.....	10
Section 6.7	School Calendar and School Day Schedule.....	10
Section 6.8	Age or Grade Range of Pupils	11
Section 6.9	Collective Bargaining Agreements	11
Section 6.10	Accounting Standards	11
Section 6.11	Annual Financial Statement Audit.....	11
Section 6.12	Address and Description of Physical Plant; Process for Expanding Academy's Site Operations.....	11
Section 6.13	Contributions and Fund Raising	11
Section 6.14	Disqualified Organizational or Contractual Affiliations.....	11
Section 6.15	Method for Monitoring Academy's Compliance with Applicable Law and Performance of its Targeted Educational Outcomes.....	12
Section 6.16	Matriculation Agreements	12
Section 6.17	Postings of AYP and Accreditation Status	12

ARTICLE VII

TUITION PROHIBITED

Section 7.1	Tuition Prohibited; Fees and Expenses.....	12

ARTICLE VIII

COMPLIANCE WITH PART 6A OF THE CODE AND OTHER LAWS

Section 8.1	Compliance with Part 6A of the Code	12
Section 8.2	Compliance with State School Aid Act	12
Section 8.3	Open Meetings Act	12
Section 8.4	Freedom of Information Act	12
Section 8.5	Public Employees Relation Act	13
Section 8.6	Prevailing Wage on State Contracts	13
Section 8.7	Uniform Budgeting and Accounting Act.....	13
Section 8.8	Revised Municipal Finance Act of 2001	13
Section 8.9	Non-discrimination	13
Section 8.10	Other State Laws	13
Section 8.11	Federal Laws	13

ARTICLE IX

AMENDMENT

Section 9.1	Amendments	13
Section 9.2	Process for Amendment Initiated by the Academy	14
Section 9.3	Final Approval of Amendments.....	14
Section 9.4	Change in Existing Law	14
Section 9.5	Emergency Action on Behalf of University.....	14

ARTICLE X

CONTRACT TERMINATION, SUSPENSION, AND REVOCATION

Section 10.1	Termination by the Academy.....	14
Section 10.2	Termination by the University	14
Section 10.3	Contract Suspension.....	15
Section 10.4	Statutory Grounds for Revocation	16
Section 10.5	Other Grounds for Revocation.....	16
Section 10.6	University Procedures for Revoking Contract.....	17
Section 10.7	Venue; Jurisdiction	18
Section 10.8	Automatic Amendment or Revocation by State of Michigan.....	19
Section 10.9	Material Breach of Contract.....	19
Section 10.10	Appointment of Conservator/Trustee	19
Section 10.11	Academy Dissolution Account	20

Section 10.12	Obligations of the Academy.....	20

ARTICLE XI

PROVISIONS RELATING TO PUBLIC SCHOOL ACADEMIES

Section 11.1	The Academy Budget	20
Section 11.2	Insurance	21
Section 11.3	Legal Liabilities and Covenant Against Suit	24
Section 11.4	Lease or Deed for Proposed Single Site	25
Section 11.5	Occupancy and Safety Certificates	25
Section 11.6	Criminal Background and History Checks; Disclosure of Unprofessional Conduct; Compliance with School Safety Initiative.....	25
Section 11.7	Special Education.....	25
Section 11.8	Deposit of Public Funds by the Academy.....	25
Section 11.9	Nonessential Elective Courses	25
Section 11.10	Required Provisions for ESP Agreements	26
Section 11.11	Management Agreements	27

ARTICLE XII

GENERAL TERMS

Section 12.1	Notices	27
Section 12.2	Severability	28
Section 12.3	Successors and Assigns.....	28
Section 12.4	Entire Contract	28
Section 12.5	Assignment	28
Section 12.6	Non-Waiver.....	28
Section 12.7	Governing Law	28
Section 12.8	Counterparts	29
Section 12.9	Term of Contract.....	29
Section 12.10	Indemnification	29
Section 12.11	Construction.....	29
Section 12.12	Force Majeure	29
Section 12.13	No Third Party Rights	29
Section 12.14	Non-agency	29
Section 12.15	Reliance on Warranties.....	30
Section 12.16	University Board or PSAO General Policies on Public School Academies Shall Apply	30
Section 12.17	Survival of Provisions.....	30
Section 12.18	Information Available to the Public.....	30
Section 12.19	Termination of Responsibilities.....	30

WHEREAS, the People of Michigan through their Constitution have provided that schools and the means of education shall forever be encouraged and have authorized the Legislature to maintain and support a system of free public elementary and secondary schools; and

WHEREAS, all public schools are subject to the leadership and general supervision of the State Board of Education; and

WHEREAS, the Legislature has authorized an alternative form of public school designated a “public school academy” to be created to serve the educational needs of pupils and has provided that pupils attending these schools shall be eligible for support from the State School Aid Fund; and

WHEREAS, the Legislature has delegated to the governing boards of state public universities, community college boards, including tribally controlled community college boards, intermediate school district boards and local school district boards, the responsibility for authorizing the establishment of public school academies; and

WHEREAS, the Oakland University Board of Trustees has considered the authorization of the Academy and has approved the issuance of a contract to the Academy;

NOW, THEREFORE, pursuant to the Revised School Code, the University grants a contract conferring certain rights, franchises, privileges, and obligations of a public school academy and confirms the status of a public school academy in this state to the Academy. In addition, the parties agree that the granting of this Contract is subject to the following terms and conditions:

ARTICLE I

DEFINITIONS

Section 1.1. Certain Definitions. For purposes of this Contract, and in addition to the terms defined throughout this Contract, each of the following words or expressions, whenever initially capitalized, shall have the meaning set forth in this section:

- (a) “Academy” means the Michigan nonprofit corporation named Star International Academy which is established as a public school academy pursuant to this Contract.
- (b) “Academy Board” means the Board of Directors of the Academy.
- (c) “Applicable Law” means all state and federal law applicable to public school academies.
- (d) “Application” means the public school academy application and supporting documentation submitted to the University Board for the establishment of the Academy.

- (e) “Authorizing Resolution” means the Resolution adopted by the University Board on August 6, 2012.
- (f) “Public Schools Academy Office Director or “PSAO Director” means the person designated by the University to administer the operations of the Public Schools Academy Office.
- (g) “Public Schools Academy Office” or “PSAO” means the office designated by the University as the initial point of contact for public school academy applicants and public school academies authorized by the University. The Public Schools Academy Office is also responsible for administering the University’s responsibilities with respect to the Contract.
- (h) “Code” means the Revised School Code, Act No. 451 of the Public Acts of 1976, as amended, being Sections 380.1 to 380.1852 of the Michigan Compiled Laws.
- (i) “Contract” means, in addition to the definition set forth in the Code, these Terms and Conditions, the Authorizing Resolution, the Resolution, the Master Calendar, the ESP Policies, the Schedules, and the Application.
- (j) “Director” means a person who is a member of the Academy Board of Directors.
- (k) “Educational Service Provider” or “ESP” means an educational management organization as defined under section 503c of the Code, MCL 380.503c, that has entered into a contract or agreement with the Academy Board for operation or management of the Academy, which contract has been submitted to the PSAO Director for review as provided in Section 11.11 and has not been disapproved by the PSAO Director, and is consistent with the PSAO Educational Service Provider Policies, as they may be amended from time to time, and Applicable Law.
- (l) “Educational Service Provider Policies” or “ESP Policies” means those policies adopted by the Public Schools Academy Office Director that apply to a Management Agreement. The Public Schools Academy Office Director may, at anytime and at his or her sole discretion, amend the ESP Policies. Upon amendment, changes to the ESP Policies shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.
- (m) “Fund Balance Deficit” means the Academy has more liabilities than assets at the end of any given school fiscal year, and includes any fiscal year where the Academy would have had a budget deficit but for a financial borrowing from, or monetary contribution by an Educational Service Provider or other person or entity to the Academy. If the Academy receives a gift or grant of money or financial support from an Educational Service Provider or other person or entity that does not require repayment by the Academy, and is not conditioned upon the actions or inactions of the Academy Board, then such gift or grant shall not constitute a financial borrowing or contribution for purposes of determining a Fund Balance Deficit.

- (n) “Management Agreement” or “ESP Agreement” means an agreement as defined under section 503c of the Code, MCL 380.503c, that has been entered into between an ESP and the Academy Board for the operation and/or management of the Academy, which has been submitted to the PSAO Director for review as provided in Section 11.11 and has not been disapproved by the PSAO Director.
- (o) “Master Calendar” or “MCRR” means the Master Calendar of Reporting Requirements developed and administered by the Public Schools Academy Office setting forth a reporting time line for certain financial, administrative, facility, Academy Board and educational information relating to the Academy. The Public Schools Academy Office Director may, at anytime and at his or her sole discretion, amend the Master Calendar. Upon amendment, changes to the Master Calendar shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.
- (p) “President” means the President of Oakland University or his or her designee.
- (q) “Resolution” means the resolution adopted by the University Board on August 6, 2012, establishing the standard method of selection, length of term and number of members format for public school academies issued a Contract by the University Board, as amended from time to time.
- (r) “Schedules” means the following Contract documents of the Academy: Schedule 1: Articles of Incorporation, Schedule 2: Bylaws, Schedule 3: Fiscal Agent Agreement, Schedule 4: Oversight Agreement, Schedule 5: Description of Staff Responsibilities, Schedule 6: Physical Plant Description, and Schedule 7: Required Information for Public School Academies.
- (s) “State Board” means the State Board of Education, established pursuant to Article 8, Section 3 of the 1963 Michigan Constitution and MCL 388.1001 et seq.
- (t) “Terms and Conditions” means this document entitled “Terms and Conditions of Contract, Dated, August 20, 2012, Issued by the Oakland University Board of Trustees to Star International Academy Confirming the Status of Star International Academy as a Public School Academy.”
- (u) “University” means the Oakland University Board of Trustees, an authorizing body as designated under Section 501 of the Code, MCL 380.501.

Section 1.2. Captions. The captions and headings used in this Contract are for convenience only and shall not be used in construing the provisions of this Contract.

Section 1.3. Gender and Number. The use of any gender in this Contract shall be deemed to be or include the other genders, including neuter, and the use of the singular shall be deemed to include the plural (and vice versa) wherever applicable.

Section 1.4. Statutory Definitions. Statutory terms defined in Part 6A of the Code shall have the same meaning in this Contract.

Section 1.5. Schedules. All Schedules to this Contract are incorporated into, and made part of, this Contract.

Section 1.6. Application. The Application submitted to the University for the establishment of the Academy is incorporated into, and made part of, this Contract. Portions of the Applicant's Application have been incorporated into this Contract. In the event that there is an inconsistency or dispute between materials in the Application and the Contract, the language or provisions in the Contract shall control.

Section 1.7. Conflicting Contract Provisions. In the event that there is a conflict between language contained in the provisions of this Contract, the Contract shall be interpreted as follows: (i) the Resolution shall control over any other conflicting language in the Contract; (ii) the Authorizing Resolution shall control over any other conflicting language in the Contract with the exception of language in the Resolution; (iii) the Terms and Conditions shall control over any other conflicting language in the Contract with the exception of language in the Resolution and the Authorizing Resolution; and (iv) the Articles of Incorporation shall control over any other conflicting language in the Contract with the exception of language in the Resolution, Authorizing Resolution and these Terms and Conditions.

ARTICLE II

RELATIONSHIP BETWEEN THE ACADEMY AND THE UNIVERSITY BOARD

Section 2.1. Constitutional Status of Oakland University. Oakland University is a constitutionally established body corporate operating as a state public university. In approving this Contract, the University voluntarily exercises additional powers given to it under the Code. Nothing in this Contract shall be deemed to be any waiver of the University's constitutional autonomy and powers and the Academy shall not be deemed to be a part of the University.

Section 2.2. Independent Status of the Academy. The Academy is a body corporate and governmental entity authorized by the Code. The Academy is organized and shall operate as a public school academy and a nonprofit corporation. The Academy is not a division or part of Oakland University. The relationship between the Academy and the University is based solely on the applicable provisions of the Code and the terms of this Contract or other agreements between the University and the Academy.

Section 2.3. Financial Obligations of the Academy Are Separate From the State of Michigan, the Oakland University Board of Trustees and Oakland University. Any contract, agreement, note, mortgage, loan or other instrument of indebtedness entered into by the Academy and a third party shall not in any way constitute an obligation, either general, special, or moral, of the State of Michigan, the Oakland University Board of Trustees, or Oakland University. Neither the full faith and credit nor the taxing power of the State of Michigan or any agency of the State, nor the full faith and credit of the Oakland University Board of Trustees or

Oakland University shall ever be assigned or pledged for the payment of any Academy contract, agreement, note, mortgage, loan or other instrument of indebtedness.

Section 2.4. Academy Has No Power To Obligate or Bind State of Michigan the Oakland University Board of Trustees or Oakland University. The Academy has no authority whatsoever to enter into any contract or other agreement that would financially obligate the State of Michigan, Oakland University Board of Trustees or Oakland University, nor does the Academy have any authority whatsoever to make any representations to lenders or third parties, that the State of Michigan, the Oakland University Board of Trustees or Oakland University in any way guarantee, are financially obligated, or are in any way responsible for any contract, agreement, note, mortgage, loan or other instrument of indebtedness entered into by the Academy.

ARTICLE III

ROLE OF THE UNIVERSITY BOARD AS AUTHORIZING BODY

Section 3.1. University Resolutions. The University has adopted the Resolution providing for the method of selection, length of term, number of Directors and the qualification of Directors. The University has adopted the Authorizing Resolution which approves the issuance of this Contract. The Resolution and the Authorizing Resolution are hereby incorporated into this Contract as **[Exhibit A]**. At any time and at its sole discretion, the University may amend the Resolution. Upon University approval, changes to the Resolution shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.

Section 3.2. University as Fiscal Agent for the Academy. The University is the fiscal agent for the Academy. As fiscal agent, the University assumes no responsibility for the financial condition of the Academy. The University is not liable for any debt or liability incurred by or on behalf of the Academy, or for any expenditure approved by or on behalf of the Academy Board. Except as provided in the Oversight Agreement and Article X of these Terms and Conditions, the University shall promptly, within ten (10)business days of receipt or as otherwise required by Applicable Law, forward to the Academy all state school aid funds or other public or private funds received by the University for the benefit of the Academy. The responsibilities of the University, the State of Michigan, and the Academy are set forth in the Fiscal Agent Agreement incorporated herein as Schedule 3.

Section 3.3. Oversight Responsibilities of the University. The University has the responsibility to oversee the Academy's compliance with the Contract and all Applicable Law. The responsibilities of the Academy and the University are set forth in the Oversight Agreement executed by the parties and incorporated herein as Schedule 4.

Section 3.4. Reimbursement of University Expenses. The Academy shall pay the University an administrative fee to reimburse the University for the expenses associated with the execution of its authorizing body and oversight responsibilities. The terms and conditions of the administrative fee are set forth in Schedule 4.

Section 3.5. University Approval of Condemnation. In the event that the Academy desires to acquire property pursuant to the Uniform Condemnation Procedures Act or other applicable statutes, it shall obtain express written permission for such acquisition from the University or its designee. The Academy shall submit a written request to the PSAO Director describing the proposed acquisition and the purpose for which the Academy desires to acquire the property. The request will be submitted by the PSAO Director for consideration and determination made by the University or its designee.

Section 3.6. Authorization of Employment. The University authorizes the Academy to employ or contract directly with personnel according to the position information outlined in Schedule 5. However, the Academy Board shall prohibit any individual from being employed by the Academy, an Educational Service Provider or an employee leasing company involved in the operation of the Academy, in more than one (1) full-time position and simultaneously being compensated at a full-time rate for each of these positions. An employee hired by the Academy shall be an employee of the Academy for all purposes and not an employee of Oakland University for any purpose. With respect to Academy employees, the Academy shall have the power and responsibility to (i) select and engage employees; (ii) pay their wages; (iii) dismiss employees; and, (iv) control the employees' conduct, including the method by which the employee carries out his or her work. The Academy Board shall be responsible for carrying workers' compensation insurance and unemployment insurance for its employees.

Section 3.7. PSAO Director Review of Certain Financing Transactions. If the Academy proposes to (i) finance the acquisition, by lease, purchase, or other means, of facilities or equipment, or renovation of facilities, in excess of \$150,000, pursuant to arrangements calling for payments over a period greater than one (1) year, and which include a pledge, assignment or direction to one or more third parties of a portion of the funds to be received by the Academy from the State of Michigan pursuant to the State School Aid Act of 1979, as amended, being MCL 388.1601 et seq., or (ii) direct that a portion of its State School Aid Payments be forwarded by the Fiscal Agent to a third party account for the payment of Academy debts and liabilities, the Academy shall submit the transaction for prior review by the PSAO Director, as designee of the University, in the manner provided herein. The Academy shall, not later than thirty (30) days prior to the proposed closing date of the transaction, submit a written request to the PSAO Director describing the proposed transaction and the facilities or equipment to be acquired with the proceeds thereof (if any), and in the case of a transaction described in subparagraph (ii) of this Section, (a) a copy of the Academy Board's resolution authorizing the direct intercept of State School Aid Payments; (b) a copy of a State School Aid Payment Agreement and Direction document that is in a form acceptable to the University Public Schools Academy Office; and (c) copies of such other documentation regarding the transaction which is the subject of the proposed direct intercept as the University Public Schools Academy Office may request. Unless the PSAO Director extends the review period, within thirty (30) days of receiving a written request in compliance with this Section, the PSAO Director shall notify the Academy if the proposed transaction is disapproved. If the proposed transaction is disapproved, such disapproval may, but shall not be required to, state one or more conditions which, if complied with by the Academy and any lender, lessor, seller or other party, would cause such disapproval to be deemed withdrawn. No transaction described in this Section may be entered into that is disapproved by the PSAO Director. By not disapproving a proposed transaction, the PSAO

Director is in no way giving approval of the proposed transaction, or any of the terms or conditions thereof.

Section 3.8. Authorizing Body Contract Authorization Process. Pursuant to the Code, the University is not required to issue a contract to the Academy. This Contract is for a fixed term and will terminate at that end of the Contract Term set forth in Section 12.9 without any further action of either the Academy or the University. The Academy shall seek a new contract by making a formal request to the PSAO Director in writing at least one year prior to the end of the current Contract Term. The PSAO Director shall provide to the Academy a description of the timeline and process by which the Academy may be considered for issuance of a new contract. The timeline and process for consideration of whether to issue a new contract to the Academy shall be solely determined by the University. The standards for the issuance of a new contract shall include increases in academic achievement for all groups of pupils as measured by assessments and other objective criteria established by the University as the most important factor of whether to issue or not issue a new contract. The University, at its own discretion, may change its timeline and process for issuance of a new contract at any time, and any such changes shall take effect automatically without the need for any amendment to the Contract. Consistent with the Code, the University may elect, at its sole discretion, not to consider the issuance of a contract, consider reauthorization of the Academy and elect not to issue a contract, or consider reauthorization of the Academy and issue a contract for a fixed term.

Section 3.9. University Invitation to Academy to Apply For Conversion to Schools of Excellence. If the University is interested in accepting applications to issue contracts to charter Schools of Excellence under Part 6E of the Code, and the University determines that the Academy meets the University's and the Code's eligibility criteria for applying to converting the Academy to a school of excellence, then the University may invite the Academy to submit an application to apply for a contract to convert the Academy to a school of excellence. In accordance with the Code, the University shall establish its own competitive application process and provide the necessary forms and procedures to eligible public school academies.

ARTICLE IV

REQUIREMENT THAT THE ACADEMY ACT SOLELY AS GOVERNMENTAL ENTITY

Section 4.1. Limitation on Actions in Performance of Governmental Functions. The Academy shall act exclusively as a governmental entity and shall not undertake any action inconsistent with its status as a body corporate authorized to receive state school aid funds pursuant to Section 11 of Article IX of the State Constitution of 1963.

Section 4.2. Other Permitted Activities. Consistent with the provisions of this Contract, the Academy is permitted to engage in lawful activities that are not in derogation of the Academy's mission and status of operating a public school academy or that would not jeopardize the eligibility of the Academy for state school aid funds.

Section 4.3. Academy Board Members Serve In Their Individual Capacity. All Directors of the Academy Board shall serve in their individual capacity, and not as a

representative or designee of any other person or entity. A person who does not serve in their individual capacity, or who serves as a representative or designee of another person or entity, shall be deemed ineligible to continue to serve as a Director of the Academy Board. A Director who violates this Section shall be removed from office, in accordance with the removal provisions found in the Resolution or Contract Schedule 2: Bylaws. As set forth in the Resolution, a Director serves at the pleasure of the University, and may be removed with or without cause by the University or its designee at any time.

Section 4.4. Incompatible Public Offices and Conflicts of Interest Statutes. The Academy shall comply with the Incompatible Public Offices statute, being MCL 15.181 et seq. of the Michigan Compiled Laws, and the Contracts of Public Servants with Public Entities statute, being MCL 15.321 et seq. of the Michigan Compiled Laws. The Academy Board shall ensure compliance with Applicable Law relating to conflicts of interest. Notwithstanding any other provision of this Contract, the following shall be deemed prohibited conflicts of interest for purposes of this Contract:

- (a) An individual simultaneously serving as an Academy Board member and an owner, officer, director, employee or consultant or independent contractor of an Educational Service Provider or an employee leasing company, or a subcontractor to an Educational Service Provider or an employee leasing company that has an ESP agreement with the Academy;
- (b) An individual simultaneously serving as an Academy Board member and an Academy employee;
- (c) An individual simultaneously serving as an Academy Board member and an independent contractor to the Academy;
- (d) An individual simultaneously serving as an Academy Board member and a member of the governing board of another public school; and
- (e) An individual simultaneously serving as an Academy Board member and a University official, employee, or paid consultant, as a representative of the University.

Section 4.5. Prohibition of Identified Family Relationships. The Academy Board shall prohibit specifically identified family relationships pursuant to Applicable Law and the Terms and Conditions of this Contract. Notwithstanding any other provision of this Contract, the following shall be deemed prohibited familial relationships for the purposes of this Contract:

- (a) No person shall be appointed or reappointed to serve as an Academy Board member if the person's mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, or spouse:
 - (i) Is employed by the Academy;
 - (ii) Works at or is assigned to the Academy;

- (iii) Has an ownership, officer, policymaking, managerial, administrative non-clerical, or other significant role with the Academy's ESP or employee leasing company.

Section 4.6. Dual Employment Positions Prohibited. Any person working at the Academy is prohibited by law from being employed at the Academy in more than one full-time position and simultaneously being compensated for each position.

Section 4.7. Oath of Public Office. Academy Board members are public officials. Before entering upon the duties of a public school board member, each Academy Board member shall take, and sign the constitutional oath of office at the Academy and file the same with the Public Schools Academy Office.

ARTICLE V

CORPORATE STRUCTURE OF THE ACADEMY

Section 5.1. Nonprofit Corporation. The Academy shall be organized and operated as a public school academy corporation organized under the Michigan Nonprofit Corporation Act, as amended, Act No. 162 of the Public Acts of 1982, being Sections 450.2101 to 450.3192 of the Michigan Compiled Laws. Notwithstanding any provision of the Michigan Nonprofit Corporation Act, as amended, the Academy shall not take any action inconsistent with the provisions of Part 6A of the Code or other Applicable Law.

Section 5.2. Articles of Incorporation. The Articles of Incorporation of the Academy, as set forth in Schedule 1, shall be the Articles of Incorporation of the Academy. Upon filing, the Articles of Incorporation shall automatically be incorporated into this Contract. Any subsequent amendments to the Academy's Articles of Incorporation shall only be incorporated into this Contract pursuant to Article IX of these Terms and Conditions.

Section 5.3. Bylaws. The Bylaws of the Academy, as set forth in Schedule 2, shall be the Bylaws of the Academy. Upon Academy Board approval, the Bylaws shall automatically be incorporated into this Contract. Any subsequent amendments to the Academy's Bylaws shall only be incorporated into this Contract pursuant to Article IX of these Terms and Conditions.

Section 5.4. Quorum. Notwithstanding any document in the Contract that is inconsistent with this Section, including the Academy's Articles of Incorporation and Bylaws, a quorum of the Academy Board that is necessary to transact business and to take action shall be a majority of the Academy Board members as set by the Resolution.

ARTICLE VI

OPERATING REQUIREMENTS

Section 6.1. Governance Structure. The Academy shall be organized and administered under the direction of the Academy Board and pursuant to the Governance Structure as set forth in Schedule 7a. The Academy shall have four officers: President, Vice-President, Secretary and

Treasurer. The officer positions shall be filled by persons who are members of the Academy Board. A description of their duties is included in Schedule 2.

Section 6.2. Educational Goals. The Academy shall pursue the educational goals identified in Schedule 7b. The educational goals shall include demonstrated improved pupil academic achievement for all groups of pupils.

Section 6.3. Educational Programs. The Academy shall deliver the educational programs identified in Schedule 7c.

Section 6.4. Curriculum. The Academy shall implement and follow the curriculum identified in Schedule 7d.

Section 6.5. Method of Pupil Assessment. The Academy shall evaluate pupils' work based on the assessment strategies identified in Schedule 7e. To the extent applicable, the pupil performance of the Academy shall be assessed using at least the Michigan Education Assessment Program (MEAP) test or the Michigan Merit Examination (MME) designated under the Code. The Academy shall provide the Public Schools Academy Office with copies of reports, assessments and test results concerning the following:

- (a) educational outcomes achieved by pupils attending the Academy and other reports reasonably requested by the Public Schools Academy Office;
- (b) an assessment of the Academy's student performance at the end of each academic school year or at such other times as the University may reasonably request;
- (c) an annual education report in accordance with the Code;
- (d) an bi-annually administered nationally recognized norm-referenced achievement test for the Academy's grade configuration, or a program of testing approved by the Public Schools Academy Office Director; and
- (e) all tests required under Applicable Law.

Section 6.6. Application and Enrollment of Students. The Academy shall comply with the application and enrollment policies identified in Schedule 7f. With respect to the Academy's pupil admissions process, the Academy shall provide any documentation or information requested by the Public Schools Academy Office that demonstrates the following:

- (a) The Academy has made a reasonable effort to advertise its enrollment efforts to all pupils; and
- (b) The Academy's open enrollment period was for a duration of at least 2 weeks and permitted the enrollment of pupils at times in the evening and on weekends.

Section 6.7. School Calendar and School Day Schedule. The Academy shall comply with the school calendar and school day schedule guidelines as set forth in Schedule 7g.

Section 6.8. Age or Grade Range of Pupils. The Academy shall comply with the age and grade ranges as stated in Schedule 7h.

Section 6.9. Collective Bargaining Agreements. Collective bargaining agreements, if any, with employees of the Academy shall be the responsibility of the Academy.

Section 6.10. Accounting Standards. The Academy shall at all times comply with generally accepted public sector accounting principles and accounting system requirements that comply with the State School Aid Act of 1979, as amended, and applicable State Board of Education and Department of Education rules.

Section 6.11. Annual Financial Statement Audit. The Academy shall conduct an annual financial statement audit prepared and reviewed by an independent certified public accountant. In accordance with the Master Calendar, the Academy shall submit one (1) copy of the annual financial statement audit, auditor's management letters and any responses to auditor's management letters to the Public Schools Academy Office.

Section 6.12. Address and Description of Physical Plant; Process for Expanding Academy's Site Operations. The address and description of the physical plant for the Academy is set forth in Schedule 6. With the approval of the University, the Academy Board may operate the same configuration of age or grade levels at more than one (1) site if each configuration of age or grade levels and each site identified in Schedule 6 are under the direction and control of the Academy Board.

The University's process for evaluating and approving the same configuration of age or grade levels at more than one (1) site is as follows:

By formal resolution, the Academy Board may request the authority to operate the same configuration of age or grade levels at more than one site. The Academy Board shall submit to the PSAO a contract amendment, in a form and manner determined by the PSAO. The contract amendment shall include all information requested by the PSAO, including detailed information about the site, the Academy's proposed operations at the site and the information provided in Contract Schedules 4, 5, 6 and 7. If approved the Contract shall be amended in accordance with Article IX of these Terms and Conditions. The University reserves the right to modify, reject or approve any site expansion request contract amendment in its sole and absolute discretion.

Section 6.13. Contributions and Fund Raising. The Academy may solicit and receive contributions and donations as permitted by law. No solicitation shall indicate that a contribution to the Academy is for the benefit of the University.

Section 6.14. Disqualified Organizational or Contractual Affiliations. The Academy shall comply with all state and federal law applicable to public schools concerning church-state issues. To the extent disqualified under the state or federal constitutions, the Academy shall not be organized by a church or other religious organization and shall not have any organizational or contractual affiliation with or constitute a church or other religious organization. Nothing in this Section shall be deemed to diminish or enlarge the civil and political rights, privileges and capacities of any person on account of his or her religious belief.

Section 6.15. Method for Monitoring Academy's Compliance with Applicable Law and Performance of its Targeted Educational Outcomes. The Academy shall perform the compliance certification duties required by the University and outlined in the Oversight Agreement set forth as Schedule 4. In addition to the University's oversight responsibilities and other reporting requirements set forth in this Contract, the Academy's compliance certification duties shall serve as the method for monitoring the Academy's compliance with Applicable Law and its performance in meeting its educational goals.

Section 6.16. Matriculation Agreements. Before the Academy Board approves a matriculation agreement with another public school, the Academy shall provide a draft copy of the agreement to the Public Schools Academy Office for review. Any matriculation agreement entered into by the Academy shall be incorporated into Schedule 7 by contract amendment pursuant to Article IX of these Terms and Conditions. Until the matriculation agreement is incorporated into the Contract, the Academy is prohibited from granting an enrollment priority to any student pursuant to that matriculation agreement.

Section 6.17. Postings of AYP and Accreditation Status. The Academy shall post notices to the Academy's homepage of its website disclosing the adequate yearly progress status and accreditation status of each school in accordance with section 1280E of the Code, MCL 380.1280E.

ARTICLE VII

TUITION PROHIBITED

Section 7.1. Tuition Prohibited; Fees and Expenses. The Academy shall not charge tuition. The Academy may impose fees and require payment of expenses for activities of the Academy where such fees and payments are not prohibited by law.

ARTICLE VIII

COMPLIANCE WITH PART 6A OF THE CODE AND OTHER LAWS

Section 8.1. Compliance with Part 6A of the Code. The Academy shall comply with Part 6A and other parts of the Code that apply to public school academies.

Section 8.2. Compliance with State School Aid Act. In order to assure that funds are available for the education of pupils, the Academy shall comply with all applicable provisions of the State School Aid Act of 1979, as amended from time to time.

Section 8.3. Open Meetings Act. The Academy Board shall conduct all of its meetings in accordance with the Open Meetings Act, Act No. 267 of the Public Acts of 1976, as amended, being Sections 15.261 to 15.275 of the Michigan Compiled Laws.

Section 8.4. Freedom of Information Act. The records of the Academy shall be records subject to the provisions of the Freedom of Information Act ("FOIA"), Act No. 442 of the Public Acts of 1976, as amended, being Sections 15.231 to 15.246 of the Michigan Compiled Laws. The Academy Board shall designate a freedom of information coordinator to assure

compliance with FOIA and other applicable law providing for public disclosure or for protection of privacy.

Section 8.5. Public Employees Relation Act. As required by the Code, the Academy shall comply with Act No. 336 of the Public Acts of 1947, being Sections 423.201 to 423.217 of the Michigan Compiled Laws. Organizational efforts and collective bargaining agreements, if any, with employees of the Academy shall be the responsibility of the Academy.

Section 8.6. Prevailing Wage on State Contracts. As required by the Code, the Academy shall comply with the Prevailing Wage on State Contracts statute, Act No. 166 of the Public Acts of 1965, being Sections 408.551 to 408.558 of the Michigan Compiled Laws.

Section 8.7. Uniform Budgeting and Accounting Act. The Academy shall comply with the Uniform Budgeting and Accounting Act, Act No. 2 of the Public Acts of 1968, being MCL 141.421 to 141.440a.

Section 8.8. Revised Municipal Finance Act of 2001. With respect to the Academy's borrowing money and issuance of bonds, the Academy shall comply with Part VI of the Revised Municipal Finance Act of 2001, Act No. 34 of the Public Acts of 2001, being MCL 141.2601 to 141.2613 of the Michigan Compiled Laws.

Section 8.9. Non-discrimination. The Academy shall be separately responsible for compliance with applicable laws pertaining to equal opportunity and anti-discrimination laws such as the Elliott-Larsen Civil Rights Act, Act No. 453 of the Public Acts of 1976, as amended, being MCL 37.2101 to 37.2804, the Michigan Handicappers' Civil Rights Act, Act No. 22 of the Public Acts of 1976, as amended, being MCL 37.1101 to 37.1607, and Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC & 12101 *et seq.* or any successor law.

Section 8.10. Other State Laws. The Academy shall comply with other state laws which are applicable to public school academies. Nothing in this Contract shall be deemed to apply any other state law to the Academy.

Section 8.11. Federal Laws. The Academy shall comply with federal laws which are applicable to public school academies. Nothing in this Contract shall be deemed to apply any other federal law to the Academy.

ARTICLE IX

AMENDMENT

Section 9.1. Amendments. The University and the Academy acknowledge that the operation and administration of a public school academy and the improvement of educational outcomes over time will require amendment of this Contract. In order to assure a proper balance between the need for independent development of the Academy and the statutory responsibilities of the University as an authorizing body, the parties have established a flexible process for amending this Contract.

Section 9.2. Process for Amendment Initiated by the Academy. The Academy, by a majority vote of its Board of Directors, may, at any time, propose specific changes in this Contract or may propose a meeting to discuss potential revision of this Contract. The proposal will be made to the University through its designee. The University, or an authorized designee, may, at any time, propose specific changes in this Contract or may propose a meeting to discuss potential revision of this Contract. The University delegates to the President of the University the approval of amendments to the Contract. The Academy Board may delegate to an officer of the Academy the review and negotiation of changes or amendments to this Contract. The Contract shall be amended as requested by the University upon a majority vote of the Academy Board.

Section 9.3. Final Approval of Amendments. Amendments to this Contract take effect only after they have been approved by the Academy Board and by the University or its designee. If the proposed amendment conflicts with any of the University's general policies on public school academies, the proposed amendment shall take effect only after approval by the Academy and the University.

Section 9.4 Change in Existing Law. If, after the effective date of this Contract, there is a change in Applicable Law which alters or amends rights, the responsibilities or obligations of either the Academy or the University, this Contract shall be altered or amended to reflect the change in existing law as of the effective date of such change. To the extent possible, the responsibilities and obligations of the Academy and the University shall conform to and be carried out in accordance with the change in Applicable Law.

Section 9.5. Emergency Action on Behalf of University. Notwithstanding any other provision of this Contract to the contrary, the contents of this Section shall govern in the event of an emergency situation. An emergency situation shall be deemed to occur if the Public Schools Academy Office Director, in his or her sole discretion, determines that the facts and circumstances warrant that emergency action take place. Upon the determination that an emergency situation exists, the Public Schools Academy Office Director may temporarily take action on behalf of the University with regard to the Academy or the Contract, so long as such action is in the best interest of the University and the Public Schools Academy Office Director consults with the University President or designee prior to taking the intended actions.

ARTICLE X

CONTRACT TERMINATION, SUSPENSION, AND REVOCATION

Section 10.1. Termination by the Academy. At any time, for any reason, the Academy Board may terminate this Contract before the end of the Contract Term by presenting to the University a certified resolution requesting termination, not less than ninety (90) calendar days prior to the last day of operations, specifying the date of closing of the Academy, which date will not be earlier than the scheduled last day of the school year in which the notice was given.

Section 10.2. Termination by the University. The University may terminate this Contract before the end of the Contract Term as follows:

- (a) Termination Without Cause. Except as otherwise provided in subsections (b) or (c), the University, in its sole discretion, reserves the right to terminate this Contract before the end of the Contract Term for any reason provided that such termination shall not take place prior to the end of the school year in which the contract termination is requested. The Public Schools Academy Office shall provide notice of the termination to the Academy. If during the period between the University decision to terminate and the effective date of termination, the Academy has violated the Contract or Applicable Law, the University may elect to initiate suspension or revocation of the Contract as set forth in this Article X.
- (b) Termination Caused by Change in Applicable Law. Following issuance of this Contract, if there is a change in Applicable Law that the University, in its sole discretion, determines impairs its rights and obligations under the Contract or requires the University to make changes in the Contract that are not in the best interest of the University, then the University may terminate the Contract at the end of the Academy's school fiscal year in which the University's decision to terminate is adopted. For purposes of this section, a change in Applicable Law includes without limitation the following:
 - (i) the issuance of an order by the Superintendent of Public Instruction, pursuant to section 1280c of the Code, placing the Academy under the supervision of the State School Reform/ Redesign Officer; or
 - (ii) the development of, or changes to, a redesign plan by the Academy pursuant to Section 1280c of the Code.
- (c) Automatic Termination Caused By Placement of Academy in State School Reform/ Redesign School District. If the Academy is notified by the State that the Academy will be placed in the State School Reform/ Redesign School District pursuant to Section 1280c of the Code, then the University may terminate this Contract at the end of the current school year.

The revocation procedures in Section 10.6 shall not apply to a termination of this Contract under this section.

Section 10.3. Contract Suspension. The University's process for suspending the Contract is as follows:

- (a) Public Schools Academy Office Director Action. If the PSAO Director determines that reasonable cause exists to believe that the Academy Board (i) has placed staff or students at risk; (ii) is not properly exercising its fiduciary obligations to protect and preserve the Academy's public funds and property; (iii) has lost its right to occupancy of the physical facilities described in Schedule 6, and cannot find another suitable physical facility for the Academy prior to the expiration or termination of its right to occupy its existing physical facilities; (iv) has failed to secure or has lost the necessary fire, health, and safety approvals as required by Schedule 6; (v) has willfully or intentionally violated this Contract or

Applicable Law; or (vi) has violated Section 10.5(e) or (f), the PSAO Director may immediately suspend the Contract, pending completion of the revocation procedures set forth in Section 10.6.

- (b) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the University after a decision by the PSAO Director to suspend the Contract, shall be retained by the University for the Academy until the Contract is reinstated, or shall be returned to the Michigan Department of Treasury upon request.

Section 10.4. Statutory Grounds for Revocation. In addition to the grounds for an automatic revocation of the Contract as set forth in Section 10.8, this Contract may also be revoked by the University upon a determination by the University, pursuant to the procedures set forth in Section 10.6, that one or more of the following has occurred:

- (a) Failure of the Academy to demonstrate improved pupil achievement for all groups of pupils or meet the educational goals set forth in the Contract;
- (b) Failure of the Academy to comply with all Applicable Law;
- (c) Failure of the Academy to meet generally accepted public sector accounting principles and demonstrate sound fiscal stewardship; or
- (d) The existence of one or more other grounds for revocation as specified in this Contract.

Section 10.5. Other Grounds for Revocation. In addition to the statutory grounds for revocation set forth in Section 10.4 and the grounds for an automatic revocation of the Contract set forth in Section 10.8, the University may revoke this Contract, where the Academy fails to fulfill in proper manner its obligations under the Contract, or the Academy's violation of any of the explicit or implicit terms, conditions, covenants, promises, agreements, representations, requirements or warranties contained or incorporated into the Contract as determined by the University in its sole and absolute discretion .

In addition, the Contract may be revoked by the University pursuant to the procedures set forth in Section 10.6, upon a determination that one or more of the following has occurred:

- (a) The Academy is insolvent, has been adjudged bankrupt, or has operated for two or more school fiscal years with a fund balance deficit;
- (b) The Academy has insufficient enrollment to successfully operate a public school academy, or the Academy has lost more than fifty percent (50%) of its student enrollment from the previous school year;
- (c) The Academy defaults in any of the terms, conditions, promises or representations contained in or incorporated into this Contract;

- (d) The Academy files amendments to its Articles of Incorporation with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services without first obtaining the PSAO's approval;
- (e) The Public Schools Academy Office Director discovers negligent, fraudulent or criminal conduct by the Academy's applicant(s), directors, officers, employees or agents in relation to their performance under this Contract; or
- (f) The Academy's applicant(s), directors, officers, employees or agents have provided false or misleading information or documentation to the PSAO in connection with the University's approval of the Application, the issuance of this Contract, or the Academy's reporting requirements under this Contract or Applicable Law.
- (g) The Academy violates the site restrictions set forth in the Contract or the Academy operates at a site or sites without the prior written authorization of the University; or
- (h) The University, its Trustees, officers, employees, agents or representatives are not included as third party beneficiaries under any Management Agreement entered into by the Academy for purposes of indemnifying such parties in accordance with Section 11.10 of the Terms and Conditions.
- (i) The Academy loses accreditation with the State.
- (j) The Academy is in default of any current or future purchase agreement or lease for the site.

Section 10.6. University Procedures for Revoking Contract. The University's process for revoking the Contract is as follows:

- (a) Notice of Intent to Revoke. The PSAO Director, upon reasonable belief that grounds for revocation of the Contract exist, shall notify the Academy Board of such grounds by issuing the Academy Board a Notice of Intent to Revoke for non-compliance with the Contract or Applicable Law. The Notice of Intent to Revoke shall be in writing and shall set forth in sufficient detail the alleged grounds for revocation.
- (b) Academy Board's Response. Within thirty (30) days of receipt of the Notice of Intent to Revoke, the Academy Board shall respond in writing to the alleged grounds for revocation. The Academy Board's response shall be addressed to the PSAO Director, and shall either admit or deny the allegations of non-compliance. If the Academy's response includes admissions of non-compliance with the Contract or Applicable Law, the Academy Board's response must also contain a description of the Academy Board's plan and time line for correcting the non-compliance with the Contract or Applicable Law. If the Academy's response includes a denial of non-compliance with the Contract or Applicable Law, the Academy's response shall include sufficient documentation or other evidence to

support a denial of non-compliance with the Contract or Applicable Law. A response not in compliance with this Section shall be deemed to be non-responsive. As part of its response, the Academy Board may request that a meeting be scheduled with the PSAO Director prior to a review of the Academy Board's response.

- (c) Plan of Correction. The PSAO Director shall review the Academy Board's response and determine whether the plan for correcting the deficiencies is reasonable ("Plan of Correction") and may adopt, modify or reject any of the Academy Board's response for correcting the deficiencies outlined in the Notice of Intent to Revoke. The Notice of Intent to Revoke shall be closed if the PSAO Director determines any of the following: (i) the Academy Board's denial of non-compliance is persuasive; (ii) the non-compliance set forth in the Notice of Intent to Revoke has been corrected by the Academy Board; or (iii) the Academy Board has successfully completed the Plan of Correction.
- (d) Plan of Correction May Include Conditions to Satisfy University Board's Contract Reconstitution Authority. As part of the Plan of Correction, the PSAO Director may reconstitute the Academy in an effort to improve student educational performance and to avoid interruption of the educational process. An attempt to improve student educational performance may include, but is not limited to, one of the following actions: (i) removal of 1 or more members of the Academy Board; (ii) termination of at-will board appointments of 1 or more Academy Board members; (iii) withdrawal of the Academy's authorization to contract with an ESP; or (iv) the appointment of a new Academy Board or a conservator/trustee to take over operations of the Academy. The PSAO shall notify the Superintendent of Public Instruction of any Plan of Correction that includes a reconstitution of the Academy to ensure that the Academy is not included on the list of school buildings subject to automatic closure under section 1280c of the Code.
- (e) Effective Date of Revocation. If the University determines to revoke the Contract, the revocation shall be effective on the date of the University act of revocation, or at a later date as determined by the University. Notwithstanding any provision contained herein to the contrary, the decision of the University to revoke or terminate this Contract is exclusively and absolutely within the discretion of the University, is final and is not subject to review by any court of the State, or otherwise.
- (f) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the University after a decision by the University to revoke the Contract, may be withheld by the University or returned to the Michigan Department of Treasury upon request.

Section 10.7. Venue; Jurisdiction. The parties agree that all actions or proceedings arising in connection with this Contract will be tried and litigated only in the Circuit Court of Oakland County, Michigan, the Michigan Court of Claims or the Federal District Court for the

Eastern District of Michigan – Detroit. The parties hereby irrevocably accept for themselves and in respect of their property, generally and unconditionally, the jurisdiction of such courts. The parties irrevocably consent to the service of process out of any such courts in any such action or proceedings by the mailing of copies thereof by registered or certified mail, postage prepaid, to each such party, at its address set forth for notices in this Contract, such service to become effective ten (10) days after such mailing. The parties irrevocably waive any right they may have to assert the doctrine of forum non conveniens or to object to venue to the extent any proceedings is brought in accordance with this Section 10.7. This Section 10.7 shall not in any way be interpreted as an exception to the Academy’s covenant not to sue contained in Section 11.3 of these Terms and Conditions.

Section 10.8. Automatic Amendment or Revocation by State of Michigan. If the University is notified by the Superintendent of Public Instruction that the Academy is subject to closure under Part 6A of the Code (“State’s Automatic Closure Notice”), and the Academy is currently not undergoing a reconstitution as part of a Plan of Correction developed under Section 10.6, then this Contract shall automatically be amended to eliminate the Academy’s authority to operate certain age and grade levels at the site or sites identified in the State’s Automatic Closure Notice. If the State’s Automatic Closure Notice includes all of the Academy’s existing sites, then this Contract shall automatically be revoked at the end of the current school year in which the notice is received without any further action of the University or the Academy. The University’s revocation procedures set forth in Section 10.6 do not apply to an automatic revocation initiated by the State.

Following receipt of the State’s Automatic Closure Notice, the University shall forward a copy of the State’s Automatic Closure Notice to the Academy Board and request a meeting with Academy Board representatives to discuss the Academy’s plans and procedures for the elimination of certain age or grade levels at the identified site or sites, or if all of the Academy’s existing sites are included in the State’s Automatic Closure Notice, then wind-up and dissolution of the Academy corporation at the end of the current school year. All Academy inquiries and requests for reconsideration of the State’s Automatic Revocation Notice shall be directed to the Superintendent of Public Instruction, in a form and manner determined by that office or the Michigan Department of Education with a copy to the PSAO.

Section 10.9. Material Breach of Contract. The issuance of an order by the Superintendent of Public Instruction, pursuant to section 1280c of the Code, placing the Academy under the supervision of the State School Reform / Redesign Officer, shall constitute a material breach of this Contract. Following the issuance of the order, the University Public Schools Academy Office shall notify the Academy of the material breach and request a meeting with Academy Board representatives to discuss the matter. To remedy the material breach, the Academy shall work toward the development of a corrective action plan that is acceptable to the University Public Schools Academy Office. In addition to other matters, the corrective action plan shall include the Academy’s redesign plan prepared pursuant to section 1280c of the Code. The development of a corrective action plan under this Section 10.9 shall not in any way limit the rights of the University to terminate, suspend or revoke this Contract.

Section 10.10. Appointment of Conservator/Trustee. Notwithstanding any other provision of the Contract, when the University determines that conditions or circumstances exist

to lead the University to believe that the health, safety, educational or economic interest of the Academy or its students is at risk, the University may take immediate action against the Academy pending completion of the procedures described in Section 10.6. As part of a reconstitution, the University may appoint a conservator/ trustee to manage the day to day operations of the Academy in place of the Academy Board. A conservator/ trustee appointed by the University shall have all the powers and authority of the Academy Board under this Contract and Applicable Law. Upon the appointment of a conservator/ trustee, the appointment and term of office for each Academy Board member shall be suspended and the conservator/ trustee shall act in place of the Academy Board. If this section has been implemented and the University determines the revocation to be appropriate, the revocation shall become effective immediately upon such decision.

Section 10.11. Academy Dissolution Account. If the University terminates, revokes or fails to issue a new Contract to the Academy, the PSAO Director shall notify the Academy that, beginning thirty (30) days after notification of the University's decision, the University shall direct up to \$10,000 from each subsequent State School Aid Fund payment, not to exceed a combined total of \$30,000, to a separate Academy account ("Academy Dissolution Account") to be used exclusively to pay the costs associated with the wind up and dissolution responsibilities of the Academy. Within five (5) business days of the PSAO Director's notice, the Academy Board Treasurer shall provide the PSAO Director, in a form and manner determined by the PSAO, with account detail information and authorization to direct such funds to the Academy Dissolution Account. The Academy Dissolution Account shall be under the sole care, custody and control of the Academy Board, and such funds shall not be used by the Academy to pay any other Academy debt or obligation until such time as all the wind-up and dissolution expenses have been satisfied.

Section 10.12. Obligations of the Academy. If the University terminates, revokes or fails to issue a new contract to the Academy all facets of the operations will be taken to a logical stopping point, a fiscal and technical report, and final audit will be prepared by the Academy and delivered to the University and the State Board within thirty (30) days of such action, and vendors and other parties to whom the Academy owes funds for services or products under legal and valid contracts or agreement will be entitled to receive just and equitable compensation from the Academy for any work performed or products delivered.

ARTICLE XI

PROVISIONS RELATING TO PUBLIC SCHOOL ACADEMIES

Section 11.1. The Academy Budget. The Academy Board is responsible for establishing, approving, and amending an annual budget in accordance with the Uniform Budgeting and Accounting Act, MCL 141.421, et seq. By July 1st of each year, the Academy Board shall submit to the Public Schools Academy Office a copy of its annual budget for the upcoming fiscal year. The budget must detail budgeted expenditures at the object level as described in the Michigan Department of Education's Michigan School Accounting Manual. In addition, the Academy Board is responsible for approving all revisions and amendments to the annual budget. Within 10 business days after Academy Board approval, revisions or amendments to the Academy's budget shall be submitted to the Public Schools Academy Office.

Section 11.2. Insurance. The Academy Board shall secure and maintain in its own name as the “first named insured” at all times the following insurance coverages:

COVERAGE	REQUIREMENTS
General or Public Liability (GL)	Must be Occurrence form
	Must include Sexual Abuse & Molestation coverage can be occurrence or claim made. If Claims Made retroactive date must be same or before date of of the original University-Academy contract and longest available tail coverage must be purchased.
	Must include Corporal Punishment coverage
	\$1,000,000 per occurrence & \$2,000,000 aggregate
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
	NOTE: Strict Disciplinary Academies must also have Security/Police Professional Liability coverage with MINIMUM of \$1,000,000 per occurrence
COVERAGE	REQUIREMENTS
Errors & Omissions (E&O)	Must include Employment Practices Liability
	Must include Corporal Punishment coverage
	Must include Sexual Abuse and Molestation Coverage
	Must include Directors' and Officers' coverage
	Must include School Leaders' E&O
	Can be Claims Made or Occurrence form
	If Claims Made, Retroactive Date must be the same or before date of original University-Academy charter contract and longest available tail coverage must be purchased.
	\$1,000,000 per occurrence & \$3,000,000 aggregate
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
COVERAGE	REQUIREMENTS
Automobile Liability (AL) for Owned and Non-Owned Autos	\$1,000,000 per accident
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
	Higher limits will be required if PSA has its own buses
COVERAGE	REQUIREMENTS
Workers' Compensation	Must be Occurrence Form
	Statutory Limits with \$1,000,000 Employer Liability Limits
	NOTE: If PSA is leasing employees from ESP and does not have payroll, PSA must still carry workers' compensation coverage including Employers' Liability limits of

	\$1,000,000.
	PSA must be included as First Named Insured
COVERAGE	REQUIREMENTS
Crime	Must include Employee Dishonesty coverage
	Must include third party coverage
	\$500,000 limit
COVERAGE	REQUIREMENTS
Umbrella	Can be Claims Made or Occurrence form but if Claims Made the longest available tail coverage must be purchased.
	\$2,000,000 limit with an unlimited aggregate or \$4,000,000 limit and aggregate
	If PSA has its own buses AND/OR has more than 1,000 students, must have MINIMUM \$5,000,000 per occurrence
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
	All coverages have to be included in Umbrella that are in General Liability, Automobile and E&O. Note: if Academy purchases additional Umbrella limits to meet the \$1,000,000 and \$3,000,000 for E&O then it must be in addition to the required Umbrella limits.
ADDITIONAL RECOMMENDATIONS	
COVERAGE	REQUIREMENTS
Property	Limits to cover replacement for PSA's property exposures, including real and personal, owned or leased
COVERAGE	REQUIREMENTS
Performance Bond (or Letter of Credit with Indemnification)	\$1,000,000 per claim/aggregate

Insurance carrier(s) must have an AM Best Rating of “A - VII” or better.

The insurance must be obtained from a licensed mutual, stock, or other responsible company licensed to do business in the State of Michigan. The Academy may join with other public school academies to obtain insurance if the Academy Board finds that such an association provides economic advantages to the Academy, provided that each Academy maintains its identity as first named insured. The Academy shall have a provision included in all policies requiring notice to the University, at least thirty (30) days in advance, upon termination or non-renewal of the policy. In addition, the Academy shall submit within ten (10) days of insurance renewal “Acord” copies of the insurance certificate of liability insurance and public school academy insurance verification document to the PSAO Director, or upon request, submit copies of insurance policies binder sheets evidencing all insurance required by the Contract, and proof of naming University as additionally insured. The Academy shall properly maintain the necessary insurance certificates evidencing the insurance required by the Contract.

When changing insurance programs or carriers, the Academy must provide copies of the proposed policies to the University Board, or its designee, at least thirty (30) days prior to the proposed change. The Academy shall not cancel its existing coverage without the prior approval of the Public Schools Academy Office.

The Academy may expend funds for payment of the cost of participation in an accident or medical insurance program to insure protection for pupils while attending school or participating in a school program or activity. Other insurance policies and higher minimums may be required depending upon academic offerings and program requirements.

Furthermore, if the Academy utilizes an Educational Service Provider, the following insurance requirements apply:

COVERAGE	REQUIREMENTS
General or Public Liability (GL)	Must be Occurrence form
	Must include Sexual Abuse & Molestation coverage. Coverage can be Occurrence or Claims Made. If Claims Made retroactive date must be same or before date of original University-Academy charter contract and longest available tail coverage must be purchased.
	Must include Corporal Punishment coverage
	\$1,000,000 per occurrence & \$2,000,000 aggregate
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
	NOTE: Strict Disciplinary Academies must also have Security/Police Professional Liability coverage with MINIMUM of \$1,000,000 per occurrence
COVERAGE	REQUIREMENTS
Errors & Omissions (E&O)	Must include Employment Practices Liability
	Must include Corporal Punishment coverage
	Must include Sexual Abuse and Molestation coverage
	Must include Directors' and Officers' coverage
	Must include School Leaders' E&O
	Can be Claims Made or Occurrence form.
	If Claims Made, Retroactive Date must be the same or before date of original University-Academy charter contract and the longest available tail coverage must be purchased.
	\$1,000,000 per occurrence & \$3,000,000 aggregate
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
COVERAGE	REQUIREMENTS
Automobile Liability (AL) for Owned and Non-Owned Autos	\$1,000,000 per accident
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
	Higher limits may be required if PSA has its own buses
COVERAGE	REQUIREMENTS

Workers' Compensation	Must be Occurrence Form
	Statutory Limits with \$1,000,000 Employer Liability Limits
	NOTE: If PSA is leasing employees from ESP, ESP must have Employers' Liability with \$1,000,000 per occurrence AND Alternate Employer Endorsement naming PSA.
	PSA must be included as First Named Insured
COVERAGE	REQUIREMENTS
Crime	Must include Employee Dishonesty coverage
	Must include third party coverage
	\$500,000 limit
COVERAGE	REQUIREMENTS
Umbrella	Can be Claims Made or Occurrence form but if Claims Made the longest available tail coverage must be purchased.
	\$2,000,000 limit with an unlimited aggregate or \$4,000,000 limit and aggregate
	If PSA has its own buses AND/OR has more than 1,000 students, must have MINIMUM \$5,000,000 per occurrence
	PSA must be included as First Named Insured
	University must be included as Additional Insured with Primary and Non-Contributory Coverage
	All coverages have to be included in Umbrella that are in General Liability, Automobile and E&O. Note: if Academy purchases additional Umbrella limits to meet the \$1,000,000 and \$3,000,000 for E&O then it must be in addition to the required Umbrella limits.
ADDITIONAL RECOMMENDATIONS	
COVERAGE	REQUIREMENTS
Property	Limits to cover replacement for PSA's property exposures, including real and personal, owned or leased
COVERAGE	REQUIREMENTS
Performance Bond (or Letter of Credit with Indemnification)	\$1,000,000 per claim/aggregate

Insurance carrier(s) must have an AM Best Rating of “A - VII” or better.

The University’s insurance carrier periodically reviews the types and amounts of insurance coverages that the Academy must secure in order for the University to maintain insurance coverage for the authorization and oversight of the Academy. In the event that the University’s insurance carrier requests additional changes in coverage identified in this Section 11.2, the Academy agrees to comply with any additional changes in the types and amounts of coverage requested by the University’s insurance carrier within thirty (30) days after notice of the insurance coverage change.

Section 11.3. Legal Liabilities and Covenant Against Suit. The Academy acknowledges and agrees that it has no authority to extend the full faith and credit of the Oakland University Board of Trustees, Oakland University or any other authorizing body, or to enter into a contract that would bind the Oakland University Board of Trustees or Oakland University. The Academy also is limited in its authority to contract by the amount of funds obtained from the state school

aid fund, as provided hereunder, or from other independent sources. The Academy hereby covenants not to sue the Oakland University Board of Trustees, Oakland University, or any of its Trustees, officers, employees, agents or representatives for any matters that arise under this Contract. The Oakland University Board of Trustees and Oakland University do not assume any obligation with respect to any Director, employee, agent, parent, guardian, student, or independent contractor of the Academy, and no such person shall have the right or standing to bring suit against the Oakland University Board of Trustees or Oakland University, or any of its Trustees, employees, agents, or independent contractors as a result of the issuing, overseeing, suspending, terminating or revoking of this Contract, or as a result of not issuing a new Contract at the end of the term of this Contract.

Section 11.4. Lease or Deed for Proposed Single Site. The Academy shall provide to the Public Schools Academy Office copies of its lease or deed for the premises in which the Academy shall operate. A copy of the Academy's lease or deed shall be incorporated into this Contract under Schedule 6. Any subsequent amendments to an Academy real estate leasing agreement shall only be incorporated into this Contract pursuant to article IX of these Terms and Conditions.

Section 11.5. Occupancy and Safety Certificates. The Academy Board shall: (i) ensure that the Academy's physical facilities comply with all fire, health and safety standards applicable to schools; and (ii) possess the necessary occupancy and safety certificates for the Academy's physical facilities. The Academy Board shall not conduct classes until the Academy has complied with this Section 11.5. Copies of these certificates shall be incorporated into this Contract under Schedule 6.

Section 11.6. Criminal Background and History Checks; Disclosure of Unprofessional Conduct; Compliance with School Safety Initiative. The Academy shall comply with Section 1230 and 1230a of the Code concerning criminal background and criminal history checks for its teachers, school administrator(s), and for any other position requiring State Board approval. In addition, the Academy shall comply with Section 1230b of the Code concerning the disclosure of unprofessional conduct by persons applying for Academy employment. The Academy shall comply with Sections 1230c through 1230g of the Code. This Section 11.6 shall apply to such persons irrespective of whether they are employed by the Academy or employed by an educational service provider contracting with the Academy.

Section 11.7. Special Education. Pursuant to Section 1701a of the Code, the Academy shall comply with Article III, Part 29 of the Code, MCL 380.1701 et seq., concerning the provision of special education programs and services at the Academy.

Section 11.8. Deposit of Public Funds by the Academy. The Academy Board agrees to comply with Section 1221 of the Revised School Code, being MCL 380.1221, regarding the deposit of all public or private funds received by the Academy. Such deposit shall be made within three (3) business days after receipt of the funds by the Academy.

Section 11.9. Nonessential Elective Courses. If the Academy Board elects to provide nonessential elective courses to part-time pupils at a nonpublic school building, the Academy shall comply with Section 166b of the State School Aid Act of 1979, as amended, MCL

388.1166b. Prior to providing instruction, the Academy Board shall ensure that the Academy has sufficient documentation to qualify for part-time pupil funding under the State School Aid Act. The provision of nonessential elective courses by the Academy shall be incorporated into this Contract as an amendment pursuant to Article IX of these Terms and Conditions.

Section 11.10. Required Provisions for ESP Agreements. Any Management Agreement with an ESP entered into by the Academy must contain the following provisions:

“Indemnification of Oakland University. The parties acknowledge and agree that the Oakland University Board of Trustees, Oakland University and its members, officers, employees, agents or representatives are deemed to be third party beneficiaries for purposes of this Agreement. As third party beneficiaries, the parties hereby promise to indemnify and hold harmless Oakland University, Oakland University Board of Trustees and its members, and their respective officers, employees, agents or representatives from all claims, demands, or liability, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of Oakland University, which arise out of or are in any manner connected with Oakland University Board of Trustees’ approval of the Academy’s application, Oakland University Board of Trustees’ consideration of or issuance of a Contract, the Academy Board’s or the Educational Service Provider’s preparation for and operation of the Academy, or which are incurred as a result of the reliance by Oakland University, Oakland University Board of Trustees or its members, or their respective officers, employees, agents or representatives, upon information supplied by the Academy Board or the Educational Service Provider, or which arise out of the failure of the Academy Board or the Education Service Provider to perform its obligations under the Contract or Applicable Law. The parties expressly acknowledge and agree that Oakland University, Oakland University Board of Trustees and its members, and their respective officers, employees, agents or representatives, or any of them, may commence legal action against either party to enforce its rights as set forth in this Agreement.”

“Agreement Coterminous With Academy’s Contract. If the Academy’s Contract issued by the Oakland University Board of Trustees is suspended, revoked or terminated, or a new charter contract is not issued to the Academy after expiration of the Contract, this Agreement shall automatically be suspended or terminated, as the case may be, on the same date as the Academy’s Contract is suspended, revoked, terminated or expires without further action of the parties.”

“Compliance with Academy’s Contract. The Educational Service Provider agrees to perform its duties and responsibilities under this Agreement in a manner that is consistent with the Academy’s obligations under the Academy’s Contract issued by Oakland University Board of Trustees. The provisions of the Academy’s Contract shall supersede any competing or conflicting provisions contained in this Agreement.”

“Compliance with Section 503c. On an annual basis, the ESP agrees to provide the Academy Board with the same information that a school district is required to disclose under section 18(2) of the State School Aid Act of 1979, MCL 380.1618, for the most recent school fiscal year for which the information is available. Within thirty (30) days of receipt of this information, the Academy Board shall make the information available on the Academy’s website home page, in a form and manner prescribed by the Michigan Department of Education. The defined terms in section 503c of the Code, MCL 380.503c, shall have the same meaning in this agreement.”

“Compliance with Section 12.18 of Contract Terms and Conditions. The Educational Service Provider shall make information concerning the operation and management of the Academy, including without limitation the information described in Schedule 4 of the Contract, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations Section 12.18(a) of the Contract Terms and Conditions.”

Section 11.11. Management Agreements. The Academy may enter into a Management Agreement with an ESP to contract out its administrative and/or educational functions and personnel. For purposes of this Contract, an employee leasing agreement shall be considered a Management Agreement, and an employee leasing company shall be considered an ESP. Prior to entering any Management Agreement with an ESP, the Academy shall submit a copy of the final draft Management Agreement to the Public Schools Academy Office in a form and manner consistent with the ESP policies of the Public Schools Academy Office which are incorporated into and be deemed part of this Contract. A copy of the final executed Management Agreement shall be included in this Contract under Schedule 5. The Public Schools Academy Office may, from time to time during the term of this Contract, amend the ESP policies and the amended policies shall automatically apply to the Academy without the need for any amendment under Article IX of these Terms and Conditions. The Public Schools Academy Office may disapprove the proposed Management Agreement submitted by the Academy if the Management Agreement is contrary to this Contract or Applicable Law. Any subsequent amendment to a Management Agreement shall be submitted for review by the Public Schools Academy Office in the same form and manner as a new Management Agreement.

ARTICLE XII

GENERAL TERMS

Section 12.1. Notices. Any and all notices permitted or required to be given hereunder shall be deemed duly given: (i) upon actual delivery, if delivery is by hand; or (ii) upon receipt by the transmitting party of confirmation or answer back if delivery is by email, facsimile or telegram; or (iii) upon delivery into United States mail if delivery is by postage paid first class mail. Each such notice shall be sent to the respective party at the address indicated below or to any other address or person as the respective party may designate by notice delivered pursuant hereto:

If to the Oakland University Board of Trustees:	PSAO Director Oakland University 420J Pawley Hall Rochester, Michigan 48309
If to the University General Counsel:	General Counsel Oakland University 203 Wilson Hall Rochester, MI 48309
If to the Academy:	Academy Board President Star International Academy 24425 Hass Dearborn Heights, Michigan 48127

Section 12.2. Severability. If any provision in this Contract is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Contract. If any provision of this Contract shall be or become in violation of any local, state or federal law, such provision shall be considered null and void, and all other provisions shall remain in full force and effect.

Section 12.3. Successors and Assigns. The terms and provisions of this Contract are binding on and shall inure to the benefit of the parties and their respective successors and permitted assigns.

Section 12.4. Entire Contract. Except as specifically provided in this Contract, this Contract sets forth the entire agreement between the University Board and the Academy with respect to the subject matter of this Contract. All prior contracts, representations, statements, negotiations, understandings, and undertakings are superseded by this Contract.

Section 12.5. Assignment. This Contract is not assignable by either the Academy or the University Board.

Section 12.6. Non-Waiver. Except as provided herein, no term or provision of this Contract shall be deemed waived and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether expressed or implied, shall constitute a consent to, waiver of, or excuse for any different or subsequent breach or default.

Section 12.7. Governing Law. This Contract shall be governed and controlled by the laws of the State of Michigan as to interpretation, enforcement, validity, construction, and effect, and in all other respects.

Section 12.8. Counterparts. This Contract may be executed in any number of counterparts. Each counterpart so executed shall be deemed an original, but all such counterparts shall together constitute one and the same instrument.

Section 12.9. Term of Contract. This Contract shall commence on the date first set forth above and shall remain in full force and effect for six (6) years until June 30, 2018, unless sooner terminated according to the terms hereof.

Section 12.10. Indemnification. As a condition to receiving a grant of authority from the University Board to operate a public school pursuant to the terms and conditions of this Contract, the Academy agrees to indemnify and hold the Oakland University Board of Trustees, Oakland University and its Board of Trustees members, officers, employees, agents, representatives, students or volunteers in their official and personal capacities harmless from and against any and all claims, demands, suits, damages, judgments or liabilities, losses or expenses, including attorney fees, and related expenses, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever and not caused by the sole negligence of the University, which arise out of or are in any manner connected with the University's receipt, consideration or approval of the Application, the University's approval of the Resolution or Authorizing Resolution, legal challenges to the validity of Part 6A of the Code or actions taken by the University as an authorizing body under Part 6A of the Code, the University's consideration of or issuance of a Contract, the Academy's preparation for and operation of a public school, or which are incurred as a result of the reliance of the University and its Board of Trustees members, officers, employees, agents or representatives upon information supplied by the Academy, or which arise out of the failure of the Academy to perform its obligations under this Contract. The foregoing provision shall not be deemed a relinquishment or waiver of any kind of governmental immunity provided under Section 7 of the Governmental Liability for Negligence Act, being MCL 691.1407 of the Michigan Compiled Laws.

Section 12.11. Construction. This Contract shall be construed fairly as to both parties and not in favor of or against either party, regardless of which party prepared the Contract.

Section 12.12. Force Majeure. If any circumstances occur which are beyond the control of the parties, which delay or render impossible the obligations of one or both of the parties, the parties' obligations to perform such services shall be postponed for an equivalent period of time or shall be canceled, if such performance has been rendered impossible by such circumstances.

Section 12.13. No Third Party Rights. This Contract is made for the sole benefit of the Academy and the University and no other person or entity, including without limitation, the Educational Service Provider. Except as otherwise provided, nothing in this Contract shall create or be deemed to create a relationship between the parties hereto, or either of them, and any third person, including a relationship in the nature of a third party beneficiary or fiduciary.

Section 12.14. Non-agency. It is understood that the Academy is not the agent of the University.

Section 12.15 Reliance on Warranties. The Academy represents and warrants, intending the University to rely thereon, that it is and will remain in compliance with Applicable Law and each provision of this Contract. The Academy further represents and warrants, intending the University to rely thereon, that it has obtained and will maintain all the licenses, authorizations and permits necessary in connection with the performance of its obligations under this Contract.

Section 12.16. University or PSAO General Policies on Public School Academies Shall Apply. Notwithstanding any provision of this Contract to the contrary, and with the exception of existing University or PSAO policies regarding public school academies which shall apply immediately, and general policies clarifying procedure and requirements applicable to public school academies under this Contract, as from time to time adopted or amended, will automatically apply to the Academy, provided they are not inconsistent with provisions of this Contract.

Section 12.17. Survival of Provisions. The terms, provisions, and representations contained in Section 11.2, Section 11.3, Section 12.10, Section 12.13 and any other provisions of this Contract that by their sense and context are intended to survive termination of this Contract shall survive.

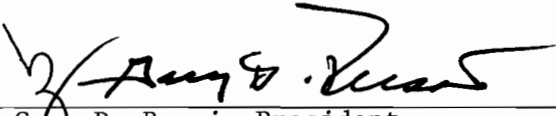
Section 12.18. Information Available to the Public.

- (a) Information to be provided by the Academy. The Academy shall make information concerning its operation and management, including without limitation the information described in Schedule 4, available to the public in the same manner and to the same extent as is required for public schools and school districts under Applicable Law.
- (b) Information to be provided by Educational Service Providers. If the Academy enters into an agreement with an Educational Service Provider for operation or management of the Academy, the Management Agreement shall contain a provision requiring the Educational Service Provider to make information concerning the operation and management of the Academy, including without limitation the information described in Schedule 4, available to the Academy as deemed necessary by the Academy Board in order to enable the Academy to fully satisfy its obligations under subparagraph (a).

Section 12.19. Termination of Responsibilities. Upon termination or revocation of the Contract, the University or its designee shall have no further obligations or responsibilities under this Contract to the Academy or any other person or persons in connection with this Contract.

As the designated representative of the Oakland University Board of Trustees, I hereby issue this Contract to the Academy on the date set forth above.

**OAKLAND UNIVERSITY
BOARD OF TRUSTEES**

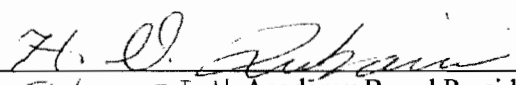
By: 

Gary D. Russi, President

Date: , 2012

As the authorized representative of the Academy, I hereby certify that the Academy is able to comply with the Contract and all Applicable Law, and that the Academy, through its governing board, has approved and agreed to comply with and be bound by of the terms and conditions of this Contract.

STAR INTERNATIONAL ACADEMY

By: 

Star Int'l, Academy Board President

Date: 8/6, 2012

CONTRACT SCHEDULES

Schedules

Articles of Incorporation.....	1
Bylaws.....	2
Fiscal Agent Agreement.....	3
Oversight, Compliance and Reporting Agreement.....	4
Description of Staff Responsibilities.....	5
Physical Plant Description.....	6
Required Information for Public School Academy.....	7

CONTRACT SCHEDULE 1

ARTICLES OF INCORPORATION

Michigan Department of Licensing and Regulatory Affairs

Filing Endorsement

This is to Certify that the RESTATED ARTICLES OF INCORPORATION - NONPROFIT

for

STAR INTERNATIONAL ACADEMY

ID NUMBER: 752724

received by facsimile transmission on August 28, 2012 is hereby endorsed

Filed on August 29, 2012 by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 29TH day of August, 2012.

Director

Bureau of Commercial Services

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS BUREAU OF COMMERCIAL SERVICES		
Date Received		(FOR BUREAU USE ONLY)

Intesar A. Elder, Esq.		
660 Woodward Avenue, Suite 2490		
Detroit	MI	48226

EFFECTIVE DATE: _____

Document will be returned to the name and address you enter above 

**AMENDED RESTATED ARTICLES OF INCORPORATION
For Use by Domestic Nonprofit Corporations**

OF

STAR INTERNATIONAL ACADEMY

Pursuant to the provisions of the Michigan Nonprofit Corporation Act of 1982, as amended (the "Act"), being MCL 450.2101 et seq., and Part 6A of the Revised School Code (the "Code") as amended, being Sections 380.501 et seq. of the Michigan Compiled Laws, the undersigned corporation executes the following Articles:

1. The name of the corporation is: Star International Academy
2. The identification number assigned by the Bureau is: 752-724
3. All former names of the corporation are: High Scope Academy
4. The date of filing the originals Articles of Incorporation was: August 11, 1998,

The following Restated Articles of Incorporation supersedes the Articles of Incorporation as amended and shall be the Articles of Incorporation for the corporation.

ARTICLE I

The name of the corporation is: Star International Academy

The authorizing body for the corporation is: Oakland University Board of Trustees ("University Board").

ARTICLE II

The purpose or purposes for which the corporation is organized are:

1. The corporation is organized for the purpose of operating as a public school academy in the State of Michigan pursuant to Part 6A of the Code, being Sections 380.501 to 380.507 of the Michigan Compiled Laws.

2. The corporation, including all activities incident to its purposes, shall at all times be conducted so as to be a governmental entity pursuant to Section 115 of the United States Internal Revenue Code ("IRC") or any successor law. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activity not permitted to be carried on by a governmental instrumentality exempt from federal income tax under Section 115 of the IRC or by a nonprofit corporation organized under the laws of the State of Michigan and subject to a contract to charter a public school academy ("Contract") authorized under the Code.

ARTICLE III

The corporation is organized on a non-stock, directorship basis.

The value of assets which the corporation possesses as of August 6, 2012 is:

Real Property: \$26,689,800 (buildings and adjoining land).

Personal Property: \$2,139,419 (furniture, equipment, and vehicles).

The corporation is to be financed under the following general plan:

- a. State school aid payments received pursuant to the State School Aid Act of 1979 or any successor law.
- b. Federal funds.
- c. Donations.
- d. Fees and charges permitted to be charged by public school academies.
- e. Other funds lawfully received.

ARTICLE IV

The address of the registered office is:

24425 Hass Street

Dearborn Heights, MI 48127

The mailing address of the registered office is the same. The name of the resident agent at the registered office is Nawal Hamadeh.

ARTICLE V

The corporation is a public school academy and a governmental agency performing essential public purposes and governmental functions of the State of Michigan. .

ARTICLE VI

The corporation and its incorporators, board members, officers, employees, and volunteers have governmental immunity as provided in section 7 of Act No. 170 of the Public Acts of 1964, MCL 691.1407.

ARTICLE VII

Before the issuance of a Contract to the corporation by the University Board, the method of selection, length of term, and the number of members of the Board of Directors of the corporation shall be approved by a resolution of the University Board as required by the Code.

ARTICLE VIII

The Board of Directors shall have all the powers and duties permitted by law to manage the business, property and affairs of the corporation.

ARTICLE IX

The officers of the corporation shall be a President, Vice-President, Secretary and a Treasurer, each of whom shall be a member of the Board of Directors and shall be selected by the Board of Directors. The Board of Directors may select one or more assistants to the Secretary or Treasurer, and may also appoint such other agents as it may deem necessary for the transaction of the business of the corporation.

ARTICLE X

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its directors, board, officers or other private persons, or organization organized and operated for a profit (except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article II hereof). Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by a governmental entity exempt from federal income tax under section 115 of the IRC, or comparable provisions of any successor law.

To the extent permitted by law, upon the dissolution of the corporation, the board shall after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation to the University Board for forwarding to the state school aid fund established under article IX, section 11 of the Constitution of the State of Michigan of 1963, as amended.

ARTICLE XI

These Articles of Incorporation shall not be amended except by the process provided in the Contract issued to the corporation by the University Board. This process is as follows:

The corporation, by a majority vote of its Board of Directors, may, at any time, propose specific amendments to these Articles of Incorporation or may propose a meeting to discuss potential revision to these Articles of Incorporation. The proposal will be made to the University Board through its designee. The University designee may review and approve amendments to these Articles of Incorporation, provided, however, if deemed material they must be reviewed and approved by the University's General Counsel, then by the University's Board of Trustees.

At any time and for any reason, the University Board or an authorized designee may propose changes to these Articles of Incorporation or may propose a meeting to discuss potential revision. The corporation's Board of Directors may delegate to an officer of the corporation the review and negotiation of changes or amendments to these Articles of Incorporation. The Articles of Incorporation shall be amended as requested by the University Board upon a majority vote of the corporation's Board of Directors.

Amendments to the Articles of Incorporation take effect only after this process is completed and the Articles of Incorporation are filed with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services. In addition, the corporation shall file with the amendment a copy of the University Board's or its designee's approval of the amendment.

ARTICLE XII

The definitions set forth in the Terms and Conditions incorporated as part of the Contract shall have the same meaning in these Articles of Incorporation.

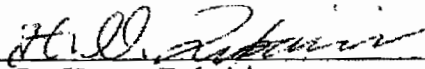
ADOPTION OF ARTICLES

These Restated Articles of Incorporation shall become effective upon filing. However, the corporation shall not carry out its purposes until the University Board issues a contract to operate a public school academy and the contract is executed by designated representatives of the corporation and the University Board.

These Restated Articles of Incorporation were duly adopted on 6th day of August, 2012, in accordance with the provisions of Section 642 of the Act. These Restated Articles of Incorporation restate, integrate, and do further amend the provisions of the Articles of Incorporation and were duly adopted by the Board of Directors. The necessary number of votes were cast in favor of these Restated Articles of Incorporation.

Signed this 6th day of August, 2012

By:



Dr. Hassan Dubaisi

Its:

President

445175

CONTRACT SCHEDULE 2

BYLAWS

BYLAWS
OF
STAR INTERNATIONAL ACADEMY

ARTICLE I

NAME

This organization shall be called Star International Academy (the “Academy” or “Corporation”).

ARTICLE II

FORM OF CORPORATION

The Academy is a governmental entity, organized as a non-profit, non-stock, directorship corporation.

ARTICLE III

OFFICES

Section 1. Principal Office. The principal office of the Corporation shall be located in the City of Dearborn Heights, County of Wayne, State of Michigan.

Section 2. Registered Office. The registered office of the Corporation may be the same as the principal office of the Corporation, but in any event must be located in the State of Michigan, and be the business office of the resident agent, as required by the Michigan Nonprofit Corporation Act. Changes in the resident agent and registered address of the Academy must be filed with the Michigan Department of Licensing and Regulatory Affairs, Commercial Services and reported to the Public School Academies Office.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. General Powers. The business, property and affairs of the Corporation shall be managed by the Academy Board of Directors (“Academy Board”). The Academy Board may exercise any and all of the powers granted to it under the Michigan Non-Profit Corporation Act or pursuant to Part 6A of the Revised School Code (“Code”). The Academy Board may delegate such powers to the officers and committees of the Academy Board as it deems necessary, so long as such delegation is consistent with the Articles, these Bylaws, the Contract and Applicable Law.

Section 2. University Board Resolution Establishing Method of Selection, Length of Term and Number of Academy Board Members. The method of selection and appointment, length of term, number of directors, oath of public office requirements, tenure, removal, resignation, compensation and prerequisite qualifications for members of the Academy Board

shall comply with the resolution adopted by the Oakland University Board of Trustees (the "University Board").

ARTICLE V

MEETINGS

Section 1. Annual and Regular Meetings. The Academy Board shall hold an annual meeting each year, as well as monthly meetings thereafter. The Academy Board shall provide, by resolution, the time and place, within the State of Michigan, for the holding of regular monthly meetings. The Academy Board shall provide notice of the annual and all regular monthly and special meetings to the Public School Academies Office and as required by the Open Meetings Act.

Section 2. Special Meetings. Special meetings of the Academy Board may be called by or at the request of the Academy Board President or any Director. The person or persons authorized to call special meetings of the Academy Board may fix the place within the State of Michigan for holding any special meeting of the Academy Board called by them, and, if no other place is fixed, the place of meeting shall be the principal business office of the Corporation in the State of Michigan. The Corporation shall provide notice of all special meetings to the Public School Academies Office and as required by the Open Meetings Act.

Section 3. Quorum. In order to legally transact business, the Academy Board shall have a quorum physically present at a duly called meeting of the Academy Board. A "quorum" shall be defined as follows:

<u># of Academy Board positions</u>	<u># required for Quorum</u>
Five (5)	Three (3)
Seven (7)	Four (4)
Nine (9)	Five (5)

Section 4. Manner of Acting. The Academy Board shall be considered to have "acted," when a duly called meeting of the Academy Board has a quorum present and the number of Academy Board members voting in favor of an action is as follows:

<u># of Academy Board positions</u>	<u># for Quorum</u>	<u># required to act</u>
Five (5)	Three (3)	Three (3)
Seven (7)	Four (4)	Four (4)
Nine (9)	Five (5)	Five (5)

If less than a quorum is present at a meeting, a majority of the Academy Board then present can adjourn the meeting, providing such notice as is required under the Open Meeting Act.

Section 5. Open Meetings Act. All meetings and committee meetings of the Academy Board shall at all times be in compliance with the Open Meetings Act.

Section 6. Notice to Directors. The Academy Board shall provide notice of any meeting to each Director stating the time and place of the meeting, with the delivery of such notice personally, by mail, facsimile or electronic mail to each Director at the Director's personal address or electronic mail address. If mailed, such notice shall be deemed to be delivered in the United States mail so addressed, with postage thereon prepaid. If notice is given by facsimile or electronic mail, such notice shall be deemed delivered when it is sent. Any Director may waive notice of any meeting by written statement sent by the Director to the Academy Board Secretary before or after the holding of the meeting. A Director's attendance at a meeting constitutes a waiver of the notice of the meeting required under this Section, except where a Director attends a meeting for the express purpose of objecting to the transaction or any business because the meeting is not lawfully called or convened.

Section 7. Votes By Directors. The Academy Board meeting minutes shall reflect the vote, whether in favor, in opposition or in abstention, of each Director present at the meeting.

ARTICLE VI

COMMITTEES

Section 1. Committees. The Academy Board, by resolution, may designate one or more committees, each committee to consist of one or more Directors selected by the Academy Board. As provided in the resolution as initially adopted, and as thereafter supplemented or amended by further resolution, the committees shall have such powers as delegated by the Academy Board, except (i) action in respect to the fixing of compensation for or the filling of vacancies on the Academy Board or in the offices of the Academy Board or committees created pursuant to this Section; (ii) amendments to the Articles of Incorporation or Bylaws; or (iii) any action the Academy Board cannot lawfully delegate under the Articles, the Contract, the Bylaws or Applicable Law. All committee meetings shall at all times be in compliance with the Open Meetings Act. Each committee shall fix its own rules governing the conduct of its activities and shall make such reports to the Academy Board of its activities as the Academy Board may request.

ARTICLE VII

OFFICERS OF THE BOARD

Section 1. Number. The officers of the Corporation shall be a President, Vice-President, Secretary, Treasurer, and such Assistant Treasurers and Assistant Secretaries or other officers as may be selected by the Academy Board.

Section 2. Election and Term of Office. The Academy Board shall elect its initial officers at its first duly noticed meeting. Thereafter, officers shall be elected annually by the Academy Board at the Corporation's annual meeting. If the election of officers is not held at that meeting, the election shall be held as soon thereafter as may be convenient. Each officer shall

hold office while qualified or until the officer resigns or is removed in the manner provided in Section 3.

Section 3. Removal. Any officer or agent elected or appointed by the Academy Board may be removed by a majority vote by the Academy Board whenever in its judgment the best interests of the Corporation would be served thereby.

Section 4. Vacancies. A vacancy in any office shall be filled by appointment by the Academy Board for the unexpired portion of the term of the vacating officer.

Section 5. President. The President of the Corporation shall be a member of the Academy Board. The President of the Corporation shall preside at all meetings of the Academy Board. If there is not a President, or if the President is absent, then the Vice-President shall preside. If the Vice-President is absent, then a temporary chair, chosen by the members of the Academy Board attending the meeting shall preside. The President shall be an ex officio member of any standing committees and when designated by the Academy Board, Chairperson of any standing committee established by the Academy Board. The President shall, in general, perform all duties incident to the office of President of the Academy Board as may be prescribed by the Academy Board from time to time.

Section 6. Vice-President. The Vice-President of the Corporation shall be a member of the Academy Board. In the absence of the President or in the event of the President's death, inability or refusal to act, the Vice-President shall perform the duties of President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to the Vice-President by the President or by the Academy Board.

Section 7. Secretary. The Secretary of the Corporation shall be a member of the Academy Board. The Secretary shall: (a) keep the minutes of the Academy Board meetings in one or more books provided for that purpose; (b) see that all notices, including those notices required under the Open Meetings Act, are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all authorized documents; (d) keep a register of the post office address of each Director; and (e) perform all duties incident to the office of Secretary and other duties assigned by the President or the Academy Board.

Section 8. Treasurer. The Treasurer of the Corporation shall be a member of the Academy Board. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the Corporation; (b) keep accurate books and records of corporate receipts and disbursements; (c) deposit all moneys and securities received by the Corporation in such banks, trust companies or other depositories as shall be selected by the Academy Board; (d) complete all required corporate filings; (e) assure that the responsibilities of the fiscal agent of the Corporation are properly carried out; and (f) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Academy Board.

Section 9. Assistants and Acting Officers. The Assistants to the officers, if any, selected by the Academy Board, shall perform such duties and have such authority as shall from

time to time be delegated or assigned to them by the Secretary or Treasurer or by the Academy Board. The Academy Board shall have the power to appoint any person to perform the duties of an officer whenever for any reason it is impractical for such officer to act personally. Such acting officer so appointed shall have the powers of and be subject to all the restrictions upon the officer to whose office the acting officer is so appointed except as the Academy Board may by resolution otherwise determine.

Section 10. Salaries. Officers of the Academy Board, as Directors of the Corporation, shall not be compensated for their services. By resolution of the Academy Board, Directors and officers of the Corporation may be reimbursed for reasonable expenses incident to their duties.

Section 11. Filling More Than One Office. Subject to the statute concerning the Incompatible Public Offices, Act No. 566 of the Public Acts of 1978, being Sections 15.181 to 15.185 of the Michigan Compiled Laws, any two offices of the Corporation except those of President and Vice-President may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity.

ARTICLE VIII

CONTRACTS, LOANS, CHECKS AND DEPOSITS; SPECIAL CORPORATE ACTS

Section 1. Contracts. The Academy Board may authorize any officer(s), agents, assistant(s) or acting officer(s), to enter into any contract, to execute and deliver any instrument, or to acknowledge any instrument required by law to be acknowledged in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances, but the appointment of any person other than an officer to acknowledge an instrument required by law to be acknowledged should be made by instrument in writing. When the Academy Board authorizes the execution of a contract or of any other instrument in the name of and on behalf of the Corporation, without specifying the executing officers, the President or Vice-President, and the Secretary or Treasurer may execute the same and may affix the corporate seal thereto. No contract entered into, by or on behalf of the Academy Board, shall in any way bind Oakland University or impose any liability on Oakland University, the University Board, its trustees, officers, employees or agents.

Section 2. Loans. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Academy Board. Such authority may be general or confined to specific instances. No loan, advance, overdraft or withdrawal by an officer or Director of the Corporation, other than in the ordinary and usual course of the business of the Corporation, shall be made or permitted. No loan entered into, by or on behalf of the Academy Board, shall in any way be considered a debt or obligation of Oakland University or impose any liability on Oakland University, the University Board, its trustees, officers, employees or agents. To avoid creating or perpetuating circumstances in which the possibility of favoritism, conflicts of interest, or impairment of efficient operations may occur, the Corporation will not issue a debt instrument (e.g. loan agreement, promissory note, mortgage, line of credit, etc.) to any person employed by the Corporation or any person who serves on the Academy Board. This prohibition also applies to

the issuance of a debt instrument to an entity owned or closely related to any Corporation employee or Academy Board member.

Section 3. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by resolution of the Academy Board.

Section 4. Deposits. Consistent with section 1221 of the Code, the Treasurer of the Academy shall deposit the funds of the Academy in a financial institution or in a joint investment authorized by the Code. All additional funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Academy Board may select, provided that such financial institution is eligible to be a depository of surplus funds under Section 6 of Act No. 105 of the Public Acts of 1855, as amended, being MCL 21.146 of the Michigan Compiled Laws.

Section 5. Voting of Securities Owned by this Corporation. Subject always to the specific directions of the Academy Board, any shares or other securities issued by any other Corporation and owned or controlled by this Corporation may be voted at any meeting of security holders of such other Corporation by the President of this Corporation or by proxy appointed by the President, or in the absence of the President and the President's proxy, by the Secretary or Treasurer of this Corporation or by proxy appointed by the Secretary or Treasurer. Such proxy or consent with respect to any shares or other securities issued by any other corporation and owned by this corporation shall be executed in the name of this Corporation by the President, the Secretary or the Treasurer of this Corporation without necessity of any authorization by the Academy Board, affixation of corporate seal or countersignature or attestation by another officer. Any person or persons designated in the manner above stated as the proxy or proxies of this Corporation shall have full right, power and authority to vote the shares or other securities issued by such other corporation and owned by this Corporation the same as such shares or other securities might be voted by this Corporation. This section shall in no way be interpreted to permit the Corporation to invest any of its surplus funds in any shares or other securities issued by any other corporation. This section is intended to apply, however, to all gifts, bequests or other transfers of shares or other securities issued by any other corporation which are received by the Corporation.

Section 6. Contracts Between Corporation and Related Persons; Persons Ineligible to Serve as Directors. Pursuant to the Code, each Director, officer or employee of the Academy shall comply with the Incompatible Public Office statute, Act No. 566 of the Public Acts of 1978, being sections 15.181 to 15.185 of the Michigan Compiled Laws, and the Contracts of Public Servants with Public Entities, Act No. 317 of the Public Acts of 1968, being sections 15.321 to 15.330 of the Michigan Compiled Laws. The Academy Board shall ensure compliance with the Contract and Applicable Law relating to conflicts of interest.

ARTICLE IX

INDEMNIFICATION

Each person who is or was a Director, officer or member of a committee of the Corporation and each person who serves or has served at the request of the Corporation as a Director, officer, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Corporation to the fullest extent permitted by the corporation laws of the State of Michigan as they may be in effect from time to time. The Corporation may purchase and maintain insurance on behalf of any such person against any liability asserted against and incurred by such person in any such capacity or arising out of his status as such, whether or not the Corporation would have power to indemnify such person against such liability under the preceding sentence. The Corporation may, to the extent authorized from time to time by the Academy Board, grant rights to indemnification to any employee or agent of the Corporation to the fullest extent provided under the laws of the State of Michigan as they may be in effect from time to time.

ARTICLE X

FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of July in each year.

ARTICLE XI

AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by (a) obtaining the affirmative vote of a majority of the Academy Board at any regular or special meeting of the Academy Board, if a notice setting forth the terms of the proposal has been given in accordance with the notice requirements for such meetings, (b) meeting any additional requirements set forth in the Contract to charter between the Academy and the University Board and (c) obtaining the written approval of the changes or amendments by the University President or his designee. Amendments to these Bylaws take effect only after they have been approved by both the Corporation's Academy Board and by the University Board or its designee.

ARTICLE XI

CONTRACT DEFINITIONS

The definitions set forth in the Terms and Conditions incorporated as part of the Contract shall have the same meaning in these Bylaws.

CERTIFICATION

The Academy Board certifies that these Bylaws were adopted as and for the Bylaws of a Michigan corporation in an open and public meeting, by [unanimous] consent of the Academy Board on the 6th day of August, 2012.



Secretary

CONTRACT SCHEDULE 3
FISCAL AGENT AGREEMENT

SCHEDULE 3

FISCAL AGENT AGREEMENT

This Agreement is part of the Contract issued by the Oakland University Board of Trustees ("University), an authorizing body as defined by the Revised School Code, as amended (the "Code"), to Star International Academy, a public school academy.

Preliminary Recitals

WHEREAS, pursuant to the Code and the Contract, the University, as authorizing body, is the fiscal agent for the Academy, and

WHEREAS, the University is required by law to forward any State School Aid Payments received from the State of Michigan ("State") on behalf of the Academy to the Academy,

NOW, THEREFORE, in consideration of the premises set forth below, the parties agree to the following:

ARTICLE I

DEFINITIONS AND INTERPRETATIONS

Section 1.01. Definitions. Unless otherwise provided, or unless the context requires otherwise, the following terms shall have the following definitions:

"Account" means an account established by the Academy for the receipt of State School Aid Payments at a bank, savings and loan association, or credit union which has not been deemed ineligible to be a depository of surplus funds under Section 6 of Act No. 105 of the Public Acts of 1855, being Section 21.146 of the Michigan Compiled Laws.

"Agreement" means this Fiscal Agent Agreement.

"Fiscal Agent" means the University or an officer or employee of Oakland University.

"Other Funds" means any other public or private funds which the Academy receives and for which the University Board voluntarily agrees to receive and transfer to the Academy.

"State School Aid Payment" means any payment of money the Academy receives from the State School Aid Fund established pursuant to Article IX, Section 11 of the Michigan Constitution of 1963 or under the State School Aid Act of 1979, as amended.

"State" means the State of Michigan.

"State Treasurer" means the office responsible for issuing funds to public school academies for State School Aid Payments pursuant to the School Aid Act of 1979, as amended.

ARTICLE II

FISCAL AGENT DUTIES

Section 2.01. Receipt of State School Aid Payments and Other Funds. The University is the Fiscal Agent for the Academy for the limited purpose of receiving State School Aid Payments. By separate agreement, the University and the Academy may also agree that the University will receive Other Funds for transfer to the Academy. The Fiscal Agent will receive State School Aid Payments from the State, as provided in Section 3.02.

Section 2.02. Transfer to Academy. Except as provided in Article X of the Terms and Conditions and in the Oversight Agreement, the Fiscal Agent shall transfer all State School Aid Payments and all Other Funds received on behalf of the Academy to the Academy within ten (10) business days of receipt or as otherwise required by the provisions of the State School Aid Act of 1979 or applicable State Board rules. The State School Aid Payments and all Other Funds shall be transferred into the Account designated by a resolution of the Board of Directors of the Academy and by a method of transfer acceptable to the Fiscal Agent.

Section 2.03. Limitation of Duties. The Fiscal Agent has no responsibilities or duties to verify the Academy's pupil membership count, as defined in the State School Aid Act of 1979, as amended, or to authorize, to approve or to determine the accuracy of the State Aid School Payments received on behalf of the Academy from the State Treasurer. The duties of the Fiscal Agent are limited to the receipt and transfer to the Academy of State School Aid Payments and Other Funds received by the Academy. The Fiscal Agent shall have no duty to monitor or approve expenditures made by the Academy Board.

Section 2.04. Academy Board Requests for Direct Intercept of State School Aid Payments. If the Academy Board directs a portion of its State School Aid Payments be forwarded by the Fiscal Agent to a third party account for the payment of Academy debts and liabilities, the Academy shall submit to the Charter Schools Office: (i) a copy of the Academy Board's resolution authorizing the direct intercept of State School Aid Payments; and (ii) a copy of a State School Aid Payment Agreement and Direction document that is in a form and manner acceptable to the Fiscal Agent.

ARTICLE III

STATE DUTIES

Section 3.01 Eligibility for State School Aid Payments. The State, through its Department of Education, has sole responsibility for determining the eligibility of the Academy to receive State School Aid Payments. The State, through its Department of Education, has sole responsibility for determining the amount of State School Aid Payments, if any, the Academy shall be entitled to receive.

Section 3.02. Method of Payment. Each State School Aid Payment for the Academy will be made to the Fiscal Agent by the State Treasurer by issuing a warrant and delivering the warrant to the Fiscal Agent by electronic funds transfer into an account specified by the Fiscal Agent, or by such other means deemed acceptable to the Fiscal Agent. The State shall make State School Aid Payments at the times specified in the State School Aid Act of 1979, as amended.

ARTICLE IV

ACADEMY DUTIES

Section 4.01. Compliance with State School Aid Act. In order to assure that funds are available for the education of pupils, an Academy shall comply with all applicable provisions of the State School Aid Act of 1979, as amended.

Section 4.02. Expenditure of Funds. The Academy may expend funds that it receives from the State School Aid Fund for any purpose permitted by the State School Aid Act of 1979 and may enter into contracts and agreements determined by the Academy as consistent with the purposes for which the funds were appropriated.

Section 4.03. Mid-Year Transfers. Funding for students transferring into or out of the Academy during the school year shall be in accordance with the State School Aid Act of 1979 or applicable State Board rules.

Section 4.04. Repayment of Overpayment. The Academy shall be directly responsible for reimbursing the State for any overpayments of State School Aid Payments. At its option, the State may reduce subsequent State School Aid Payments by the amount of the overpayment or may seek collection of the overpayment from the Academy.

Section 4.05. Deposit of Academy Funds. The Academy Board agrees to comply with Section 1221 of the Revised School Code, being MCL 380.1221, regarding the deposit of State School Aid Payments and Other Funds received by the Academy.

ARTICLE V

RECORDS AND REPORTS

Section 5.01. Records. The Fiscal Agent shall keep books of record and account of all transactions relating to the receipts and disbursements of the State School Aid Payments and Other Funds received, deposited or transferred for the benefit of the Academy, and these books shall be available for inspection at reasonable hours and under reasonable conditions by the Academy and the State.

ARTICLE VI

CONCERNING THE FISCAL AGENT

Section 6.01. Representations. The Fiscal Agent represents that it has all necessary power and authority to enter into this Agreement and undertake the obligations and responsibilities imposed upon it in this Agreement and that it will carry out all of its obligations under this Agreement.

Section 6.02. Limitation of Liability. The liability of the Fiscal Agent to transfer funds to the Academy shall be limited to the amount of State School Aid Payments as are from time to time delivered by the State and the amount of Other Funds as delivered by the source of those funds.

The Fiscal Agent shall not be liable for any action taken or neglected to be taken by it in good faith in any exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Agreement, nor shall the Fiscal Agent be responsible for the consequences of any error of judgment; and the Fiscal Agent shall not be answerable except for loss through its gross negligence or willful default.

The Fiscal Agent shall not be liable for any deficiency in the State School Aid Payments received from the State Treasurer to which the Academy was properly entitled. The Fiscal Agent shall not be liable for any State School Aid overpayments made by the State Treasurer to the Academy for which the State subsequently seeks reimbursement.

Acknowledgment of Receipt

The undersigned, on behalf of the State of Michigan, Department of Treasury, acknowledges receipt of the foregoing Fiscal Agent Agreement that is part of the Contract issued by the Oakland University Board of Trustees to Star International Academy.

BY: _____



Joseph L. Fielek, Director
Bureau of Bond Finance
Michigan Department of Treasury

Date: September 28 2012

CONTRACT SCHEDULE 4

OVERSIGHT AGREEMENT

SCHEDULE 4

OVERSIGHT AGREEMENT

This Agreement is part of the Contract issued by the Oakland University Board of Trustees ("University"), an authorizing body as defined by the Revised School Code, as amended (the "Code"), to Star International Academy (the "Academy"), a public school academy.

Preliminary Recitals

WHEREAS, the University, subject to the leadership and general supervision of the State Board of Education over all public education, is responsible for overseeing the Academy's compliance with the Contract and all Applicable Law,

NOW, THEREFORE, in consideration of the premises set forth below, the parties agree to the following:

ARTICLE I

DEFINITIONS AND INTERPRETATIONS

Section 1.01. Definitions. Unless otherwise provided, or unless the context requires otherwise, the following terms shall have the following definitions:

"Agreement" means this Oversight Agreement.

"Compliance Certification Duties" means the Academy's duties set forth in Section 2.02 of this Agreement.

"Public Schools Academy Office" means the office designated by the University as the initial point of contact for public school academy applicants and public school academies authorized by the University. The Public Schools Academy Office is responsible for administering the Oversight Responsibilities with respect to the Contract.

"Oversight Responsibilities" means the University's oversight responsibilities set forth in Section 2.01 of this Agreement.

"State School Aid Payment" means any payment of money the Academy receives from the state school aid fund established pursuant to Article IX, Section 11 of the Michigan Constitution of 1963 or under the State School Aid Act of 1979, as amended.

ARTICLE II

OVERSIGHT AND COMPLIANCE CERTIFICATION RESPONSIBILITIES

Section 2.01. Oversight Responsibilities. The Public Schools Academy Office, as it deems necessary to fulfill the University Oversight Responsibilities, may undertake the following:

- a. Conduct a review of the Academy's audited financial reports as submitted, including the auditor's management letters, and report to the University any exceptions as well as any failure on the part of the Academy to meet generally accepted public sector accounting principles.
- b. Conduct a review of the records, internal controls or operations of the Academy to determine compliance with the Contract and Applicable Law.
- c. Conduct a meeting annually between the Academy Board of Directors and a designee of the University.
- d. Institute action pursuant to the terms of the Contract to suspend, revoke or amend the Contract.
- e. Monitor the Academy's compliance with the Contract, the Code, and all other Applicable Law.
- f. Request periodic reports from the Academy regarding any aspect of its operation, including, without limitation, whether the Academy has met or is achieving its targeted educational goals and applicable academic performance standards set forth in the Contract.
- g. Request evidence that the Academy has obtained the necessary permits and certificates of compliance to operate as a public school from the applicable governmental agencies, including, without limitation, the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes and the Bureau of Fire Services, and local health departments.
- h. Determine whether the Academy has failed to abide by or meet the educational goals or applicable academic performance standards as set forth in the Contract.
- i. Provide supportive services to the Academy as deemed necessary and/or appropriate by the University Board or its designee.
- j. Evaluate whether the Michigan Educational Assessment Program(s), nationally recognized norm-referenced achievement test(s) or other assessment programs selected by the Academy are or have been appropriately administered to the Academy's student population, goals and programs.

k. Take other actions, as authorizing body, as permitted or required by the Code.

Section 2.02. Compliance Certification Duties. The Academy agrees to perform all of the following Compliance Certification Duties:

a. Submit information to the Public Schools Academy Office in accordance with the Master Calendar of Reporting Requirements adopted by the Public Schools Academy Office. The Master Calendar may be amended from time to time as deemed necessary by the Public Schools Academy Office Director.

b. Submit quarterly financial reports to the Public Schools Academy Office in a form and manner determined by the Public Schools Academy Office. Submit other financial reports as established by the Public School Academy Office.

c. Permit inspection of the Academy's records and/or premises at any reasonable time by the Public Schools Academy Office.

d. Report to the Public Schools Academy Office and General Counsel for the University within ten (10) business days of receipt of notice any litigation or formal proceedings alleging violation of any Applicable Law by the Academy.

e. Upon request, provide copies of information submitted to the Michigan Department of Education, the Superintendent of Public Instruction, or State Board of Education to the Public Schools Academy Office within ten (10) business days of submission .

f. Provide proposed minutes of all Academy Board of Directors' meetings to the Public Schools Academy Office no later than ten (10) business days after such meeting, and provide approved final minutes to the Public Schools Academy Office within five (5) business days after the minutes are approved.

g. Submit to the Public Schools Academy Office prior to the issuance of the Contract, copies of insurance policies evidencing all insurance as required by the Contract and proof of naming of University as an additional insured. The Public Schools Academy will properly maintain the necessary insurance certificates evidencing the insurance required by this Agreement.

h. Submit to the Public Schools Academy Office a copy of the Academy's lease, deed or other purchase arrangement for its physical facilities as required by the Contract.

i. Submit to the Public Schools Academy Office, copies of all fire, health and safety approvals required by Applicable Law for the operation of a school.

j. Submit annually to the Public Schools Academy Office, the dates, times and a description of how the Academy will provide notice of the Academy's pupil application and enrollment process. The Academy's pupil application and enrollment admission process must be conducted in a fair and open manner in compliance with the Contract and the Code. At a minimum, the Academy shall make a reasonable effort to advertise its enrollment openings by newspaper, mail, media, internet or other acceptable communication process. All Academy notices of the open enrollment period must include language that the open enrollment period includes evening and weekend times for enrolling students in the Academy. In addition, the Academy must set forth in all public notices the date for the holding of a random selection drawing if such a drawing becomes necessary.

k. Upon receipt from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes and the Bureau of Fire Services, the Academy shall submit to the Public School Academy Office a copy of any Certificate of Occupancy approval for the Academy's school facility outlined in Schedule 6. The Academy shall not occupy or use the school facility identified in Schedule 6 until such facility has been approved for occupancy by the Bureau of Construction Codes and the Bureau of Fire Services or other local authorized building department.

l. Submit to the Public Schools Academy Office copies of ESP agreements, if any, in compliance with the Contract and the Code.

m. By July 1st of each year, the Academy Board shall provide a copy of the Academy Board's public meeting schedule for the upcoming school year. The Academy Board's public meeting schedule shall include the date, time and location of the public meetings for the upcoming school year. Within ten (10) business days of Academy Board approval, the Academy Board shall provide a copy to the Public Schools Academy Office of any changes to the Academy Board public meeting schedule. All of the Academy Board's public meetings will be conducted in compliance with the Michigan Open Meetings Act, MCL 15.261, et seq.

n. Prior to December 31 of each year and whenever necessary thereafter, the Academy Board shall approve and submit a revised operating school budget that includes, without limitation, the following: (i) the total projected amount of state school aid revenues based on the Academy's September pupil membership count; (ii) revised personnel costs; (iii) any start-up expenses incurred by the Academy; and (iv) the total amount of short-term cash flow loans obtained by the Academy. The Academy will make budget revisions in a manner prescribed by law. Within ten (10) days of the Academy Board approving the budget (original and amended, if applicable), the Academy shall place a copy of that budget on the Academy's website within a section of the website that is accessible to the public.

o. Submit to the Public Schools Academy Office, the official enrollment of the Academy, once each semester after the official count date for the state of Michigan.

- p. Submit to the Public Schools Academy Office immediately upon receipt of the Academy Board, copies of any and all documents, materials and other items provided or submitted to the Academy Board, regardless of the identity of the party providing or submitting such information (unless the disclosure of such information would breach the Academy's attorney-client privilege), and regardless of whether such items are submitted or provided before, during or after an open or closed meeting of the Academy Board.
- r. Permit attendance of personnel of the Public School Academy Office or their designee(s) to the Academy Board's closed meeting sessions. The Academy will provide the Academy Office with reasonable notice of any such meeting.

To the extent that any dates for the submission of materials by the Academy under Section 2.02 conflict with dates set forth in the Master Calendar, the dates in the Master Calendar shall control.

Section 2.03. Waiver and Delegation of Oversight Procedures. The University or its designee and the Academy may agree to modify or waive any of the Oversight Duties or Compliance Certification Duties. The University may delegate its Oversight Duties, or any portion of its Oversight Duties, to an officer of the University or other designee.

ARTICLE III

RECORDS AND REPORTS

Section 3.01. Records. The Academy will keep records in which complete and correct entries shall be made of all Compliance Certification Duties conducted, and these records shall be available for inspection at reasonable hours and under reasonable conditions by the Public Schools Academy Office.

Section 3.02 Filing Place. All documents and information required to be filed with or submitted to the University pursuant to this Agreement will be submitted to the Public School Academy Office, School of Education and Human Services, Oakland University, 420 Pawley Hall, Rochester, MI 48309-4401.

ARTICLE IV

MISCELLANEOUS

Section 4.01. Administrative Fee. The Academy agrees to pay to the University an administrative fee of 3% of the State School Aid Payments received by the Academy. This fee shall be retained by the University from each State School Aid Payment received by the University Board for forwarding to the Academy. This fee shall compensate the University for overseeing the Academy's compliance with the Contract and all Applicable Law and other related activities for which compensation is permissible.

Section 4.02. Time of the Essence. Time shall be of the essence in the performance of obligations from time to time imposed upon the Academy and the University by this Agreement.

ARTICLE V

TRANSPARENCY PROVISION

Section 5.01. Information to Be Made Publicly Available by the Academy and ESP.

A. Information to Be Made Publicly Available by the Academy. The following described categories of information are specifically included within those to be made available to the public and the Public Schools Academy Office by the Academy in accordance with Section 12.17(a) of the Terms and Conditions:

1. Copy of the Contract
2. Copies of the executed Constitutional Oath of public office form for each serving Director
3. List of currently serving Directors with name, address, and term of office
4. Copy of the Academy Board's meeting calendar
5. Copy of public notice for all Academy Board meetings
6. Copy of Academy Board meeting agendas
7. Copy of Academy Board meeting minutes
8. Copy of Academy Board approved budget and amendments to the budget
9. Copies of bills paid for amounts of \$10,000.00 or more as submitted to the Academy Board
10. Copy of the quarterly financial reports submitted to the Public Schools Academy Office
11. Copy of curriculum and other educational materials given to the Public Schools Academy Office
12. Copy of school improvement plan (if required)
13. Copies of facility leases, mortgages, modular leases and/or deeds
14. Copies of equipment leases
15. Proof of ownership for Academy owned vehicles and portable buildings
16. Copy of Academy Board approved ESP Agreement(s)

17. Copy of Academy Board approved services contract(s)
18. Office of Fire Safety certificate of occupancy for all Academy facilities
19. MDE letter of continuous use (if required)
20. Local County Health Department food service permit (if required)
21. Asbestos inspection report and Asbestos management plan (if required)
22. Boiler inspection certificate and lead based paint survey (if required)
23. Phase 1 environmental report (if required)
24. List of current Academy teachers and school administrators with names and addresses and their individual salaries as submitted to the Registry of Educational Personnel
25. Copies of administrator and teacher certificates or permits for all current administrative and teaching staff
26. Evidence of fingerprinting, criminal back-ground and record checks and unprofessional conduct check required by the Code for all Academy teachers and administrators
27. Academy Board approved policies
28. Copy of the annual financial audit and any management letters issued to the Academy Board
29. Proof of insurance as required by the Contract
30. Any other information specifically required under the Code

B. Information to Be Made Publicly Available by the ESP. The following information is specifically included within the types of information available to the Academy by the Educational Service Provider (if any) in accordance with Section 12.17(b) of the Terms and Conditions:

1. Any information needed by the Academy in order to comply with its obligations to disclose the information listed under Section 5.01(A) above

CONTRACT SCHEDULE 5

DESCRIPTION OF STAFF RESPONSIBILITIES

Description of Staff Responsibilities

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article III, Section 3.6., the Academy is authorized to employ or contract for personnel according to the position information outlined in this schedule. Before entering into an agreement with an educational service provider or an employee leasing company to provide services or to provide personnel to perform services or work at the Academy, the Academy Board must first comply with the Educational Service Provider Policies adopted by Public Schools Academy Office.

- Accounting Manager
- Administrative Assistant – Library Technician
- Administrative Assistant – Central Office
- Administrative Assistant – Main Office
- Administrative Assistant – Principal’s Secretary
- Arabic Program Improvement Monitor
- Assistant Principal/Athletic Director
- Assistant Principal for Academics
- Assistant Principal for Student Affairs
- Assistant Principal
- Athletic Program Coordinator/ESL Teacher
- Bus Driver/Maintenance
- Central Office Administrator
- Chief Cook
- Assistant Cook/Lunch Aide
- Curriculum Coordinator
- Food Services Program Coordinator
- Special Programs Coordinator
- Substitute Services Coordinator
- Arabic Language Program Coordinator
- Elementary Program Coordinator
- Elementary/PYP Program Coordinator
- IB Program Coordinator
- IB/PYP Program Coordinator
- ESL Tutorial Program Coordinator
- Counselor and Grant Director
- Counselor
- Custodial/Maintenance Staff
- Custodial/Maintenance/Transportation
- Custodian
- Department Head/Teacher
- Department Head
- Human Resources Director
- Operations Director

- Staff Mentoring and Coaching Director
- IB Programs Electives Director
- Early Childhood Specialist/Tutorial Coordinator
- Early Childhood Specialist
- Early Childhood Director
- Facility/Transportation Manager
- Food Services/Hallway Supervisor
- Human Resources Generalist
- IB – PYP Director
- Improvement and Monitoring Officer
- Instructional Resources Developer
- Instructional Technician
- Lead Library Technician
- School Involvement and Student Affairs Liaison
- Student Affairs Liaison
- Student Discipline Liaison
- Library and Media Technician
- Library Technician
- Lunch Aide
- Lunch Cashier
- Lunch Monitor
- Lunch Supervisor
- Nurse Aide
- Office Manager/Admissions Officer
- Nurse Aid Paraprofessional
- Paraprofessional
- Principal/Assistant Superintendent
- Principal
- Reading Recovery/Instructional Support
- Reading Recovery Substitute/Administrative Support
- Reading Specialist Recovery
- School Building Director
- School Involvement Liaison
- School Social Worker
- Substitute/Paraprofessional
- Teacher



Hamadeh Educational Services, Inc. Job Description

Job Title: Accounting Manager	Department: Accounting
Supervisor: Superintendent & CAO	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Superintendent schedules, plans, organizes, assigns, reviews, and manages Academies accounting and financial services activities; performs related work as required; establishes and revises accounting procedures; conducts accounting analysis and prepares financial statements; and assists the Superintendent in all aspects of budget preparation, planning, analysis, and monitoring.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Plans and organizes the work of the accounting staff within the Fiscal Services Department, including budget control records, and the proper receipt and disbursement of funds, cafeteria accounting, pupil attendance, special projects, internal auditing and other fiscal activities.
- Prepares Year-end financials and schedules needed by CPA firm
- Plans, organizes, manages, and coordinates a variety of technical business, accounting, and financial functions.
- Develops the Annual Budgets, and Budget Amendments as required by the Board of Directors

SUPERVISION AND IMPLEMENTATION

- Advises senior management, including the Board of Directors, Superintendent, and Chief Administrative Officer, concerning district accounting and financial services, budget, fiscal stability of district programs, and internal control.
- Supervises and evaluates the work of the accounting staff within the Fiscal Services Department, including budget control records, and the proper receipt and disbursement of funds, cafeteria accounting, pupil attendance, special projects, internal auditing and other fiscal activities.
- Recommends changes to the department and procedures to ensure cost effective accomplishment of goals and objectives.
- Recommends and assists in the formulation and implementation of policies and procedures related to fiscal activities; performs analytical studies in the formulation and implementation of new policies and procedures. Identifies and recommends methods to improve operational procedures and internal control.
- Tracks invoices to ensure the prompt payment of outstanding invoices before late fees are charged or services delayed
- Organizes, motivates, directs and/or supervises the activities of others engaged in various school business activities
- Establishes priorities and delegates effectively.

PROFESSIONAL LEARNING OPPORTUNITIES

- Coordinates, Participates, & Oversees all Financial meetings and activities
- Plans, organizes, recommends and directs in-service training and development, including determining training needs of programs.
- Plans and sets own goals for self improvement consistent with the job requirements and/or school needs.

- Plays a significant role in fostering professional growth and providing professional assistance to staff as required.
- Attends Staff meetings and training sessions as may be needed and implements new strategies accordingly.
- Serves on applicable Committees.
- Participates in the documentation of meeting minutes and PLOs where applicable
- Evaluates and recommends PLO needs for accounting staff

RESULTS AND DATA MANAGEMENT

- Maintains records of expenditures and income, fund balances, reserves and appropriations, and prepares regular reports concerning District financial conditions.
- Prepares journal vouchers and makes adjusting and closing entries; prepares, plans and supervises activities related to year-end closing.
- Processes Bank Deposits, and Reconciliates bank accounts and balance sheets with school's accounting system.
- Enters accounts payable check requests and cash disbursements.
- Enters all transactions related to Payroll, Payroll Taxes using outside payroll service, and other Employee Benefits.
- Tracks invoices to ensure prompt payments are made before late fees are charged or services delayed.
- Prepares general journal adjustments and accruals, reviews trial balance in order to prepare monthly Financial Statements.
- Develops and administers a large, complex budget and Chart of Accounts and uses data to guide in decision makings.

REPORTING AND COMPLIANCE

- Maintains the integrity of the accounting systems/records. Assures that financial income and expenditure transactions and records are in compliance with federal, state, and county rules, regulations and requirement and that Districts policies and procedures are met; assures compliance with audit requirements.
- Assists the Superintendent and Chief Administrative Officer in the preparation and monitoring of the budget.
- Prepares a variety of District financial statements and conduct special audits, or analytical studies to assist in the compliance with policies and regulations of new or revised programs.
- Reviews financial reports, receipts, disbursement records and computer print-outs to assure accuracy and completeness; makes corrections and adjustments as necessary.
- Interprets and implements the rules, state and federal regulations, and policies of the Board of Education, as they relate to assigned areas of responsibility.
- Develops Monthly, and Quarterly Budgets vs. Actual Analysis Reports, and Balance Sheet for the Board of Directors.
- Prepares other yearly Reports as required by the Department of Education (School Meals year-end Report, Transportation Expenditures Report, and Special Education Actual Cost Report).
- Develops the Annual Budgets, and Budget Amendments as required by the Board of Directors.
- Prepares Year-end financials and schedules needed by CPA firm.
- Submits yearly Audited Financial Information on line via FID (Financial Information Database).
- Insures compliance of fiscal policies and procedures with applicable statutes and regulations Prepares and presents clear and concise financial analysis and reports.
- Analyzes and interprets legislation affecting school fiscal and budgetary operations.
- Assimilates and evaluates data and prepares sound recommendations based upon such information

ADMINISTRATIVE QUALITIES

- Maintains communication with various Districts and county departments and personnel to answer questions, obtain information and resolve issues; provides information concerning related accounting functions.
- Maintains communication with the superintendent of main issues and concerns that arise
- Communicates with vendors and employees to arrange payment or resolve discrepancies as necessary; assists assigned personnel with difficult and complex issues.
- Follows an organizational system for documenting and communicating progress and concerns
Makes public presentations to large groups, explaining complex issues in an understandable way.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisor or her designee

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by HES President or by Chief Officer of Personnel Administration (COPA) in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

KNOWLEDGE OF:

- Accounting and Fiscal control procedures and methods.
- Theory and practice of modern school management applicable to such functions as

accounting, payroll, budget, internal auditing, purchasing, contract administration, management information systems, records retention.

- Organization, personnel supervision, staff training, and management development techniques
- Fiscal and budgeting principles of practices.
- Financial analysis and record keeping techniques.
- Laws applicable to financial procedures and funding in public schools, and the Michigan Department of Education Code provisions pertaining to school accounting, and procedures for handling state and federal funds.
- Legal contracts and other binding agreements.

ABILITY TO:

- Speak and write clearly and concisely.
- Establish and maintain effective relationships with those contacted in the course of work.
- Operate a variety of office equipment including a computer terminal/personal computer.

EDUCATION /TRAINING

- Any combination equivalent to a bachelor's degree in business administration, finance, accounting or related field, with a specialization in public or school administration
- Minimum of three years of experience in administrative positions with financial management/accounting responsibilities for a school district with multiple business functions or on organization or firm with at least 100 employees.
- Specific financial management experience in at least three or more of the following areas would be desirable; accounting, budgeting, auditing, finance, insurance, or information systems.
- Any other combination of training and/or experience which demonstrates an applicant is likely to possess the required skills, knowledge and abilities may be considered; a master's degree in one of the above fields is highly desirable.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Administrative Assistant-Library Technician	Department: Instruction
Supervisor: Lead Library Technician	Date Issued:

BASIC FUNCTION:

Under the supervision of the building principal assists in the smooth and efficient operation of the school library and in the full utilization of services, materials and resources offered to school, students, and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in planning for library related program and events, by preparing material, setting up, supervising during the event and any other duties that may be required.
- Participates in department improvement plan by sharing ideas and input to enhance services and programs.
- Provides for effective management of library, to ensure smooth operation, maximize benefits to staff and students and ensure they are in compliance with the mandated rules and regulations
- Collaborates with the Lead Library Technician to implement the school-wide and district Library programs and policies.
- Assists in library scheduling, circulation, acquisitions, cataloging and other operational activities or functions of the library.
- Ensures appropriate appearance, décor and learning environment of the library; and assists in creating, maintaining, and updating displays and signage.
- Distributes and schedules all technology equipment used for instructional purposes such as video cameras, digital cameras, VCR's, DVD players, projectors, TVs, cables for video streaming, etc., ensuring they are in good condition and have charged batteries.
- Demonstrates flexibility as to unscheduled assignments and/or placements Collaborates with the library staff team members to meet the scheduled service timely and efficiently.

SUPERVISION AND IMPLEMENTATION

- Supervises students in the library following the guidelines and recommendations of supervisor.
- Carries out the library's daily routines and activities and maintains a safe and enjoyable learning environment.
- Opens circulation desk for services on a daily basis including processing of holds, requests, overdue notices and inventory.
- Assists students and staff in the circulation procedures and policies of library materials.
- Performs all circulation related functions including check-in and checkout of materials.
- Processes laminating requests as authorized by supervisor and consistent with the policies stated in the Library Manual.
- Responsible for shelving, straightening and shelf reading of library materials and for maintaining library environment.
- Pulls library materials which need to be mended, discarded and/or replaced.
- Assists in cataloging of newly acquired materials, and Processes them for circulation.
- Assists in acquiring, labeling and taking inventory of library materials and resources as assigned.
- Responsible for scheduling, setup, and maintenance of media equipment for presentations for special events and inside the classroom

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs, develops work-related goals and objectives and seeks ways to improve and enhance work related skills and knowledge for self improvement consistent with the department needs.
- Attends Staff meetings and training sessions/programs, conferences, courses or other aspects of professional growth as may be needed or required for the position.
- Attends all Parent- Teacher Conferences, Open Houses, Orientations, workshops, and other in-service programs as well as any other school events as required by supervisor and/or Superintendent.
- Assists in training of volunteers and community service student library assistants.
- Assists with media training for staff

RESULTS AND DATA MANAGEMENT

- Updates databases, spreadsheets and lists to effectively impact decision-making, goal setting and planning/awarding student achievement.
- Monitors all incoming and outgoing book orders.
- Prepares, receives and verifies library related orders.
- Collects and records fines for overdue or damaged materials.
- Implements circulation processes and monitors records to ensure timely return of material checked out.
- Performs a variety of clerical and computer-related tasks as assigned including preparation of spread sheets for purchase orders and data tracking.
- Oversees students to ensure proper behavior is demonstrated and executes discipline measures when needed.

REPORTING AND COMPLIANCE

- Completes all required paperwork in an accurate and timely manner.
- Adheres to all district, school and department-wide policies, procedures and code of ethics in daily operations.
- Reports issues and concerns to Director of Libraries in a prompt and professional manner.
- Participates in the documentation of PLOs where applicable.

ADMINISTRATIVE QUALITIES

- Maintains positive relationships with administration, staff, students and parents.
- Utilizes an organizational system for documenting and communicating student progress and concerns with all Stakeholders,
- Maintains professional appearance and behaves in a manner appropriate to a public setting.
- Performs reliably, dependably with a good record of attendance, and punctually, considering the impact of his/her attendance on student achievement.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Completes and timely submits all required data and reports.
- Performs other duties as may be assigned by the supervisor, HES President or her/his delegate.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor or HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her/him in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Must be familiar with the library filing systems.
- Must be familiar with basic technology set ups such as TV's, VCR's, and DVD Players, Digital Cameras, PC-TV Adapters, Projectors, PA Sound System, and Video Recording equipment.
- Experience with inventorying and attention to detail accuracy
- Must be able to work in a multicultural environment
- Must be dedicated to KIDS.
- Flexible, open-minded, and self-driven team member.

EDUCATION/TRAINING:

- Associates degree or higher
- Must be computer literate, well versed with the State "Computer Literacy Standards"
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Administrative Assistant-Central Office	Department: Human Resources
Supervisor: Human Resources Director	Date Issued:

BASIC FUNCTION:

Under the direction of the Human Resources Director, to compile and keep records, issue reports, and otherwise relieve officials of clerical work and minor administrative and office details.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Handles and redirects phone calling of employees, job applicants, parents, suppliers, other callers and requests for information. Checks phone messages three times daily.
- Receives resumes and job applications, and sort per Human Resources policies and specifications
- Prepares outgoing mail as requested.
- Schedules appointments for the Human Resources Director as requested
- Participates in department improvement plan by sharing ideas and inputs to enhance services and programs
- Assists in planning and organizing departmental records.
- Plans and follows an efficient organization, documentation and communication system including the planning of daily tasks and activities.
- Creates an effective method of managing, compiling and tracking department documentation, communication, and record keeping.
- Sets clear goals and objectives for the department and participates in departmental improvement plans by sharing ideas and input to enhance services and programs.

SUPERVISION AND IMPLEMENTATION

- Assists in Central Office tasks, and provides for proper implementation for departmental activities, record keeping and filing.
- Communicates with stakeholders and addresses their needs to ensure satisfactory customer service.
- Completes assignments and meets deadlines.
- Uses available resources to complete tasks.
- Performs specific tasks as requested by the supervisor and Superintendent/HES President.
- Redirects students and staff in compliance with the mandated rules and regulations.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends meetings, activities and training as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Utilizes training obtained to implement new strategies.
- Demonstrates self-motivation in improving own techniques and reflects on own effectiveness based on stakeholders input.
- Participates in PLOs where applicable and completes proper documentation of meetings.

- Utilizes school leader feedback in the best interest of students and the school.
- Follows department guidelines and ensures effective implementation of all HES and academy policies.
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

RESULTS AND DATA MANAGEMENT

- Uses, scans, manages, stores, and analyzes data effectively and appropriately
- Keeps academies' and students' information and records confidential and does not release without proper authorization from supervisor and/or superintendent/HES President.
- Uses data to guide decision-making and make improvements to the assigned departments as needed
- Relieves administrators of clerical work and office details.
- Conducts and routinely maintains sufficient inventory of office supplies and furniture..
- Uses appropriate resources or information to resolve concerns in a consistent & timely manner.

REPORTING & COMPLIANCE

- Assists the Chief Officer of Personnel Administration and Human Resources Director by compiling employment packets, files, correspondence, and reports as may be required by the local and state authorities as well as the authorizers, and HES President.
- Assists in generating reports, following up with staff on employment related issues, and ensuring that all documentation is submitted in a timely and accurate fashion.
- Inputs into the computer and keeps up-to-date all employment data and records.
- Reports to the Chief Officer of Personnel Administration and Human Resources Director all complaints related to maintenance, facility, supply needs, and keeps records of all these complaints and action.
- Records, and keeps substitutes attendance, visitors record, travel log records and generate reports as needed by the Chief Officer of personnel Administration, the Human Resources Director, and HES President to meet the requirements of the local and state authorities.
- Demonstrates availability when needed.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Inputs employment data and records into the computer and generates statistical reports as needed
- Orders office supplies, follows-up with purchase orders and packing slips, and receiving of purchases.
- Conducts and maintains inventory of office supplies and furniture.
- Handles copy machine maintenance and records.
- Keeps supply rooms well organized.
- Performs all duties with quality, efficiency and loyalty to Hamadeh Educational Services and its Academies.
- Demonstrates punctuality and considers the impact of his/her attendance on department's progress
- Follows up effectively and consistently on outstanding matters to achieve the desired results
- Collaboratively participates in committees that contribute to a more positive learning environment.
- Performs other duties as may be assigned in writing by the HES President or her/his designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a

condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the HR Director, Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, COPA, or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The Administrative Assistant shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services' or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students student parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

OFFICE SKILLS

- Excellent phone voice, typing and language skills.
- Strong time management skills.
- Strong background in computerized office (IBM word processing, spreadsheet, database management).

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED).

Minimum two years experience or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Administrative Assistant- Main Office	Department: Administration
Supervisor: Office Manager	Date Issued:

BASIC FUNCTION:

Under the direction of the Office Manager, to compile and keep records, issue reports, and otherwise relieve officials of clerical work and minor administrative and office details.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in planning and organizing departmental records.
- Plans and follows an efficient organization, documentation and communication system.
- Creates an effective method of managing, compiling and tracking department documentation and communication.
- Sets clear goals and objectives for the department and participates in departmental improvement plans by sharing ideas and input to enhance services and programs.
- Coordinates and follows up with calendar activities i.e. conferences, school visits, seminars, workshops and speaking engagements, etc... as directed by the supervisor.
- Schedules enrollment activities, immunization updates, and communications as needed.
- Orders office and classroom supplies, follows-up with purchase orders and packing slips, and receiving of purchases. Book supplies must be reviewed and followed up with by the Assistant Principal.

SUPERVISION AND IMPLEMENTATION

- Assists the Office Manager in monitoring students' attendance by maintaining attendance records, generating hourly and daily attendance reports, following up with parents and teachers on attendance issues, and ensuring that attendance is taken in a timely and accurate fashion.
- Maintains up-to-date records of student packets, visitors, time cards, etc.
- Assists in student admissions activities, main office activities and record keeping.
- Serves as the department's liaison with staff as assigned to supervise and coordinate department business, accomplish objectives, and facilitate the resolution of problems.
- Effectively communicates with stakeholders and addresses their needs to ensure satisfactory customer service.
- Follows up with staff to collect assignments and reports, and to ensure compliance with school, authorizer, and state policies.
- Performs a variety of clerical duties as delegated by supervisor.
- Assists in the department projects and special requests.
- Prepares material for staff and parents meetings: agendas, notices and reports.
- Keeps supply rooms well organized.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends all school events, meetings, and activities as may be directed by the Supervisor, Principal or Superintendent, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO meetings, Athletic Meetings, assemblies, events, and as may be directed
- Records minutes of meetings and maintains the official Professional Development binder,
- Maintains the Professional Learning sessions documents and sign in sheets
- Attends meetings, seminars, workshops as directed and implements new strategies.

- Ensures timely and complete participation in and documentation of meeting and PLOs where applicable.
- Provides staff with training sessions as assigned by the Supervisor or Principal
- Assists, redirects and guides staff, students and parents as necessary to ensure the smooth operation of the school.
- Utilizes school leader feedback on professional methods in the best interest of the students and the school.
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

RESULTS AND DATA MANAGEMENT

- Develops spreadsheets; prepares databases; and creates presentations and reports as assigned by the supervisor.
- Uses data to guide decision-making and make recommendations and improvements to the department as needed.
- Organizes and preserves paper and computer files for ready reference and efficient operation of the department.
- Scans, files and processes mail and documents as requested by the supervisor.
- Inputs school data and records into the computer and generate statistical reports: Enrollment, transportation, purchases, directories (students & parents, staff, and vendors), and attendance.
- Conducts and routinely maintains an inventory of office supplies and furniture
- Handles copy machine maintenance and records.
- Relieves administrators of clerical work and office details.
- Keeps supervisor, principal and superintendent updated on key issues.

REPORTING & COMPLIANCE

- Reports to the supervisor all complaints related to maintenance, facility, supply needs, discipline and keeps records of all these complaints and actions.
- Utilizes supervisor directives and stakeholder feedback to improve own and department performance. Assists in handling all student enrollment packets, files, correspondence, and reports as may be required by the local and state authorities as well as the authorizers, school Board, Superintendent and the school Principal
- Assists the Admissions Officer with student admissions and reporting requirements.
- Inputs into the computer and keeps up-to-date all student immunization data and records.
- Records, and keeps student and staff attendance, student tardy & early dismissal, visitors record, staff time cards, and substitutes and generate reports as needed by the supervisor or Principal to meet the requirements of the local and state authorities.
- Complies with all district, school, and department-wide policies and follows established rules and guidelines in daily operations
- Maintains accurate and up-to date checklists and databases as required and necessary for efficient performance of assignments
- Submits all reports and records per specifications
- Follows rules and guidelines in daily operations including but not limited to complying with FERPA laws in protecting students' rights and keeping school, staff, parents, and other business matters and information confidential.
- Promotes a positive working environment and presents a professional image as exhibited by Stakeholders satisfaction.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Maintains professional appearance and behaves in a manner appropriate to a public setting.
- Performs reliably, dependably with a good record of attendance, punctuality, flexibility and time management.

- Follows an organizational system for documenting and communicating student progress and concerns with all stakeholders.
- Channels concerns to administration for solutions.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Demonstrates flexibility in unscheduled assignments and/or placements and understands, adopts and works towards the school mission.
- Performs all duties with quality, efficiency and Commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Supervisor, Principal or Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, Principal or HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION AND TRAINING:

- High school diploma or general education degree (GED).

- Minimum two years experience or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Administrative Assistant & Principal's Secretary	Department: Administration
Supervisor: Office Manager	Date Issued:

BASIC FUNCTION:

Under the direction of the building principal, to compile and keep records, issue reports, and otherwise relieve the principal of clerical work and minor administrative and office details.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Assists in planning and organizing departmental records, activities and assignments.
- Creates and follows an effective method of managing, compiling and tracking department documentation and communication.
- Coordinates and follows up with calendar activities i.e. conferences, school visits, seminars, workshops and speaking engagements as directed by the supervisor.
- Orders office and classroom supplies, follows-up with purchase orders and packing slips, and receiving of purchases.
- Ensures book supplies are reviewed and followed up with by the Principal.
- Demonstrates flexibility to unscheduled assignments and/or placements.

SUPERVISION AND IMPLEMENTATION

- Serves as the Principal's liaison with staff as assigned to supervise and coordinate department business, accomplish objectives, and facilitate the resolution of problems.
- Follows up with staff to collect assignments and reports, and to ensure compliance with school, authorizer, and state policies.
- Performs a variety of clerical duties as delegated by principal.
- Assists in the department projects and special requests.
- Prepares material for staff meetings: agendas, notices and reports.
- Prepares Honor Roll Certificates, student awards and school newsletters.
- Communicates with stakeholders and addresses their needs to ensure satisfactory customer service.
- Communicates with teachers for follow-up, reminders, and any other activities as directed by the school principal. Handles student admissions activities, main office activities, record keeping, and assessment materials.
- Performs specific tasks as requested by the supervisor & principal (researching information, etc.)

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends all school events and activities as may be directed by the Supervisor, Principal or HES President, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO meetings, Athletic Meetings, events, and as may be directed
- Ensures timely and complete participation in and documentation of meeting & PLOs where applicable
- Records minutes of meetings and maintains the official Professional Development binder
- Maintains the Professional Learning sessions documents and sign in sheets
- Attends meetings, seminars, workshops as directed and implements new strategies.

- Assists, redirects and guides staff, students & parents as necessary to ensure the smooth operation of the school
- Follows feedback from school leaders based on professional methods in the best interest of students & the school
- Sets and reaches own goals for self improvement consistent with the job requirements and/or school needs

RESULTS AND DATA MANAGEMENT

- Develops spreadsheets; prepares databases; and creates presentations and reports as assigned by the supervisor.
- Organizes and preserves paper and computer files for ready reference and efficient operation of the department and maintains their accuracy.
- Scans, files and processes mail and documents as requested by the supervisor.
- Inputs school data and records into the computer and generate statistical reports: Enrollment, transportation, purchases, directories (students & parents, staff, and vendors), and attendance.
- Uses data to guide decision-making and make improvements to the department as needed.
- Keeps principal and superintendent/HES president updated on related issues.
- Relieves principal of clerical work and office details.
- Conducts inventory of office supplies and furniture

REPORTING & COMPLIANCE

- Reports to the supervisor all complaints related to maintenance, facility, supply needs, discipline and keeps records of all these complaints and action. **Timely and accurately submits all required reports, and consistently complies with all applicable policies, laws and guidelines**
- Assists in handling all files, correspondence, and reports as may be required by the local and state authorities as well as the authorizers, school Boards, Superintendent/ HES President and the school Principal
- Assists the principal with compiling information for reporting requirements.
- Complies with all district, school, and department-wide policies and follows established rules and guidelines in daily operations
- Maintains accurate and up-to date checklists and databases as required and necessary for efficient performance of assignments
- Submits all reports and records per specifications
- Utilizes supervisor directives and stakeholder feedback to improve own and department performances
- Promotes a positive working environment & presents a professional image as exhibited by Stakeholders satisfaction

ADMINISTRATIVE QUALITIES

- Maintains a professional and constructive relationship with administration, staff, students, parents, supervisors and all stakeholders.
- Maintains professional appearance and behaves in a manner appropriate to a public setting.
- Performs reliably, dependably with a good record of attendance, punctuality, flexibility and time management.
- Performs all duties with quality, efficiency and Commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Principal or HES President or her designee.
- Channels concerns to administration for solutions.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, or HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION AND TRAINING:

- High school diploma or general education degree (GED).
- Minimum two years experience or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25

pounds

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Arabic Program Improvement Monitor and Substitute Teacher	Department: Administration- Instruction
Supervisor: Coordinator of Arabic Language Department	Date Issued:

BASIC FUNCTION:

- Provides support to the Arabic Language Department by supporting needed differentiated instruction through planning, creating and assisting in implementing theme connected activities/projects.
- Enhances the Arabic Language learning experience through the coordination of resources and activities as well as modeling implementation to department teachers.
- Serves as a substitute teacher as needed by fulfilling the function and responsibilities included in the substitute teacher job description.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Serves as the leader and monitor of the Arabic program by developing, supervising, and evaluating program and developmental curricula in helping students excel in the Arabic language and cultures in which it is associated.
- Conducts academic research in the Arabic language and Arab cultures and implements learning strategies that enhance the learning experiences for students and staff.
- Recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials.
- Participates in the development and implementation of before & after school programs.
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.
- Supports the Arabic Language teachers in planning and implementing differentiated instruction
- Develops hands on theme connected activities and projects for the Arabic Department
- Recommends changes and improvements as may be needed, including the suggestion of activities, and the selection, development and revision of curriculum materials
- Coordinates the development and implementation of school wide celebrations and events related to the teaching of the Arabic language and culture
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.

SUPERVISION AND IMPLEMENTATION

- Is familiar with all Arabic curriculum guides, and the themes of units for each grade level, generate suggestions of activities, collaborate with teachers to arrive at most appropriate activities, prepare activity's resources
- Provides assistance to teachers during scheduled time for hands on activities
- Models to teachers the application of differentiated instruction strategies
- Recommends requisitions of adequate supplies, resources and equipment for the department
- Assists in the evaluation and observation of staff performance in the areas of responsibility, and makes recommendation for improvement to department coordinator and/or principal.
- Coordinates resources for events, assemblies, and school-wide celebrations by identifying, creating, or securing needed props and costumes

- Assists and supervises students in preparation for participation in school wide and community assemblies/performances.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates and Assists in the coordination of Arabic Department Team meetings and activities
- Assists in planning, organizing, recommending and directing in-service training and development, including determining training needs programs and schedule.
- Fosters professional growth and provides professional assistance and mentoring to staff as required
- Attends Staff meetings and training sessions as may be needed
- Attends all school events and activities as may be directed, such as Parent-Teacher conferences, Open Houses, Orientations, PTC meetings, etc.

RESULTS AND DATA MANAGEMENT

- Prepares timely school reports to present to the supervisor, Principal and Superintendent, and submits such reports and records as required by law, Board Policies, and Administrative Directives.
- Analyzes test data within the Arabic Department and uses results for improvement.
- Evaluates students' academic performance within the Arabic Department by reviewing report cards and progress reports.
- Reviews and coordinates student awards & incentives program and certificates within the department.

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation
- Establishes and maintains of completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs

ADMINISTRATIVE QUALITIES

- Provides for effective communication and relations between the administration and staff, and for building staff morale
- Informs parents, staff and students about the Arabic program events and activities
- Keeps supervisor informed of main issues and concerns
- Composes memos and letters to staff and parents as needed
- Provides assistance to the Coordinator of Foreign Language department as may be needed.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisor, the Executive Director/Superintendent or her designee

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Proficiency in the Arabic Language is required (Speaking, Reading, Comprehension, & Writing)
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess some administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 1 year teaching and/or supervisory Experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Assistant Principal & Athletic Program Director	Department: Administration
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Assist the Principal to provide for school-wide leadership to deliver proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy by performing the following duties:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Provides for school wide leadership by planning, evaluating, and recommending programs, policies, goals and objectives in area of responsibility.
- Supervises and coordinates the Athletic Department activities
- Coordinates the school-wide safety program and the crisis assessment and intervention team
- Plans, coordinates and guides student activities and special events ensuring their alignment with the SIP.
- Researches and recommends and updates programs and activities to improve the safety, discipline and health of students.
- Recommends and implements programs, and in modification and utilization of the building, physical facilities, and school playgrounds.
- Coordinates and plans the athletic budgets and ensure all sports have an equal opportunity to present their budgets.
- Assists in the coordination of standardized testing.
- Assists in coordination of staff and student mentoring program.

SUPERVISION AND IMPLEMENTATION

- Evaluates, develops, and reviews the Physical Education program curricular offerings and at the school, and supervises its implementation.
- Supervises student discipline and oversees the implementation of the classroom and school discipline policies.
- Assists in the supervision of the development, implementation and monitoring of after school and summer plans and programs.
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in monitoring the daily operation of all classrooms, subjects, and hourly attendance.
- Oversees the field trip and transportation scheduling as may be directed by the supervisor or HES President.
- Consults with all departments on use of equipment, fire prevention and safety program.
- Prepares the necessary classroom and hallway postings for fire exits and safety prevention.
- Prepares fire, tornado, and lockdown drill schedule and oversees its implementation
- Oversees the proper set up of the school Clock and Bell System.
- Coordinates and leads student supervision at all times including lunch, recess, school events, safety drills, assemblies, arrival, dismissal and after-school sponsored events.
- Coordinates and supervises the student Safety Patrol Program.
- Develops coaching assessments in collaboration with the Principal and District Athletic Director and communicates to them the assessment performances.

- Collaboratively addresses problems of discipline concerning athletics with coaches and Principal.
- Plans and implements athletic awards programs in collaboration with Principal and Head Coach.
- Assists in the recruitment and interviewing of qualified teachers or paraprofessionals if needed. Recommends hiring, placement and transfer of teachers, paraprofessionals and/or coaches.
- Assists in the supervision and evaluation of staff performance focusing on student achievement and ensuring accountability.
- Assists the principal in defining the Academy's mission/vision and communicates goals and expectations of the overall school program.
- Takes charges in student/class supervision and instruction when lacking or as needed.
- Recommends requisitions and adequate supplies and equipment.
- Arranges transportation of all athletic teams in conjunction with the coaches.
- Backs up the Principal during her/his absence and/or as needed.
- Provides assistance to HES President as may be needed.

RESULTS AND DATA MANAGEMENT

- Assists the Principal with the School Improvement Plan (SIP) to develop, supervises and evaluates the Academy's instructional programs, and recommending such changes and improvements as may be needed, including the formulation of curriculum objectives and selection, curriculum alignment, curriculum development and revision of curriculum materials.
- Analyzes disciplinary data and issue reports monthly to evaluate progress and recommends programs for improvements.
- Assists in reviewing report cards and progress reports.
- Assists in the coordination of the local and state student assessment program for the school and aids in the direct programs to improve student performance.
- Assists in the development, recommendation, and administration of the department's budget.
- Ensures that parents are kept up-to-date with timely communication of students' progress and concerns, as well as school events and activities.
- Uses multiple sources of data to monitor and assess student achievement and effectively impact decision-making, goal setting, planning and awarding student achievement.

REPORTING AND COMPLIANCE

- Formulates general safety policies and procedures to be followed in the academy in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations
- Inputs data and records of disciplinary referrals and infraction slips into the computer.
- Reports to the Central Office accident reports required by regulatory agencies.
- Participates in the investigation and recording of accidents and injuries on Academy premises.
- Adheres to all established policies, procedures and code of ethics.
- Assists in the preparation of timely preparation and submittal of school reports and records as required by law, Board policies, and administrative directives.
- Provides athletic insurance forms to all athletes and ensures their proper completion.
- Ensures that all School Board and administration policies are effectively explained and implemented.
- Keeps the Principal and HES President informed of main issues and concerns.

PROFESSIONAL LEARNING OPPORTUNITIES

- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements
- Provides staff with classroom management, and behavior management workshops
- Coordinates the school discipline committee. Recommends programs and activities to improve the school discipline, safety and health of students.

- Assists in directing the planning for and coordinating the implementation of special, federal and state-funded projects to ensure compliance and meet students' needs.
- Organizes and works with a school advisory committee within policy.
- Assists Principal in conducting a program of in-service education for assigned personnel.
- Attends meetings, activities and training when needed and effectively implements new strategies.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Conducts meetings of the staff as are necessary to the proper functioning of the school.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns.
- Maintains liaison with coaches, athletic clubs, social, professional, civic, volunteer, and other community agencies and groups having an interest in the school.
- Maintains good customer service and positive communication with staff, students parents and community while serving as a role model and example for others to follow.
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Assists Principal in conducting a community relations program and coordinating it with the district program.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:**LEADERSHIP SKILLS:**

Ability to supervise and be the custodian of a large and diverse number of students, staff, and school community, Positive communicator and innovative leader, Change agent and visionary, Proactive and reactive leader, Visible and inspiring leader, a teacher and life-long learner, Strong ability to work under severe pressure, Ability to adapt to the various demands of the job, Ability to work long hours.

LANGUAGE SKILLS:

Strong communication skills which include ability to speak, read and write effectively, Ability to research new techniques, programs, and communicate back to the school community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Excellent communication skills, Strong time management skills, Strong background in computerized office (IBM word processing, spreadsheet, excel, internet, power point, etc.).

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Must have school administration certification or is enrolled at an accredited university program for a school administration master's program.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration.
- Relative experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Assistant Principal for Academics	Department: Administration
Supervisor: Assistant Superintendent/ Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Assistant Superintendent and School Principal, assists in the evaluation and modification of the instructional programs offered by the Academy and strives to provide a safe and secure learning environment for students and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Assists the principal in directing the overall activities of planning, developing, implanting, and evaluating school's instructional and staff development with a special focus in Testing Programs.
- Provides leadership in curriculum, instruction, staff development and administration.
- Participates in the coordination, development and implementation of the School Improvement Plan (SIP) by sharing ideas and input to enhance services and program.
- Oversees the Academic Competency through Enrichment (ACE) Programs to ensure alignment with the school academic program goals and policies.
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.
- Plans, coordinates and guides student activities and special events ensuring their alignment with the SIP.

SUPERVISION AND IMPLEMENTATION

- Oversee the development and implementation of curriculum.
- Assists in the supervision of the instructional program, and evaluates, develops, and reviews the curricular offerings and instructional program of the school.
- Assists in the supervision of the development, implementation and monitoring of after school and summer plans and programs.
- Assists the principal in defining the Academy's mission/vision and communicates goals and expectations of the overall school program.
- Supervises and guides students consistent with the school policies and guidelines.
- Supervises the selection of textbooks, materials, and equipment needed in the instructional programs.
- Assists in the coordination and administration of standardized testing.
- Takes charges in student/class supervision and instruction when lacking or as needed.
- Recommends requisitions and adequate supplies and equipment.

PROFESSIONAL LEARNING OPPORTUNITIES

- Recommends and directs committees and task teams as needed.
- Trains, supervises and evaluates personnel assigned to area of responsibility.
- Assists Principal in conducting a program of in-service education for assigned personnel.

- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements.
- Attends meetings, activities and training when needed and effectively implements new strategies.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Conducts meetings of the staff as necessary to the proper functioning of the school.

RESULTS AND DATA MANAGEMENT

- Collaborates with the Building Principal in supervising the local and state student assessment program for the school Ensures that parents are kept up-to-date with timely communication of students' progress and concerns, as well as school events and activities.
- Supervises the daily operations of the Academy ensuring the classrooms and subjects are running smooth and efficient and Assistant Principal is available for direct supervision.
- Uses multiple sources of data to monitor and assess student achievement and effectively impact decision-making, goal setting, planning and awarding student achievement.

REPORTING AND COMPLIANCE

- Assists in the preparation of timely school reports to present to the Board of Directors.
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all School Board and administration policies are effectively explained and implemented.
- Keeps the Principal and Superintendent/HES President informed of main issues and concerns.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school.
- Maintains good customer service and positive communication with staff, students parents and community while serving as a role model and example for others to follow.
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Assists in the interview, selection and assignment of personnel, certified and classified employees.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Performs all duties with quality, efficiency, punctuality and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Principal or Superintendent/HES President or her/his designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:**LEADERSHIP SKILLS:**

Ability to supervise and be the custodian of a large and diverse number of students, staff, and school community, Positive communicator and innovative leader, Change agent and visionary, Proactive and reactive leader, Visible and inspiring leader, a teacher and life-long learner, Strong ability to work under severe pressure, Ability to adapt to the various demands of the job, Ability to work long hours.

LANGUAGE SKILLS:

Strong communication skills which include ability to speak, read and write effectively, Ability to research new techniques, programs, and communicate back to the school community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Excellent communication skills, Strong time management skills, Strong background in computerized office (IBM word processing, spreadsheet, excel, internet, power point, etc.).

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Must have school administration certification or is enrolled at an accredited university program for a school administration master's program.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration.
- Related experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The Principal must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Assistant Principal For Student Affairs	Department: Administration
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Assist the Principal in providing for school-wide leadership to deliver proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy by performing the following duties:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Provides for school wide leadership by planning, evaluating, and recommending programs, policies, goals and objectives in area of responsibility.
- Coordinates the school-wide safety program and the crisis assessment and intervention team
- Plans, coordinates and guides student activities and special events ensuring their alignment with the SIP.
- Researches and recommends and updates programs and activities to improve the safety, discipline and health of students.
- Recommends and implements programs, and in modification and utilization of the building, physical facilities, and school playgrounds.
- Assists in the coordination of standardized testing.
- Assists in coordination of staff and student mentoring program.

SUPERVISION AND IMPLEMENTATION

- Evaluates, develops, and reviews the Physical Education program curricular offerings and at the school, and supervises its implementation.
- Supervises student discipline and oversees the implementation of the classroom and school discipline policies.
- Assists in the supervision of the development, implementation and monitoring of after school and summer plans and programs.
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in monitoring the daily operation of all classrooms, subjects, and hourly attendance.
- Oversees the field trip and transportation scheduling as may be directed by the supervisor or HES President.
- Consults with all departments on use of equipment, fire prevention and safety program.
- Prepares the necessary classroom and hallway postings for fire exits and safety prevention.
- Prepares fire, tornado, and lockdown drill schedule and overseas its implementation
- Oversees the proper set up of the school Clock and Bell System.
- Coordinates and leads student supervision at all times including lunch, recess, school events, safety drills, assemblies, arrival, dismissal and after-school sponsored events.
- Coordinates and supervises the student Safety Patrol Program.
- Assists in the recruitment and interviewing of qualified teachers or paraprofessionals if needed. Recommends hiring, placement and transfer of teachers, paraprofessionals and/or coaches.
- Assists in the supervision and evaluation of staff performance focusing on student achievement and ensuring accountability.
- Assists the principal in defining the Academy's mission/vision and communicates goals and expectations of the overall school program.
- Takes charges in student/class supervision and instruction when lacking or as needed.

- Recommends requisitions and adequate supplies and equipment.
- Backs up the Principal during her/his absence and/or as needed.
- Provides assistance to HES President as may be needed.

PROFESSIONAL LEARNING OPPORTUNITIES

- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements
- Provides staff with classroom management, and behavior management workshops
- Coordinates the school discipline committee. Recommends programs and activities to improve the school discipline, safety and health of students.
- Assists in directing the planning for and coordinating the implementation of special, federal and state-funded projects to ensure compliance and meet students' needs.
- Organizes and works with a school advisory committee within policy.
- Assists Principal in conducting a program of in-service education for assigned personnel.
- Attends meetings, activities and training when needed and effectively implements new strategies.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Conducts meetings of the staff as are necessary to the proper functioning of the school.

RESULTS AND DATA MANAGEMENT

- Assists the Principal with the School Improvement Plan (SIP) to develop, supervises and evaluates the Academy's instructional programs, and recommending such changes and improvements as may be needed, including the formulation of curriculum objectives and selection, curriculum alignment, curriculum development and revision of curriculum materials.
- Analyzes disciplinary data and issue reports monthly to evaluate progress and recommends programs for improvements.
- Assists in reviewing report cards and progress reports.
- Assists in the coordination of the local and state student assessment program for the school and aids in the direct programs to improve student performance.
- Assists in the development, recommendation, and administration of the department's budget.
- Ensures that parents are kept up-to-date with timely communication of students' progress and concerns, as well as school events and activities.
- Uses multiple sources of data to monitor and assess student achievement and effectively impact decision-making, goal setting, planning and awarding student achievement.

REPORTING AND COMPLIANCE

- Formulates general safety policies and procedures to be followed in the academy in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations
- Inputs data and records of disciplinary referrals and infraction slips into the computer.
- Reports to the Central Office accident reports required by regulatory agencies.
- Participates in the investigation and recording of accidents and injuries on Academy premises.
- Adheres to all established policies, procedures and code of ethics.
- Assists in the preparation of timely preparation and submittal of school reports and records as required by law, Board policies, and administrative directives.
- Ensures that all School Board and administration policies are effectively explained and implemented.
- Keeps the Principal and HES President informed of main issues and concerns.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns.
- Maintains liaison with coaches, athletic clubs, social, professional, civic, volunteer, and other community agencies and groups having an interest in the school.
- Maintains good customer service and positive communication with staff, students' parents and community while serving as a role model and example for others to follow.
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Assists Principal in conducting a community relations program and coordinating it with the district program.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenant may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

LEADERSHIP SKILLS:

Ability to supervise and be the custodian of a large and diverse number of students, staff, and school community, Positive communicator and innovative leader, Change agent and visionary, Proactive and reactive leader, Visible and inspiring leader, a teacher and life-long learner, Strong ability to work under severe pressure, Ability to adapt to the various demands of the job, Ability to work long hours.

LANGUAGE SKILLS:

Strong communication skills which include ability to speak, read and write effectively, Ability to research new techniques, programs, and communicate back to the school community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Excellent communication skills, Strong time management skills, Strong background in computerized office (IBM word processing, spreadsheet, excel, internet, power point, etc.).

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Must have school administration certification or is enrolled at an accredited university program for a school administration master's program.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration.
- Relative experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Assistant Principal	Department: Administration
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the School Principal, assists in the evaluation and modification of the instructional programs offered by the Academy and strives to provide a safe and secure learning environment for students and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists the principal in directing the overall activities of planning, developing, implanting, and evaluating school's instructional and staff development with a special focus in Testing Programs.
- Provides leadership in curriculum, instruction, staff development and administration.
- Participates in the coordination, development and implementation of the School Improvement Plan (SIP) by sharing ideas and input to enhance services and program.
- Oversees the Academic Competency through Enrichment (ACE) Programs to ensure alignment with the school academic program goals and policies.
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.
- Plans, coordinates and guides student activities and special events ensuring their alignment with the SIP.

SUPERVISION AND IMPLEMENTATION

- Oversee the development and implementation of curriculum.
- Assists in the supervision of the instructional program, and evaluates, develops, and reviews the curricular offerings and instructional program of the school.
- Assists in the supervision of the development, implementation and monitoring of after school and summer plans and programs.
- Assists the principal in defining the Academy's mission/vision and communicates goals and expectations of the overall school program.
- Supervises and guides students consistent with the school policies and guidelines.
- Supervises the selection of textbooks, materials, and equipment needed in the instructional programs.
- Assists in the coordination and administration of standardized testing.
- Takes charges in student/class supervision and instruction when lacking or as needed.
- Recommends requisitions and adequate supplies and equipment.

PROFESSIONAL LEARNING OPPORTUNITIES

- Recommends and directs committees and task teams as needed.
- Trains, supervises and evaluates personnel assigned to area of responsibility.
- Assists Principal in conducting a program of in-service education for assigned personnel.

- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements.
- Attends meetings, activities and training when needed and effectively implements new strategies.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Conducts meetings of the staff as necessary to the proper functioning of the school.

RESULTS AND DATA MANAGEMENT

- Collaborates with the Building Principal in supervising the local and state student assessment program for the school Ensures that parents are kept up-to-date with timely communication of students' progress and concerns, as well as school events and activities.
- Supervises the daily operations of the Academy ensuring the classrooms and subjects are running smooth and efficient and Assistant Principal is available for direct supervision.
- Uses multiple sources of data to monitor and assess student achievement and effectively impact decision-making, goal setting, planning and awarding student achievement.

REPORTING AND COMPLIANCE

- Assists in the preparation of timely school reports to present to the Board of Directors.
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all School Board and administration policies are effectively explained and implemented.
- Keeps the Principal and Superintendent/HES President informed of main issues and concerns.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school.
- Maintains good customer service and positive communication with staff, students parents and community while serving as a role model and example for others to follow.
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Assists in the interview, selection and assignment of personnel, certified and classified employees.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Performs all duties with quality, efficiency, punctuality and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Principal or Superintendent/HES President or her/his designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:**LEADERSHIP SKILLS:**

Ability to supervise and be the custodian of a large and diverse number of students, staff, and school community, Positive communicator and innovative leader, Change agent and visionary, Proactive and reactive leader, Visible and inspiring leader, a teacher and life-long learner, Strong ability to work under severe pressure, Ability to adapt to the various demands of the job, Ability to work long hours.

LANGUAGE SKILLS:

Strong communication skills which include ability to speak, read and write effectively, Ability to research new techniques, programs, and communicate back to the school community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Excellent communication skills, Strong time management skills, Strong background in

computerized office (IBM word processing, spreadsheet, excel, internet, power point, etc.).

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Must have school administration certification or is enrolled at an accredited university program for a school administration master's program.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration.
- Relative experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The Principal must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Athletic Program Coordinator & ESL Teacher	Department: Academic & Student Affairs
Supervisor: Assistant Principal & Athletic Program Director	Date Issued:

BASIC FUNCTION:

Under the direction of the principal, to coordinate and implement an athletic program, where all students will have the opportunity to receive the proper guidance and instruction, needed to promote their physical, social, and mental well being.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

ESL Teacher

- Prepares for classes assigned and shows written evidence of preparation upon request of supervisor(s).
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares Lesson plans that are aligned with curriculum maps for the grade level/subject area, & include activities for differentiated instruction to meet the varied learning styles , abilities, and needs of students in a culturally sensitive environment

Athletic Program Coordinator

- Plans, coordinates, and guides the Athletic Program's activities and special events consistent with the SIP and schools policies and guidelines.
- Assists in developing and overseeing the Athletic Program budget.
- Collaborates with the discipline department, to develop effective discipline strategies for students athletes aimed at enforcing proper ethics and morale.
- Generates funds for the Athletic program by developing and implementing fundraising activities with the Booster Club.
- Contributes to developing athletic program policies and procedures that promote safety and accountability for all stakeholders.
- Promotes student academic success through weekly monitoring of academic progress and behavior.

SUPERVISION AND IMPLEMENTATION

ESL Teacher

- Meets and instructs assigned classes in the locations and at times designated taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Encourages students to set and maintain standards of classroom behavior
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals.
- Establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.

- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instructions and action the Board's philosophy of education and instructional goals and objects.
- Implements classroom routines and procedures that maximize instructional time and enhance the learning environment
- Provides differentiated instruction to meet the individual needs and abilities of students.

Athletic Program Coordinator

- Supervises the student athletes and students participating in extra-curricular activities at all times.
- Ensures that Athletic department staff and student athletes understand and follow proper safety and accountability procedures.
- Supervises and evaluates the coaches' performances, and recommends hiring, placement and transfer of coaches as needed.
- Provides student athletes with counseling, mentoring and guidance when needed.
- Collaborates with school leaders in scheduling and implementing the physical education curriculum.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in the school improvement plan activities consistent with the SIP and school mission and guidelines.
- Attends and consistently contributes to the success of staff meetings, professional development sessions, and action items.
- Attends meetings and training when needed and effectively implements new strategies.
- Follows feedback from supervisor, school leaders and stakeholders based on professional methods consistent with the SIP, school mission, best practice and Michigan Expectation to improve own and department performance.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs
- Plans, provides, or facilitates appropriate training & resources for students & staff consistent with the requirements.
- Ensures a safe, orderly and positive learning environment using safety guidelines and procedures.

RESULTS AND DATA MANAGEMENT

ESL Teacher

- Assesses the accomplishments of individual students on a regular basis.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialist as required.
- Participate in child study team meetings, IEP meetings and develop and implement lessons consistent with the IEP requirements.
- Plans and administers various assessments to evaluate students' performance, including portfolios/presentations/ projects/Achievement Series/tests)
- Analyses students' test results and data, and uses the results to advance students' achievement by establishing and implementing instruction and improvement plans.

Athletic Program Coordinator

- Evaluates progress of Athletic Program monthly, and utilizes the results to recommend programs and improvements

- Monitors athletic program to ensure athletes' academic progress is obtained and compliance with the discipline policy is improved.
- Monitors, records and maintains up-to-date athletic department needs.
- Recognizes and promotes student achievement by posting student accomplishments, parental contacts, and providing incentives and awards.

REPORTING AND COMPLIANCE

ESL Teacher

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Develops reasonable rules and procedures for student behavior, and maintains order in the classroom in a fair and just manner.
- Maintains accurate and up-to date records of students' achievements and assessments by constantly updating students' portfolios and Power School records and submits all required reports per specifications.
- Completes and submits all required updated reports per specifications (lesson plans, student attendance, portfolios, correspondence, grade book, lesson plan records, Progress Reports, logs, etc.)

Athletic Program Coordinator

- Consistently monitors compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations.
- Complies with all district, school, department-wide policies and daily routines & guidelines.
- Actively participates in the investigation and recording of accidents and injuries on Academy premises, and during participation in extracurricular activities.
- Follows MHSAA regulations.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns.
- Keeps the principal and superintendent informed of main issues and concerns.
- Effectively fills in the principal's place during her/his absence, in staff meetings, and/or as needed
- Participates in school committees that contribute to a more positive learning environment.
- Attends all Parent-Teacher conferences, Open Houses, and Orientations.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned in writing by the Principal or Superintendent or her/his designee.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for

individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Planning, Professionalism, Time Management.

Fundamental knowledge and skills in major sports such as baseball, softball, football and basketball and basic knowledge of other sports; comprehensive knowledge of modern principals and practices of athletic and sports planning and organization; ability to plan and supervise athletic programs; ability to solve difficult athletic problems.

EDUCATION/TRAINING:

- Experience in the promotion of athletic activities and graduate from a college/university of recognized standing with major work in physical education, sports management or recreation; or any equivalent combination of experience and training
- Full State Certification in the subject and/or grade level(s) being assigned to teach including passing the Basic Skills MTTC and all other examination(s) required by Section 1531 of the revised school code.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds. May frequently require bending, twisting, walking, stooping and turning.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Bus Driver, Maintenance & Hallway Monitor	Department: Student Services
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

To provide safe and efficient transportation, perform minor maintenance and repair duties, and monitor students' conduct in the hallways.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Sets clear goals and objectives for all positions and participates in department improvement plans by sharing ideas and input to enhance services, programs and student compliance with school rules and policies.

Bus Driver

- Becomes familiar with the special skills and techniques required in dealing with students in special programs, and should a problem occur, brings the student to the attention of the Principal.

Maintenance

- Schedules days and times to conduct regular maintenance and inspections ensuring all equipment is running properly.

Hallway Monitor

- Maintains order and security of school building at all times by monitoring interior and exterior of school campus, to include lunch areas, hallways, walkways, classrooms, restrooms, parking lots, waiting room and any other areas assigned.
- Plans for supervising hallways at certain times and locations throughout the school day.
- Redirects student misbehavior as needed and reports problems/concerns to school administration.

SUPERVISION AND IMPLEMENTATION

Bus Driver

- Supervises students' conduct while on board, and makes sure they are following safety procedures
- Transports students and staff to all athletic events and field trips.
- Inspects bus before operating, and report any problems to management
- Maintains buses in clean and good shape
- Troubleshoots any minor bus problems on and off the road.
- Inspects the bus after trips and make sure students did not leave anything behind

Maintenance

- Monitors and promptly reports maintenance issues, graffiti and safety hazards to supervisor.
- Ensures that all classrooms have all necessary supplies such as desks, chairs and bookcases. Delivers and supply new textbooks and materials to classrooms
- Repairs damages to school furniture
- Installs pencil sharpeners in all classrooms, and repairs them or replace them as needed
- Ensures that all classrooms are supplied with overhead projectors and televisions.
- Assists with minor electrical and plumbing repairs
- Assists in painting the school building at the end of the school year.
- Maintains cleanliness of the building and transportation vehicle.
- Ensures that lunchroom and hallways are kept clear of students during inspection times.

Hallway Monitor

- Supervises the students in the hallway, to ensure proper behavior and compliance with school-wide procedures.
- Properly handles any situation that arises during supervision such as fighting between students.
- Monitors students and visitors' behaviors at assemblies, athletic events as well as all school functions and activities and intervenes to maintain order in situations of verbal and physical conflict
- Monitors students' conduct in hallways & restrooms and ensures that every student reports to class on time.
- Manages student behavior during lunch, travel and in hallways.
- Supervises traffic during morning arrival and afternoon dismissal as needed.
- Escorts students to office for disciplinary action as needed and required.
- Directs campus visitors to the main office, and ensures that all visitors have a visitor pass from the office.

RESULTS AND DATA MANAGEMENT

Bus Driver

- Keeps a transportation log and document trips, bus riders and any problems/concerns that may occur.

Maintenance

- Observes and documents of certain areas in the school that are in continuous need of repair.
- Ensures school vehicles are well maintained and properly functioning.

Hallway Monitor

- Observes the higher traffic areas during the day and notes to supervise these areas during specified times.
- Transport process runs safely, smoothly and in a timely fashion.
- Assist in reducing the number of students in the hallways, restrooms and lunchroom during instruction time.
- Assist staff members in obtaining material needed in a timely fashion.

REPORTING AND COMPLIANCE

Bus Driver

- Communicates with supervisors any concerns about individual student's behavior, dress code or attitude which is not in line with school regulations, and/or reflects need for immediate intervention.
- Reports any bus maintenance problems to supervisor.
- Complies with all district, school, department-wide policies and daily routines & guidelines including bus safety. Reports any compliance infractions to supervisor.

Maintenance

- Reports and documents any major maintenance problems to supervisor.
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.
- Adheres to all established policies, procedures and code of ethics.

Hallway Monitor

- Reports unusual activities or unauthorized visitors to supervisors in a timely manner
- Enforces the Academy's rules, regulations and policies at all time to maintain the safety and security of students, staff and school property.
- Enforces student disciplinary measures per academy guidelines.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Attends meetings, activities and training as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth and effectively implements new strategies.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.
- Participates in the documentation of PLOs where applicable.
- Utilizes school leader feedback in the best interest of students and the school.
- Follows department guidelines and ensures effective implementation of all HES and academy policies.

- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Follows an organizational system for documenting and communicating student progress and concerns with all Stakeholders
- Channels concerns to administration for solutions
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement
- Collaboratively participates in committees that contribute to a more positive learning environment.
- Performs all duties with quality, efficiency and loyalty to Hamadeh Educational Services and its Academies.
- Performs other duties as assigned by Supervisor, Principal or HES President or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for HES or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students student parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Good work habits
- Good driving record
- Ability to understand and follow safety procedures.
- Ability to understand and follow directions
- Ability to lift and manipulate heavy objects.
- Ability to operate a variety of equipments
- Ability to safely perform minor maintenance procedures
- Ability to read, understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred
- At least 6 months work experience
- Must have valid driver's license with no more than two moving violations and/or at-fault accidents on driving record in the past three years.
- Must have a valid Michigan Bus Driving Permit

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Responsibilities include heavy lifting and carrying, walking and standing for extended periods of time, and working outside in all types of weather.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Central Office Administrator- Payroll & Benefits	Department: Central Office
Supervisor: COPA Chief Officer of Personnel Administration (COPA)	Date Issued:

BASIC FUNCTION:

- Provides administrative support to the Chief Officer of Personnel Administration through handling day-to-day clerical activities, and assisting in project based work in an accurate, confidential, and efficient manner.
- Performs various duties pertaining to benefits and payroll as may be requested by the Supervisor or the Superintendent.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists supervisor in completing and processing paperwork and applications for employee health, dental, disability and 401K plans as needed and as assigned by Superintendent
- Assists supervisor in preparing for employee benefits workshops and meetings by preparing all necessary documents, sign-in sheets and setting up and verifying attendance.
- Plans and follows an efficient organization, documentation and communication system including the planning of daily tasks and activities.
- Demonstrates attentiveness to work schedule as assigned and capability of categorizing priorities. Follows-up with purchase orders and packing slips, and receiving of purchases as required by Supervisor.
- Participates in department improvement plans by sharing ideas and input to enhance services and programs.
- Demonstrates flexibility in unscheduled assignments and/or placements and understand, adopts and works towards the academies' missions.
- Sets clear goals and objectives for the department and participates in departmental improvement plans by sharing ideas and input to enhance services and programs.

SUPERVISION AND IMPLEMENTATION

- Reviews all employee benefits applications for completeness, and verifies presence of all required documents before submitting to providers.
- Ensures timely submission of employee benefits applications to benefit providers, by keeping track of providers' deadlines and of employee's eligibility periods.
- Responds to employee inquiries about their benefits applications and status as assigned and directed by supervisor.
- Follows up with employees and provide them with assistance in forms completion for

- 401K, life, disability, medical and dental when needed and as directed by the supervisor.
- Creates updates and maintains benefits spreadsheets.
- Files and documents all paperwork, statements and applications related to benefits administration in such way that it provides for easy reference and follow-up when needed.
- Reviews benefits provider statements and invoices for accuracy of information and coverage, and match them with payroll deductions.
- Performs general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- Compiles and generates reports; develops spreadsheets; prepares databases; and creates presentations.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends meetings, activities and training as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Utilizes training obtained to implement new strategies.
- Demonstrates self-motivation in improving own techniques and reflects on own effectiveness based on stakeholders input.
- Participates in PLOs where applicable and completes proper documentation of meetings.
- Utilizes school leader feedback in the best interest of students and the school.
- Follows department guidelines and ensures effective implementation of all HES and academy policies.
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

RESULTS AND DATA MANAGEMENT

- Uses, scans, manages, stores, and analyzes data effectively and appropriately
- Keeps academics' and students' information and records confidential and does not release without proper authorization from supervisor and/or superintendent/HES President.
- Maintains accurate databases of financial activities.
- Uses data to guide decision-making and make improvements to the assigned departments as needed
- Uses appropriate resources or information to resolve concerns in a consistent & timely manner.

REPORTING & COMPLIANCE

- Records minutes of meetings and maintains electronic and hard copy Minutes binders for the Central Office.
- Maintains accurate and up to date checklists and databases as required and necessary for efficient performance of assignments.
- Completes and timely submits all required reports per specifications.
- Organizes and preserves paper and computer files for ready reference and efficient operation of the Central Office.
- Monitors deadlines and due dates, and ensures timely completion of assignments.
- Complies with all district, school, and department-wide policies and follows established rules and guidelines in daily operations
- Reports issues and concerns to Supervisor and HES President.
- Demonstrates availability when needed.

ADMINISTRATIVE QUALITIES

- Creates and processes letters, memos, messages, faxes and e-mails.
- Composes and distributes newsletters, flyers and other publications as assigned.
- Maintains good customer service and positive communication with administration, staff, students and community..
- Treats all and any information pertaining to the Superintendent, academies, board, Management Company, staff, vendors, contractors, parents and students as confidential information.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts
- Handles calls in a professional demeanor, consistent with the established policies and procedures.
- Performs all duties with quality, efficiency and loyalty to Hamadeh Educational Services and its Academies.
- Performs other duties as may be assigned in writing by the HES President or her/his designee.
- Follows up effectively and consistently on outstanding matters to achieve the desired results.
- Attends to assignments punctually and considers the impact of his/her attendance on department's progress.
- Collaboratively participates in committees that contribute to a more positive learning environment.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the HR Director, Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The Administrative Assistant shall keep confidential and not disclose, or make any use of, at any

time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students student parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

- Bachelors' Degree in Administration or any related field or a combination of education and experience.
- Critical thinking skills
- Management and Organizational skills
- Organizational skills
- Verbal and written Communication skills
- Math Aptitude.
- Diplomacy
- Computer and Keyboarding Skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to perform the essential functions of this job successfully. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employee' s Name & title :	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Chief Cook & Lunch Aide	Department: Food Services
Supervisor: Coordinator of food Services Program	Date Issued:

BASIC FUNCTION:

To ensure that student and staff meals are timely prepared according to all applicable health standards, and to assist in serving meals to student and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Participates in department improvement plan by sharing ideas and input to enhance services & programs.
- Assists in Planning and coordinating the menu for all staff events taking into account the likely number of attendees and the nature of the events
- Assists in Identifying and purchasing ingredients and supplies needed for the event, while staying within the allocated budget and following the approved purchase procedures
- Assists in Planning, directing and supervising the activities of food service team throughout the preparation and execution of the event
- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard food preparation and kitchen operations procedures and directs students and staff to remain in compliance with the mandated rules and regulations.
- Assists in preparation of meals, including but not limited to: washing, cutting, peeling vegetables. Cleaning, cutting and preparing meats, seafood and poultry. Stirring and straining soups and sauces. Carrying pans, kettles and trays of food to and from work stations, etc.
- Assembles food, dishes, utensils and supplies needed for timely meal preparations and ensures equipment is kept clean, maintained, and used properly and safely.
- Assists in coordinating all school functions involving food service with the school supervisor and the Principal.
- Collaborates with the food services team members to meet the scheduled service timely & efficiently.
- Sets clear goals and objectives for the department and participates in departmental improvement plans by sharing ideas and input to enhance services and programs.

SUPERVISION AND IMPLEMENTATION

- Supervises Assistant Cooks(s) and the food service team.
- Prepares meals following established protocols and keeps work area around clean and safe.
- Follows standardized recipes.
- Operates kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
- Ensures cleanliness of kitchen, service line, and cafeteria area including lunch equipment, floors, lunch tables, chairs, etc.
- Oversees routine maintenance of kitchen and equipment, including weekly deep cleaning.
- Ensures all items are returned to their proper storage site.
- Assists if needed with production records and inventory.
- Serves staff and students on the service line in a professional and timely manner, while following portion control guidelines.

- Runs cash register on the service line if cashier is absent and/or handles monies properly and honestly.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.
- Utilizes school leader feedback on professional methods in the best interest of the students and school.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth and effectively implements new strategies.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as may be directed.
- Attends meetings, activities, training programs, conferences, seminars, workshops (MDE, MOR), and courses (Servsafe certification class) as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Demonstrates self-motivation for improving own techniques, reflections and effectiveness based on stakeholder input.

RESULTS AND DATA MANAGEMENT

- Measures and reads measuring devices when following recipes and prepares meals following established protocols.
- Assists in PowerSchool data count.
- Assists in filing all necessary paperwork.
- Ensures cleanliness of cafeteria before and after meals.
- Ensures food is distributed efficiently and properly.
- Redirects staff and students to follow pay and quantity serving policy.
- Exemplifies quality customer service per stakeholder satisfaction as exhibited in surveys and input.

REPORTING AND COMPLIANCE

- Communicates effectively with staff and students.
- Follows and remains in compliance with all district, school, department-wide policies and daily routines and guidelines.
- Monitors, reports, documents and redirects any concerns/issues coming from students, staff or parent to the supervisor.
- Immediately reports any, unusual circumstances, issues or observations regarding food health, safety and compliance concerns to appropriate supervisor(s).
- Utilizes supervisor directives and stakeholder feedback to improve performance.
- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard operating procedures.
- Participates in documentation of PLOs where applicable.
- Establishes and follows standardized recipes.
- Participates in school activities and contributes to a more positive learning environment.
- Completes and timely submits all required reports per specifications.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Establishes and maintains positive team spirit among all staff and school community creating a more efficient work environment.
- Performs all duties with quality, efficiency and loyalty to Hamadeh Educational Services and its Academies.

- Performs other duties as may be assigned in writing by the Supervisor, Principal, Superintendent/HES President or her/his designee.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts.
- Communicates effectively and positively with staff, students and parents as needed.
- Demonstrates availability when needed.
- Follows an organizational system for documents and communicating progress and concerns with stakeholders.

SKILLS/EXPERIENCE

- Written and verbal communication skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the HR Director, Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Principal. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

PHYSICAL DEMANDS:

- Requires prolonged standing
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires stooping, bending and reaching
- Requires daily repetitive motion with hands and arms in food preparation and serving.
- Regular crouching occurs to retrieve items from lower shelves.
- Regular reaching occurs to retrieve utensils and food items from storage shelves.
- Must be able to work in a noisy environment
- Must be able to work in and around fumes and odors

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Cook Assistant & lunch Aide	Department: Food Services
Supervisor: Coordinator of Food Services	Date Issued:

BASIC FUNCTION:

To assist in ensuring that student and staff meals are timely prepared according to all applicable health standards, and to assist in serving meals to student and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in Planning and coordinating the menu for all staff events taking into account the likely number of attendees and the nature of the events
- Assists in Identifying and purchasing ingredients and supplies needed for the event, while staying within the allocated budget and following the approved purchase procedures
- Assists in Planning, directing and supervising the activities of food service team throughout the preparation and execution of the event
- Redirects students and staff to remain in compliance with healthy, food, safety and hygiene requirements.
- Assists in preparation of meals, including but not limited to: washing, cutting, peeling vegetables, and cleaning, cutting and preparing meats, seafood and poultry. Stirs and strains soups and sauces. Carries pans, kettles and trays of food to and from work stations etc.
- Assists in the planning and management of inventory.
- Assembles food, dishes, utensils and supplies needed for timely meal preparation and ensures equipment is kept clean, maintained and used properly and safely.
- Assists in coordinating all school functions involving food service with the school supervisor and the Principal.

SUPERVISION AND IMPLEMENTATION

- Operates kitchen equipment in a safe, clean and proper manner to assure safety as well as to avoid damage to the equipment.
- Ensures cleanliness of all lunchroom materials, kitchen, service line, and cafeteria area (wiping down tables, chairs, removing garbage, trays, etc.).
- Washes dishes, pots, pans and utensils using approved sanitation methods.
- Returns all items to their proper storage site.
- Completes routine maintenance of kitchen and equipment, including weekly deep cleaning.
- Serves staff and students on the service line in a professional and timely manner, while following portion control guidelines.
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures
- Runs cash register on the service line if cashier is absent and/or handles monies properly and honestly.
- Assists if needed with production records, and inventory.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills consistent with the job requirements and/or school needs.
- Demonstrates motivation to improve own techniques reflective of stakeholder input.
- Participates in recommended training programs, conferences, meetings, seminars, workshops

(MDE, MOR) and courses (Servsafe Certification Class) or other aspects of professional growth and effectively implements new strategies.

- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.
- Completes and submits all required reports per specifications.
- Utilizes feedback from school leaders based on professional methods in the best interest of students.

RESULTS AND DATA MANAGEMENT

- Measures and reads measuring devices when following recipes for the efficient and proper preparation and distribution of meals.
- Assists in conducting student/parent survey and utilizes the resulting data to make improvements to the food service program.
- Handles cooking in the absence of the cook.
- Assists in PowerSchool data count.
- Assists in filing all necessary paperwork.
- Directs students and staff in following pay and quantity serving policy.
- Ensures proper cleanliness of cafeteria before and after meals.

REPORTING AND COMPLIANCE

- Follows standardized recipes and prepares meals following established protocols
- Adheres to sanitation, safety and hygiene requirements as stated in the Michigan Food Code, HACCP guidelines and all standard food preparation and kitchen operations procedures.
- Communicates effectively with staff and students.
- Observes district, school, and department-wide policies on daily routines and guidelines during all activities.
- Monitors, reports, documents and redirects any concerns/issues coming from students, staff or parent to the supervisor.
- Participates in the documentation of PLOs where applicable.
- Immediately reports any concerns or observations regarding food health and safety.
- Utilizes supervisor directives and stakeholder feedback to improve performance.

ADMINISTRATIVE QUALITIES

- Establishes and maintains positive interpersonal relationships with all students, parents/guardians and fellow staff.
- Establishes and maintains positive team spirit among all staff and the Executive Director.
- Communicates and documents concerns with stakeholders using an organizational system.
- Performs all duties with quality, efficiency and commitment to the School and its management.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts.
- Performs other duties as may be assigned in writing by the Supervisor, Principal, Superintendent or her/his designee.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement
- Demonstrates availability when needed.

SKILLS/EXPERIENCE

- Written and verbal communication skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Principal. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

PHYSICAL DEMANDS:

- Requires prolonged standing
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires stooping, bending and reaching
- Requires daily repetitive motion with hands and arms in food preparation and serving.
- Regular crouching occurs to retrieve items from lower shelves.
- Regular reaching occurs to retrieve utensils and food items from storage shelves.
- Must be able to work in a noisy environment
- Must be able to work in and around fumes and odors

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of Curriculum	Department: Administration- Instructional
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Assist the Principal to provide for proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy. Implement curriculum, coordinate and support teacher in –service and staff development that supports district curriculum, improve and implement school improvement plan goals and objectives.

Supervise and coordinates several school committees, including the National Honor Society, and Staff Committees. Act as the principal interface and coordinator of the Academy's curriculum and its development leading to improved student performance.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Coordinates the development of the schools' curriculum alignment with the Michigan core and IBO curriculum.
- Assists in the coordination, preparation, and purchase of curriculum materials and resources for K-12 education.
- Coordinates the School Improvement Plan, Total Quality Management and Northern Central Accreditation committees.
- Monitors, supervises, and evaluates the schools' curriculum maps to ensure consistent alignment with GLCE's and CE's, as well as IBO program practices

SUPERVISION AND IMPLEMENTATION

- Provides for the proper supervision, guidance of the Lead subject teachers to ensure effective academic program implementation.
- Collaborates with teachers to plan and implement units that best meet the learning needs of students.
- Monitors, supervises, and evaluates the schools' curriculum maps to ensure consistent alignment with GLCE's and CE's, as well as IBO programme practices
- Directs academic contests and activities or fairs.

PROFESSIONAL LEARNING OPPORTUNITIES

- Provides guidance and develops resources and activities that enhance the effectiveness of the learning experience.
- Coordinates staff meetings as needed as well as attend other staff meetings or school events as may be required.
- Recommends, directs and/or coordinates in-services by curriculum and instructional technology vendors or subcontractors
- Provides teachers with training individually or by groups as needed in Understanding by Design as a strategy to increase student understanding of the information they are learning.

RESULTS AND DATA MANAGEMENT

- Monitors latest research, trends and developments in curriculum and instruction, and disseminate such information to appropriate personnel with the intent of providing philosophical direction to curriculum development.
- Assists principal and teachers in testing proficiency/ standardized testing (MEAP, IOWA, MAT, etc...) and other student evaluation means.

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for Department authorization and evaluation
- Establishes and maintains completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs

ADMINISTRATIVE QUALITIES

- Provides for effective communication and relations between the administration and staff and for building staff morale
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school within the department.
- Maintains good customer service and positive communication with staff, students, parents and community while serving as a role model and example for others to follow.
- Composes memos and letters to staff and parents as needed
- Follows an organizational system for documenting and communicating student progress and concerns.
- Performs all duties with quality, efficiency and commitment to the School & its management.
- Performs other duties as may be assigned by the Principal, the Superintendent or her/his designee in writing.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Principal or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients,

customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

- Excellent verbal and written communication skills.
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds. Position requires ability to stand and walk for extended periods of time.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of Food Services Program	Department: Food Services
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

To manage and oversee all aspects of the food services program at the school in a manner that is efficient and in line with the district's guidelines and procedures.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Prepares and plans school- meal menus to meet the USDA nutritional requirements.
- Plans and oversees preparation and cooking of meals following established protocols and guidelines.
- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard food preparation and kitchen operations procedures.
- Plans and prepares alternative menus for kids with special needs, in accordance to their medical care provider's recommendations and in collaboration with the parents.
- Places orders all necessary food services supplies and products.
- Coordinates all school functions involving food service with the school Principal.
- Handles Free and Reduced Lunch applications, MOR cooperative, prepares food service bids and oversees Request For Proposal (RFP) process
- Maintains an organized food service calendar.
- Participates in department improvement plan by sharing ideas and input to enhance service and programs.

SUPERVISION AND IMPLEMENTATION

- Supervises and manages all food preparation and line service.
- Supervises, trains and evaluates Lunch Server Staff.
- Supervises student lunch service consistent with the school policies and guidelines.
- Observes and assesses student's preferences, to continuously improve the food service
- Monitors lunch equipment and facility use and coordinates maintenance and repairs with the appropriate school personnel.
- Coordinates special events with the HES President, Principals and/or other key personnel.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in recommended training programs, conferences, courses or other aspects of professional growth.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.
- Attends meetings, activities, training programs, conferences, seminars, workshops (MDE, MOR), and courses (Servsafe certification class) as required and effectively implements new strategies.
- Demonstrates self-motivation for improving own techniques, reflections and effectiveness based on stakeholder input.
- Awards and promotes staff progress as evidenced by staff's satisfaction and awards.

RESULTS AND DATA MANAGEMENT

- Conducts student/parent surveys and utilizes the resulting data to make improvements to the food service program.
- Performs Self- evaluation and department assessment to ensure efficiency and effectiveness of the food service program.
- Collects and analyzes data in providing guidance towards decision makings.
- Conducts Power School lunch data counts.
- Manages Food Services Department budget, purchases and fees as evidenced by program savings.
- Manages all aspects of food service program in compliance with code of ethics, state/local/MDE requirements/regulations and health and safety guidelines.
- Collects and reports all lunch money and files reimbursements with MEIS.

REPORTING AND COMPLIANCE

- Ensures quality meals are served to all students while overseeing all aspects of the food service operations.
- Fills out and files all paperwork concerning lunch program including daily production records, monthly reports, and yearly reports due to MDE, CNAP, MEIS in a timely manner per specifications.
- Prepares year end reports, monthly-internal reporting, on-site reviews, snack reviews, and free-reduced meals applications in a timely manner per specifications.
- Complies with all district, school, department-wide, state and local policies and guidelines concerning health and safety on daily routines.
- Manages all aspects of food service program in compliance with MDE requirements and regulations.
- Maintains compliance with audit reports and funding reimbursement requirements.
- Collects and reports all lunch money per school and HES money handling policy.
- Adheres to all established policies, procedures and code of ethics.

ADMINISTRATIVE QUALITIES

- Cancels lunch and/or deliveries when required.
- Maintains files in an organized and accessible manner by updating information, purging files on a regular basis and creating new filing systems as needed.
- Maintains an organized food service calendar.
- Establishes and maintains good customer service and positive communication with administration, staff, students, parents and community.
- Establishes and maintains positive team spirit among all staff and school community.
- Performs all duties with quality, efficiency and commitment to the School and its management.
- Performs other duties as may be assigned by the Principal or HES President or her/his designee.
- Keeps the principal and HES President informed of main issues and concerns.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts
- Participates in school committees that contribute to a more positive learning environment.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Knowledge of food service program requirements, Basic computer Knowledge, Ability to maintain records and complete reports, Written and oral communication skills, Oral, Verbal and written Communication skills, Leadership Skills

EDUCATION/TRAINING:

- High School Diploma or Equivalent
- Food Handlers Permit (as may be required by the local Health Department)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of Special Programs	Department: Administration- Instructional
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

- Oversees and directs the special programs at the Academy by implementing proactive and individualized instruction services for students in tutorial program in order to cover all their areas of weaknesses and accelerate the ESL students in the English language acquisition based on the same principle of individualized instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Develops, supervises, and evaluates the ESL & Special Ed. Programs.
- Revises the ESL Curriculum to include updated materials.
- Ensures the implementation of proactive, individualized instruction in order to accelerate the ESL students' comprehension of the English language, and to aid students in acquiring lacking skills.
- Integrates Leveled Reading and provides staff with the most effective strategies and approaches to reading in cooperation with the school library.
- Recommends changes and initiate improvements of both ESL and Special Ed. programs throughout the year as needed.
- Distributes revised ESL Curriculum among all involved instructional staff.
- Cooperates with Core Subject Teachers and ACE program teachers in order to ensure the most effective instruction.
- Introduces supplemental Reading/Writing Motivational Program for both ESL and Special Ed. students.
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.
- Schedules & attends Parent-Teacher Conferences for the department.
- Recommends requisitions of supplies and equipment for the ESL and the Special Ed. Departments.
- Assists ESL students in getting acquainted with their city and neighborhood by organizing Field Trips with educational/social contents as a part of their introduction to the new culture.

SUPERVISION AND IMPLEMENTATION

- Reviews and approves ESL lesson plans on a weekly basis.
- Monitors, oversees and records daily activities to ensure effectiveness of both ESL and special Ed. programs.
- Supervises ESL & Special- Ed. scheduling.
- Provides both ESL & Special Ed. staff with requested or recommended materials & resources.
- Assists in the supervision of students' discipline and oversees the implementation of the classroom and school discipline policies related to the department.
- Supervises students during lunch, recess, arrival and dismissal if and when directed.
- Supervises inventories of textbooks and other educational materials within department.

PROFESSIONAL LEARNING OPPORTUNITIES

- Contributes to SIP and meeting AYP requirements by enhancing ESL and Special Ed. students' skills.
- Maintains records of department meetings, Training sessions, Workshops and all PLO activities.
- Attends Staff meetings, training sessions, school events and activities as may be directed or assigned by supervisor and/or Superintendent.
- Coordinates, attends and facilitates ESL & Special Ed. departments meetings as well as training sessions.
- Plans, organizes, recommends and directs in-service training and professional development including determining training needs programs and schedule.
- Fosters professional growth and provides professional assistance to staff as required.
- Attends professional learning opportunities, and uses knowledge gained to train and coach staff.
- Ensures implementation of newly adopted strategies and approaches.

RESULTS AND DATA MANAGEMENT

- Makes data-informed improvements by analyzing ELPA and SCANTRON test results and utilizing MEAP test results within the department.
- Evaluates students' academic achievements based on data gathered from reviewing their tests, portfolios, report cards and progress reports.
- Coordinates and assesses students' progress/retention within the department
- Sets up a system of incentives. Reviews and coordinates student and staff awards program and certificates within the department.
- Documents all academic activities and re-evaluates their effectiveness.
- Coordinates and supervises all student evaluations within the department. Orders test materials and supervises the distribution and return of test documents after obtaining approval of purchase order by the Principal.
- Schedules departmental tests and additional SCANTRON tests for students as needed.
- Researches the latest approaches to ESL teaching and tutorial services, discusses findings with supervisors and staff and oversee the implementation of adopted strategies if applicable in order to accelerate ESL students' proficiency and better students' achievements

REPORTING AND COMPLIANCE

- Prepares timely school reports to present to the Principal and Superintendent.
- Submits reports and records as required by law, Board Policies, and Administrative Directives.
- Documents and properly files all kinds of communication with other parties.
- Communicates with the Principal all staff issues and documents them.
- Completes all HR documentation and reporting requirements.

ADMINISTRATIVE QUALITIES

- Communicates effectively with staff, students, and parents about department programs, events, activities and students' progress as applicable.
- Communicates students' progress and achievements with parents, and makes sure all necessary paper work are shared with the parents and completed.
- Contributes to the School Newsletter.
- Serves on School Improvement Plan and Total Quality Management Committees.
- Promotes cultural diversity and healthy learning environment with respect to students' different backgrounds.
- Creates healthy, open forum for discussion and communication as a crucial point of team work.
- Instills in staff the pride of being a valuable member of the team with a strong feeling of self accountability.
- Performs all duties with quality, efficiency and loyalty to the School & its management.

- Performs other duties as may be assigned by the Principal, the Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by HES President or by Chief Officer of Personnel Administration (COPA) in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Principal or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Excellent verbal and written communication skills.
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Must comply with all applicable laws related to the Administrator's certificate.

- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds. Position requires ability to stand and walk for extended periods of time.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of Substitute Services	Department: Human Resources
Supervisor: Human Resources Generalist	Date Issued:

BASIC FUNCTION:

Under the direction of the Human Resources Generalist to coordinate the internal and external substitute services for the academies

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Coordinates all internal and external substitute services for the academies.
- Process external substitute services in accordance with contractual agreements approved by HES President
- Follows up on contractual agreements, to include getting all contracts approved by the HES President, and working with all principals to secure full and part day subs (minimum 4 hours), short term and long term.
- Ensures all substitutes qualifications, permit requirements and finger printing are in place ahead of substitute placement.
- Assists in handling and redirecting phone calling of employees, job applicants, parents, suppliers, other callers and requests for information as needed.
- Participates in department improvement plan by sharing ideas and inputs to enhance services and programs
- Plans and follows an efficient organization, documentation and communication system including the planning of daily tasks and activities.
- Creates an effective method of managing, compiling and tracking department documentation, communication, and record keeping.

SUPERVISION AND IMPLEMENTATION

- Verifies substitute invoices and work time and approving invoices according to the work that is assigned and completed.
- Keeps all internal substitutes databases and records
- Collaborates with the coordinators of the tutorial programs for all buildings to make sure that all internal substitute requests are timely processed and documented.
- Assists in Central Office tasks, by performing various clerical duties
- Performs specific tasks as requested by the supervisor and HES President.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends meetings, activities and training as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Utilizes training obtained to implement new strategies.
- Demonstrates self-motivation in improving own techniques and reflects on own effectiveness based on stakeholders input.
- Participates in PLOs where applicable and completes proper documentation of meetings.

- Utilizes school leader feedback in the best interest of students and the school.
- Follows department guidelines and ensures effective implementation of all HES and academy policies.
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

RESULTS AND DATA MANAGEMENT

- Uses, scans, manages, stores, and analyzes data effectively and appropriately
- Keeps academies' and students' information and records confidential and does not release without proper authorization from supervisor and/or superintendent/HES President.
- Uses data to guide decision-making and make improvements to the assigned departments as needed
- Relieves administrators of clerical work and office details.
- Conducts and routinely maintains sufficient inventory of office supplies and furniture.
- Uses appropriate resources or information to resolve concerns in a consistent & timely manner.

REPORTING & COMPLIANCE

- Complies with all state and federal requirements for substitutes and ensure that no sub is be assigned longer than 4 weeks for the same group of students during an entire school year unless the substitute is a certified teacher.
- Keep updated with new legislative changes.
- Maintains audit files and databases including unprofessional conduct forms, and other reports as may be required.
- Provides assistance to the Human Resources Department by performing various activities including compiling employment packets, copying, filing, scanning, and composing letters as may be required by the local and state authorities as well as the authorizers, and HES President.
- Records and keeps substitutes attendance records and generates reports as needed to meet the requirements of the local and state authorities.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- The job requires working beyond the office and/or school hours, evenings, nights and weekends. Inputs employment data and records into the computer and generates statistical reports as needed
- Performs all duties with quality, efficiency and loyalty to Hamadeh Educational Services and its Academies.
- Follows up effectively and consistently on outstanding matters to achieve the desired results
- Collaboratively participates in committees that contribute to a more positive learning environment.
- Performs other duties as may be assigned in writing by the HES President or her/his designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, COPA, or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The Administrative Assistant shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services' or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students student parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

OFFICE SKILLS:

- Excellent phone voice, typing and language skills.
- Strong time management skills.
- Strong background in computerized office (IBM word processing, spreadsheet, database management).

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED).

Minimum two years experience or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

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Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of the Arabic Language Program	Department: Administration- Instructional
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Serve as the Department Instructional leader and guide to coordinate, develop and supervise the implementation of the Arabic Language programs consistent with the school, State, and national standards and school mission and vision.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Coordinates the development of the Arabic curriculum alignment with the School, State and National Standards for Arabic Languages.
- Assists in the coordination, preparation and purchase of the departments' curriculum materials and resources for K-12 education.
- Collaborates with the departments' language teachers to plan and implement units that best meet the learning needs of students.
- Monitors latest research, trend, and developments in curriculum and instruction, and disseminates such information to appropriate personnel with intent of providing philosophical direction to curriculum development.
- Directs academic contests and activities for fairs for the department

SUPERVISION AND IMPLEMENTATION

- Provides guidance and develops resources and activities that enhance the effectiveness of the learning experience within the department
- Reviews lesson plans weekly and monitors the implementation of the curriculum as well as the students learning and progress.
- Monitors, supervises, and evaluates the Arabic language teachers, instruction and its implementation and lesson plans, grade books, and attendance books.
- Assists in the recruitment of qualified personnel and recommends hiring, firing, and transfer of personnel.

RESULTS AND DATA MANAGEMENT

- Assists principal and teachers in foreign language testing proficiency/standardized testing and other student evaluation means.
- Assists with the coordination of the School Improvement Plan, Total Quality Management and the school accreditation process.

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for Arabic Department authorization and evaluation

- Establishes and maintains completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs

PROFESSIONAL LEARNING OPPORTUNITIES

- Coordinates teacher-mentoring program within the departments.
- Provides teachers with training individually or by groups as needed in Understanding by Design as a strategy to increase student understanding of the information they are learning.
- Recommends, directs and/or coordinates in-services by curriculum and instructional technology vendors or subcontractors.
- Coordinates staff meetings as needed as well as attends other staff meetings or school events as may be required.

ADMINISTRATIVE QUALITIES

- Translates communication to disseminate necessary information to parents and community in the Arabic Language.
- Provides community support and student services for the department to enhance student learning and parental participation.
- Establishes and maintains positive interpersonal relationships with students, parents/guardians and colleagues
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management
- Performs such other duties as may be deemed necessary by the Principal and HES President

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

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processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

SKILLS/EXPERIENCE:

- Excellent verbal and written communication skills.
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Minimum a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds. Position requires ability to stand and walk for extended periods of time.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of the Elementary Program	Department: Administration- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

- To assist the Principal in providing for proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy
- To coordinate and supervise the curriculum alignment committee for the Department.
- To assist in the development of standards-based curriculum and assessment opportunities, research-based instructional methods, aligning of materials and resources to curriculum outcomes, and the supervision of the other teachers in 3-5 and other teacher leadership responsibilities.
- To serve as the principal interface and coordinator of the Academy's curriculum and its development leading to improved student performance.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with colleagues to construct benchmark lessons and to plan & manage the development of standards-based curriculum, instruction, and assessment plans and strategies.
- Ensures that all textbooks are used effectively as a resource to meet curriculum goals and coordinates and/or supervises the creation/updating of themes/units within the department.
- Serves as the coordinator for the elementary curriculum in the all subject areas by identifying and assisting in the adoption of curriculum resources, maintaining inventory and insuring effective implementation of curriculum resources.
- Assists in the coordination and in development of an Annual Department Plan with clearly stated goals and objectives.
- Assists in purchasing and requisition of instructional materials
- Works collaboratively with others on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Assists with the coordination of the school's testing program, the writing of grants to aid in meeting the goals of the Continuous Improvement Plan, and other duties as may be assigned.

SUPERVISION AND IMPLEMENTATION

- Serves as a resource to the School Improvement Committee and works with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
- Observes, provides guidance and supervision of assigned colleagues, and participates in the formal evaluation process as a formative evaluator.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the elementary curriculum in all subject areas.
- Participates in direct student instruction as needed
- Provides feedback to teachers based on classroom observations on teaching practices/techniques on a continual basis.

- Leads the process of developing or reviewing the elementary grades' scope and sequence of the curriculum according to IB-PYP Concepts and State of Michigan Guidelines (Grade Level Content Expectations, Content Expectations).
- Ensures that essential agreements are formulated for assessment and for teaching and learning language.
- Demonstrates leadership qualities, setting personal example at high standards in all regards
- States clear goals and expectations from the staff members, and maintain action accountability.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment and implementation and student assessment.
- Assists in the coordination of all school based professional learning opportunities linked to individual professional development plans, the School Improvement Plan, and individualized action plans.
- Assists with the training of early Associate and Professional Teachers, other Lead Teachers and Mentor Teachers within the elementary department.
- Participates in and provides Professional Learning Opportunities focused on data analysis of student achievement.
- Supports the teachers responsible for, and the students involved in, the IB Primary Years Program, and Assists teams or individuals in developing units of inquiry.

RESULTS AND DATA MANAGEMENT

- Collects data, and establishes improvement plans based on the standardized tests results
- Encourages and supports a process of properly reviewing and analyzing classroom assessment results, as well as sharing them with students and parents.
- Assesses curriculum alignment through analysis of Scantron data, Michigan standard Exams, benchmarks, Common Core State Standards (CCSS) and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation
- Establishes and maintains of completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs
- Serves on School Improvement Plan and Total Quality Management Committees.

ADMINISTRATIVE QUALITIES

- Provides for effective communication and relations between the administration and staff and for building staff morale
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school within the department
- Informs parents, staff and students about the school programs' events and activities
- Composes memos and letters to staff and parents as needed
- Performs all duties with quality, efficiency and loyalty to the School & its management.
- Performs other duties as may be assigned by the Principal, HES President or her designee.

SAFETY LEGISLATION:

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criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing.

Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Minimum a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Primary Years Certification
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 5 years teaching and supervisory experience
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of the Elementary & PYP Programs	Department: Administration- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTIONS:

- To assist the Principal in providing for proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy.
- To coordinate and supervise the curriculum alignment committee for the Department.
- To assist in the development of standards-based curriculum and assessment opportunities, research-based instructional methods, aligning of materials and resources to curriculum outcomes, and the supervision of the other teachers in K-5 and other teacher leadership responsibilities.
- To serve as the principal interface and coordinator of the Academy's curriculum and its development leading to improved student performance.
- To serve as the instructional leader of the International Baccalaureate Primary Years Program (IB-PYP) in the school.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with colleagues to construct benchmark lessons and to plan & manage the development of standards-based curriculum, instruction, and assessment plans and strategies.
- Ensures that all textbooks are used effectively as a resource to meet curriculum goals and coordinates and/or supervises the creation/updating of themes/units within the department.
- Serves as the coordinator for the elementary curriculum in the all subject areas by identifying and assisting in the adoption of curriculum resources, maintaining inventory and insuring effective implementation of curriculum resources.
- Assists in the coordination and in development of an Annual Department Plan with clearly stated goals and objectives.
- Assists in purchasing and requisition of instructional materials
- Works collaboratively with others on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Assists with the coordination of the school's testing program, the writing of grants to aid in meeting the goals of the Continuous Improvement Plan, and other duties as may be assigned.

SUPERVISION AND IMPLEMENTATION

- Serves as a resource to the School Improvement Committee and works with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
- Observes, provides guidance and supervision of assigned colleagues, and participates in the formal evaluation process as a formative evaluator.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the elementary curriculum in all subject areas.
- Participates in direct student instruction as needed
- Provides feedback to teachers based on classroom observations on teaching practices/techniques on a continual basis.
- Ensures that all requirements of the IB-PYP programs and procedures are carried out properly and all deadlines are met

- Leads the process of developing or reviewing the elementary grades' scope and sequence of the curriculum according to IB-PYP Concepts and State of Michigan Guidelines (Grade Level Content Expectations, Content Expectations).
- Ensures that essential agreements are formulated for assessment and for teaching and learning language.
- Demonstrates leadership qualities, setting personal example at high standards in all regards
- States clear goals and expectations from the staff members, and maintain action accountability.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment and implementation and student assessment.
- Assists in the coordination of all school based professional learning opportunities linked to individual professional development plans, the School Improvement Plan, and individualized action plans.
- Assists with the training of early Associate and Professional Teachers, other Lead Teachers and Mentor Teachers within the elementary department.
- Participates in and provides Professional Learning Opportunities focused on data analysis of student achievement.
- Supports the teachers responsible for, and the students involved in, the IB Primary Years Program, and Assists teams or individuals in developing units of inquiry

RESULTS AND DATA MANAGEMENT

- Collects data, and establishes improvement plans based on the standardized tests results
- Encourages and supports a process of properly reviewing and analyzing classroom assessment results, as well as sharing them with students and parents.
- Assesses curriculum alignment through analysis of Scantron data, Michigan standard Exams, benchmarks, and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation
- Establishes and maintains of completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs
- Serves on School Improvement Plan and Total Quality Management Committees.

ADMINISTRATIVE QUALITIES

- Provides for effective communication and relations between the administration and staff and for building staff morale
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school within the department
- Responds to requests for information (for example, questionnaires) from the IB-PYP and Provides a liaison between the school and the IB-PYP
- Promotes the cooperative interaction of the entire professional staff, parents, students, and community members in the implementation of the PYP, across all schools in PYP partnerships, where applicable
- Informs parents, staff and students about the school programs' events and activities
- Composes memos and letters to staff and parents as needed
- Performs all duties with quality, efficiency and loyalty to the School & its management.
- Performs other duties as may be assigned by the Principal, HES President or her designee.

SAFETY LEGISLATION:

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APPROVALS:

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EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

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SKILLS/EXPERIENCE:

- Minimum a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Primary Years Certification
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 5 years teaching and supervisory experience
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of the IB Programs	Department: Administration- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Along with the school principal, the Coordinator of International Baccalaureate Programme (IB) serves as an instructional leader of the IB program in the school. The IB Coordinator takes responsibility for ensuring that pedagogical aspects of the program are discussed, information is disseminated and the program is planned, taught and assessed collaboratively.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with colleagues to construct benchmark lessons and to plan & manage the development of standards-based IB curriculum, instruction, and assessment plans and strategies.
- Ensures that all textbooks are used effectively as a resource to meet IB goals and coordinates and/or supervises the creation/updating of themes/units within the department.
- Serves as the coordinator for the IB in the all subject areas by identifying and assisting in the adoption of IB curriculum resources, maintaining inventory and insuring effective implementation of IB curriculum resources.
- Assists in the coordination and in development of the IB Action Plan with clearly stated goals and objectives.
- Works collaboratively with others on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.

SUPERVISION AND IMPLEMENTATION

- Ensures that all requirements of the IB concerning programs and procedures are carried out properly and all deadlines are met
- Leads the process of developing or reviewing the school's scope and sequence of the curriculum according to IB Concepts, the Common Core State Standards (CCSS) and State of Michigan Guidelines (Grade Level Content Expectations, Content Expectations).
- Ensures that essential agreements are formulated for assessment and for teaching and learning language.
- Co-coordinates students' summer learning opportunities with the Principal and ACE Coordinator
- Makes recommendations for the purchase of suitable resources to support the implementation of the program.
- Establishes an inventory of resources to facilitate efficient management.
Maintains a resource center of current IB related documents and materials

PROFESSIONAL LEARNING OPPORTUNITIES

- Assists teams or individuals in developing Units of Inquiry.
- Organizes, recommends and coordinates professional learning activities within and outside the school to share information learned in training workshops and site visits and to support and/or expand IB Program.
- Provides outreach to the wider IB community through Online Curriculum Centre (OCC) discussion forums, e-mail and school visits.
- Promotes the use of the OCC within the school community.

- Supports the teachers responsible for, and the students involved in, the IB exhibition in the final year of the program.
- Provides “live” professional learning for teachers in their own classrooms through modeling and co-teaching

RESULTS AND DATA MANAGEMENT

- Collects data, and establishes improvement plans based on the standardized tests results
- Encourages and supports a process of properly reviewing and analyzing classroom assessment results, as well as sharing them with students and parents.
- Assesses IB curriculum alignment through analysis of Scantron data, Michigan standard Exams, benchmarks, Iowa Test of Basic Skills (ITBS) and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE

- Ensures that copies of International Baccalaureate Organization (IBO) publications are available to staff members.
- Establishes and maintains a record of completed planners.
- Publishes the school's program of inquiry
- Participates in the formation of the school's School Improvement Plan
- Prepares and submits any documentation required for authorization and evaluation.
- Keeps a record of workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs

ADMINISTRATIVE QUALITIES

- Responds to requests for information (for example, questionnaires) from the IB.
- Provides a liaison between the school and the IB.
- Sets up systems for communication and collaboration among all staff members involved in implementing the program.
- Publishes articles pertaining to the program in school newsletter and on the school web site.
- Circulates all relevant information received from the IB.
- Promotes the cooperative interaction of the entire professional staff, parents, students, and community members in the implementation of the IB, across all schools in IB partnerships, where applicable.
- Conducts parent information sessions.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisor, HES president or her designee.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

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EXCLUSIONS:

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SKILLS/EXPERIENCE:

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- Primary Years Certification
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 5 years teaching and supervisory experience
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

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Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

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Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of the IB-PYP Programs	Department: Administration- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Along with the school principal, the Coordinator of International Baccalaureate –Primary Years Program (IB-PYP) serves as an instructional leader of the IB-PYP program in the school. The IB-PYP Coordinator takes responsibility for ensuring that pedagogical aspects of the program are discussed, information is disseminated and the program is planned, taught and assessed collaboratively

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with colleagues to construct benchmark lessons and to plan & manage the development of standards-based IB-PYP curriculum, instruction, and assessment plans and strategies.
- Ensures that all textbooks are used effectively as a resource to meet IB goals and coordinates and/or supervises the creation/updating of themes/units within the department.
- Serves as the coordinator for the IB-PYP in the all subject areas by identifying and assisting in the adoption of IB curriculum resources, maintaining inventory and insuring effective implementation of IB curriculum resources.
- Assists in the coordination and in development of the IB Action Plan with clearly stated goals and objectives.
- Works collaboratively with others on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.

SUPERVISION AND IMPLEMENTATION

- Ensures that all requirements of the IB concerning programs and procedures are carried out properly and all deadlines are met
- Leads the process of developing or reviewing the school's scope and sequence of the curriculum according to IB Concepts, the Common Core State Standards (CCSS) and State of Michigan Guidelines (Grade Level Content Expectations, Content Expectations).
- Ensures that essential agreements are formulated for assessment and for teaching and learning language.
- Co-coordinates students' summer learning opportunities with the Principal and ACE Coordinator
- Makes recommendations for the purchase of suitable resources to support the implementation of the program.
- Establishes an inventory of resources to facilitate efficient management.
Maintains a resource center of current IB-PYP related documents and materials

PROFESSIONAL LEARNING OPPORTUNITIES

- Assists teams or individuals in developing Units of Inquiry.
- Organizes, recommends and coordinates professional learning activities within and outside the school to share information learned in training workshops and site visits and to support and/or expand IB Program.
- Provides outreach to the wider IB community through Online Curriculum Centre (OCC) discussion forums, e-mail and school visits.
- Promotes the use of the OCC within the school community.

- Supports the teachers responsible for, and the students involved in, the IB exhibition in the final year of the program.
- Provides “live” professional learning for teachers in their own classrooms through modeling and co-teaching

RESULTS AND DATA MANAGEMENT

- Collects data, and establishes improvement plans based on the standardized tests results
- Encourages and supports a process of properly reviewing and analyzing classroom assessment results, as well as sharing them with students and parents.
- Assesses IB-PYP curriculum alignment through analysis of Scantron data, Michigan standard Exams, benchmarks, Iowa Test of Basic Skills (ITBS) and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE

- Ensures that copies of International Baccalaureate Organization (IBO) publications are available to staff members.
- Establishes and maintains a record of completed planners.
- Publishes the school's program of inquiry
- Participates in the formation of the school's School Improvement Plan
- Prepares and submits any documentation required for authorization and evaluation.
- Keeps a record of workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs

ADMINISTRATIVE QUALITIES

- Responds to requests for information (for example, questionnaires) from the IB.
- Provides a liaison between the school and the IB.
- Sets up systems for communication and collaboration among all staff members involved in implementing the program.
- Publishes articles pertaining to the program in school newsletter and on the school web site.
- Circulates all relevant information received from the IB.
- Promotes the cooperative interaction of the entire professional staff, parents, students, and community members in the implementation of the IB, across all schools in IB partnerships, where applicable.
- Conducts parent information sessions.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
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- Minimum a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Primary Years Certification
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 5 years teaching and supervisory experience
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Coordinator of Tutorial and ESL Programs	Department: Administration- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Under the direction of the building principal, oversees and directs all aspects of the Tutorial and ESL Programs at the academy, by providing for proper instruction and supervision for staff and students in need of tutorial services and acceleration in the English language acquisition based on the same principle of individualized instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Serves as the educational leader for students in need of Tutorial & ESL programs and staff by developing, supervising and evaluating the Academy's instructional programs.
- Participates in department improvement plans by sharing ideas and input to enhance services and programs and recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials.
- Participates in the development and implementation of before & after school programs.
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.
- Reviews all curriculum guides and materials in the Tutorial & ESL Program Department ensuring they are aligned with State, National and IBO Standards and ready for distribution to instructional support staff, parents, etc.
- Plans for all student assessments in the ESL and Tutorial departments including grading policy, report cards, tests and standardized testing.
- Develops student and staff schedules in a way that is most conducive to learning with focus on student achievement.
- Plans & implements school activities that are aligned with the School Improvement Plan (SIP) for the students, staff and community.
- Coordinates a staff and student-mentoring program within the department.
- Coordinates the Teacher Substitute program and maintains record of department's staff attendance.

SUPERVISION AND IMPLEMENTATION

- Supervises inventories of textbooks and other educational materials.
- Recommends requisitions of adequate supplies and equipment for the department.
- Monitors and oversees the daily operation of the Tutorial & ESL program classrooms and subjects, and supervises the scheduling of the Tutorial program staff.
- Monitors the progress of all assessments and develops, communicates & oversees implementation of strategies for improvement by instructional staff.
- Monitors instruction, provides feedback, & effectively redirects staff to differentiate instruction & activities as needed.
- Reviews and approves Tutorial & ESL lesson plans on a weekly and/or daily basis.
- Recommends and directs Tutorial & ESL programs committees and tasks team as needed.

- Assists in the supervision of student discipline and oversees the implementation of the classroom and school discipline policies, mainly those that are related to the Tutorial & ESL programs.
- Supervises the Tutorial & ESL staff and team Members and consultants.
- Evaluates the performance of the staff and makes recommendation to the Principal & Superintendent regarding promotion, transfer and retention of staff.
- Assists in the recruitment and interviewing of qualified personnel. Supervises orientation and pre-service training of new personnel.
- Ensures that all requirements of program and procedures are carried out properly/deadlines are met.
- Supervises students during passing time, lunch, recess, arrival and dismissal if needed.
- Effectively guides and redirects students to ensure focus on achievement & academic progress.

PROFESSIONAL LEARNING OPPORTUNITIES

- Coordinates, participates, & oversees all educational team meetings and team activities
- Plans, organizes, recommends and directs in-service training and development, department meetings and/or training as well as school-wide staff meetings consistent with the SIP and departmental needs.
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.
- Fosters professional growth and provides professional assistance and mentoring to staff as required and ensures training sessions including PLOs are completed and documented in a timely manner.
- Attends meetings, activities and training sessions as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher conferences, Open Houses, Orientations, PTC meetings, etc.
- Coordinates Parent-Teacher Conferences for the department.
- Serves on School Improvement Plan and Total Quality Management Committees.

RESULTS AND DATA MANAGEMENT

- Prepares timely school reports to present to the Principal and Superintendent/HES President, and submits such reports and records as required by law, Board Policies, and Administrative Directives.
- Analyzes student achievement as evidenced by grades, standardized test data, curriculum and curriculum modification, and individualized instruction records within the Tutorial & ESL programs and uses results for improvement.
- Uses data to effectively impact decision-making, goal setting, planning & awarding student achievement.
- Evaluates students' academic performance of the Tutorial, Foreign Languages & ESL programs by reviewing report cards and progress reports.
- Coordinates and oversees student promotions and retentions within the department.
- Coordinates and supervises all student evaluations within the department. Orders test materials and supervises the distribution and return of test documents after obtaining approval of purchase order by the principal. Schedules tests and in-services to prepare personnel for tests.
- Administers ELPA standardized testing and analyzes data within the tutorial program and uses results for improvement.
- Reviews and coordinates student and staff awards program and certificates within the department.
- Plans & implements department guidelines & procedures including lesson plans, communication, meetings, etc.

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation.
- Establishes and maintains completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Complies with all district, school, and department-wide policies and follows established rules/guidelines in daily routines.
- Collaborates with the supervisor & superintendent & keeps open communication about all functions & concerns.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school within the department.
- Informs parents, staff and students about the tutorial & ESL programs' events and activities.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Accurately completes and timely submits all required reports per specifications.
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Composes memos and letters to staff and parents as needed.
- Provides assistance to the Principal as may be needed.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned in writing by the immediate supervisor, the Superintendent or her/his designee

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the HR Director, Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Principal or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

- Minimum a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Proficiency in the Arabic Language is preferred (Speaking, Reading, Comprehension, & Writing)
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 5 years teaching and supervisory experience
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Counselor and Grant Director	Department: Student Affairs
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Utilizing leadership, advocacy, and collaboration, the Counselor and Grant Director promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students as well as oversees that the Counseling Grant Dispersed is utilized in compliance with School and Governmental Standards.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Participates in department improvement plan by sharing ideas and input to enhance services & program.
- Plans academic counseling program and activities that are aligned with the school, state and national standards and individualized student needs.
- Effectively plans and coordinates the development of all activities and implementations of the Counseling Grant ensuring they are in compliant with State, National & IB Standards.
- Presents budget plans and proposals illustrating the organization and execution of funds granted for counseling program.
- Provides instruction, team teaching, or assistance in teaching the school guidance curriculum, learning activities or units in classrooms, the career center, or other school facilities.
- Participates in interdisciplinary teams to develop and refine guidance curriculum that integrated across the academic curriculum.
- Conducts planned small group activities to respond to students' identified needs or interests. Such topics may include balancing friendship and responsibilities, time management, and careers.
- Works with students analyzing and evaluating their abilities, interests, skills, and achievement. Utilizes tests and other data as the basis for helping students develop and review Education Development Plans (EDPs).
- Assists students to evaluate their abilities, interest, talents, and personality characteristics in order to develop realistic, academic and career goals.
- Monitors students who are obtaining D grades or lower and devises/implements motivational strategies for students and teachers to increase student achievement.
- Participates in IEP meetings, offering support, suggestions and resources to maximize student achievement.
- Advises students using personal/social, educational, career and labor market information in planning personal, educational and career goals.
- Researches, promotes, disseminates, and actively participates in assisting students with their scholarship programs, career planning and personal growth.
- Assists students in making the transition to higher grades.
- Counsels students and their parents on matters relating to the student's adjustment, progress, achievement and aptitude in school and plans/implements appropriate measures to address crisis situations.
- Develops student schedules in a way that maximizes students' potential consistent with school guidelines.

SUPERVISION AND IMPLEMENTATION

- Serves as student advocate and consults with parents, guardians, teachers, other educators, and community agencies regarding strategies to assist students and families.
- Provides small group or individual based counseling for students experiencing difficulties dealing with relationships, personal concerns, or normal developmental tasks.
- Provides Short-term individual and small group counseling to help students identify problems, causes, alternatives, and possible consequences so they can take appropriate action.
- Provides prevention, intervention, and follow-up.
- Provides short-term, temporary counseling and support to students and families facing emergency situations.
- Uses referral sources to deal with crises such as suicide ideation, violence, abuse, depression, and family difficulties such as mental health agencies, employment and training programs, juvenile services and other social and community services.
- Trains students as peer mediators, conflict managers, tutors, and mentors to help students engage positively amongst each other.
- Implements a guidance curriculum through teaching/integrating individualized and group activities to further their career, academic & social development.
- Contributes to the school's mission through consultation, collaboration, program coordination and teamwork.
- Supervises all activities and transactions funded by Counseling Grant ensuring compliance with all school and designated governmental agencies are properly met.

PROFESSIONAL LEARNING OPPORTUNITIES

- Regularly updates and shares professional knowledge and skills by attending professional association conferences, workshops, and meetings.
- Attends school professional development training to ensure skills are updated in the areas of curriculum development, technology, and data analysis and implements new strategies.
- Attends training and workshops as needed to obtain CEU's and maintain licensure.
- Conducts workshops and informational sessions for parents or guardians to address the needs of the school community and to reflect on the student school guidance curriculum.
- Assists, redirects and guides staff, students and parents as necessary to ensure the smooth operation of the guidance and academic programs.
- Utilizes supervisor directives and stakeholder feedback to improve own and department performance.
- Participates in PLO's where applicable and completes proper documentation of meetings.
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

RESULTS AND DATA MANAGEMENT

- Analyzes student achievement/progress and counseling program-related data to evaluate the counseling and/or academic programs.
- Conducts research on student activity outcomes for addressing gaps that may exist between different groups of students.
- Uses data to effectively impact decision-making, goals setting, and planning and make recommendations and improvements to the department and school as needed.
- Uses data gathered from Grant plans and proposals to assess fund organization and deployment.
- Shares data and their interpretation with staff and administration to ensure each student has educational equity and access.
- Maintains database and reports of all students assigned to counselor ensuring student transcripts and Power School reports are accurate and up-to-date.

REPORTING AND COMPLIANCE

- Develops and maintains a well-structured database detailing all transactions, activities, and plans for the Counseling Grant.

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation.
- Establishes and maintains completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Collaborates with staff & parents to provide interventions to the at-risk students to promote their academic success.
- Complies with all district, school, department-wide policies, daily routines & guidelines.
- Demonstrates availability when needed.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress & concerns with stakeholders and all activities/transactions implemented by the Counseling Grant.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Demonstrates professionalism in work ethics, handling confidential information and conflict management.
- Provides significant contributions to the school's mission through consultation, partnering, collaboration, program coordination, and teaming.
- Coordinates school and community resources on behalf of all students, including those who are special needs and require additional and unique services.
- Consults with school social worker to provide activities designed to improve and support the emotional, behavioral and social skills development of students.
- Provides support and consultation to school staff as needed, participating as a member of the school Building Guidance Team.
- Provides assistance to teachers in planning and conducting parent-teacher conferences and participates in parent-teacher conferences upon request.
- Provides classroom and community/PTSA/ PTO presentations concerning a variety of topics (friendship, stress reduction, or current trends).
- Provides assistance to teachers, school staff & parents in the interpretation of abilities and needs of individual students.
- Performs all duties with quality, efficiency and commitment to the academy & its Management.
- Performs other duties as may be assigned by the immediate supervisor or Superintendent/HES President or her/his designee.
- Channels concerns to administration for solutions.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, Principal or Superintendent. The responsibility does not include making decisions regarding staff

benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary\Information").

SKILLS/EXPERIENCE:

- Experience in individual, group and family counseling.
- Experience working in schools.
- Ability to meet face-to-face with students, develop rapport, provide information, counsel and refer.
- Communicate effectively in person and on the phone.
- Participate as a team member.
- Work and make decisions independently.
- Intervene effectively in crisis.
- Flexible to work occasional evenings.

EDUCATION/TRAINING:

- Master's Degree in School Counseling, or related field.
- Must be certified or certifiable in state of Michigan as a school counselor.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Counselor	Department: Student Affairs
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Utilizing leadership, advocacy, and collaboration, the school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Participates in department improvement plan by sharing ideas and input to enhance services & program.
- Plans academic counseling program and activities that are aligned with the school, state and national standards and individualized student needs.
- Provides instruction, team teaching, or assistance in teaching the school guidance curriculum, learning activities or units in classrooms, the career center, or other school facilities.
- Participates in interdisciplinary teams to develop and refine guidance curriculum that is integrated across the academic curriculum.
- Conducts planned small group activities to respond to students' identified needs or interests. Such topics may include balancing friendship and responsibilities, time management, and careers.
- Works with students analyzing and evaluating their students' abilities, interests, skills, and achievement. Utilizes tests and other data as the basis for helping students develop and review Education Development Plans (EDPs).
- Assists students to evaluate their abilities, interest, talents, and personality characteristics in order to develop realistic, academic and career goals.
- Monitors students who are obtaining D grades or lower and devises/implements motivational strategies for students and teachers to increase student achievement.
- Participates in IEP meetings, offering support, suggestions and resources to maximize student achievement.
- Advises students using personal/social, educational, career and labor market information in planning personal, educational and career goals.
- Researches, promotes, disseminates, and actively participates in assisting students with their scholarship programs, career planning and personal growth.
- Assists students in making the transition to higher grades.
- Counsels students and their parents on matters relating to the student's adjustment, progress, achievement and aptitude in school and plans/implements appropriate measures to address crisis situations.
- Develops student schedules in a way that maximizes students' potential consistent with school guidelines.

SUPERVISION AND IMPLEMENTATION

- Serves as student advocate and consults with parents, guardians, teachers, other educators, and community agencies regarding strategies to assist students and families.
- Provides small group or individual based counseling for students experiencing difficulties dealing with relationships, personal concerns, or normal developmental tasks.

- Provides Short-term individual and small group counseling to help students identify problems, causes, alternatives, and possible consequences so they can take appropriate action.
- Provides prevention, intervention, and follow-up.
- Provides short-term, temporary counseling and support to students and families facing emergency situations.
- Uses referral sources to deal with crises such as suicide ideation, violence, abuse, depression, and family difficulties. These referral sources may include mental health agencies, employment and training programs, juvenile services and other social and community services.
- Trains students as peer mediators, conflict managers, tutors, and mentors to help students engage positively amongst each other.
- Implements a guidance curriculum through teaching/integrating individualized and group activities to further students' career, academic & social development.
- Contributes to the school's mission through consultation, collaboration, program coordination and teamwork.

PROFESSIONAL LEARNING OPPORTUNITIES

- Regularly updates and shares professional knowledge and skills by attending professional association conferences, workshops, and meetings.
- Attends school professional development training to ensure skills are updated in the areas of curriculum development, technology, and data analysis and implements new strategies.
- Attends training and workshops as needed to obtain CEU's and maintain licensure.
- Conducts workshops and informational sessions for parents or guardians to address the needs of the school community and to reflect on the student school guidance curriculum.
- Assists, redirects and guides staff, students and parents as necessary to ensure the smooth operation of the guidance and academic programs.
- Utilizes supervisor directives and stakeholder feedback to improve own and department performance.
- Participates in PLO's where applicable and completes proper documentation of meetings.
- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

RESULTS AND DATA MANAGEMENT

- Analyzes student achievement/progress and counseling program-related data to evaluate the counseling and/or academic programs.
- Conducts research on student activity outcomes for addressing gaps that may exist between different groups of students.
- Uses data to effectively impact decision-making, goals setting, and planning and make recommendations and improvements to the department and school as needed.
- Shares data and their interpretation with staff and administration to ensure each student has educational equity and access.
- Maintains database and reports of all students assigned to counselor ensuring student transcripts and Power School reports are accurate and up-to-date.

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation.
- Establishes and maintains completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Collaborates with staff & parents to provide interventions to the at-risk students to promote their academic success.
- Complies with all district, school, department-wide policies, daily routines & guidelines.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress & concerns with stakeholders.
- Demonstrates professionalism in work ethics, handling confidential information and conflict management.
- Provides significant contributions to the school's mission through consultation, partnering, collaboration, program coordination, and teaming.
- Coordinates school and community resources on behalf of all students, including those who are special needs and require additional and unique services.
- Consults with school social worker to provide activities designed to improve and support the emotional, behavioral and social skills development of students.
- Provides support and consultation to school staff as needed, participating as a member of the school Building Guidance Team.
- Provides assistance to teachers in planning and conducting parent-teacher conferences and participates in parent-teacher conferences upon request.
- Provides classroom and community/PTSA/ PTO presentations concerning a variety of topics (friendship, stress reduction, or current trends).
- Provides assistance to teachers, school staff & parents in the interpretation of abilities and needs of individual students.
- Performs all duties with quality, efficiency and commitment to the academy & its Management.
- Performs other duties as may be assigned by the immediate supervisor or Superintendent/HES President or her/his designee.
- Channels concerns to administration for solutions.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

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strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

- Experience in individual, group and family counseling.
- Experience working in schools.
- Ability to meet face-to-face with students, develop rapport, provide information, counsel and refer.
- Communicate effectively in person and on the phone.
- Participate as a team member.
- Work and make decisions independently.
- Intervene effectively in crisis.
- Flexible to work occasional evenings.

EDUCATION/TRAINING:

- Master's Degree in School Counseling, or related field.
- Must be certified or certifiable in state of Michigan as a school counselor.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Custodial and Maintenance Staff	Department: Student Services
Supervisor: Facilities, Grounds & Transportation Manager	Date Issued:

BASIC FUNCTION:

- To perform minor maintenance and repair duties and monitor students' conduct in the hallways.
- To maintain a clean, presentable and orderly condition of the school building(s).

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Schedules days and times to conduct regular maintenance checking to ensure all equipment is running properly.
- Maintains cleanliness and order of school building at all times by monitoring interior and exterior of school campus including lunch areas, hallways, walkways, classrooms, restrooms, parking lots, waiting rooms and any other areas assigned.
- Schedules days and times to conduct regular custodial checking to ensure all areas are clean, free from graffiti and sanitary.
- Utilizes special skills and techniques required in dealing with chemicals and waste.
- Participates in department improvement plan by sharing ideas and input to enhance services & program.
- Collaborates with the custodial team members to service students.
- Categorizes priorities and demonstrates attentiveness to work schedule.
- Demonstrates flexibility in unscheduled assignments and/or placements and understands, adopts and works towards the school mission.

SUPERVISION AND IMPLEMENTATION

- Monitors and promptly reports maintenance issues, graffiti and safety hazards to supervisor.
- Ensures that all classrooms have all necessary supplies such as desks, chairs and bookcases.
- Delivers and supplies new textbooks and materials to classrooms
- Repairs damages to school furniture.
- Installs pencil sharpeners in all classrooms, and repairs or replaces them as needed.
- Ensures that all classrooms are supplied with overhead projectors and televisions.
- Assists with minor electrical and plumbing repairs
- Assists in painting the school building at the end of the school year.
- Assists with drywall repair as needed.
- Maintains ground services as needed.
- Replaces HVAC filters and maintains cleanliness of roof as needed.
- Cleans the buildings and maintains it in top shape throughout the day.
- Handles all equipments and cleaning chemicals properly in accordance with MSDS, Supervisor's directives a manufacturer's instructions.
- Ensures that paper products, soap and air fresheners are always available and properly stocked.
- Disposes trash bags and waste properly.

- Promptly and properly cleans unexpected spills and messes.
- Cleans, polishes and sanitizes bathrooms on a daily basis as scheduled.
- Vacuums, dusts and cleans offices and classrooms as scheduled and when needed.
- Cleans gymnasium, weight room and locker rooms as scheduled and when needed.
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.
- Monitors student behavior during lunch, travel and in hallways.
- Supervises students in the athletic program as needed and assigned by supervisor.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends Staff meetings, activities and training sessions as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.

RESULTS AND DATA MANAGEMENT

- Observes and documents certain areas in the school that are in continuous need of repair.
- Keeps a custodial log and documents any problems/concerns that may occur.
- Observes the higher traffic areas during the day and notes to clean these areas after these times.
- Observes and documents certain areas in the school that are in continuous need of cleaning.

REPORTING AND COMPLIANCE

- Reports and documents any major maintenance problems to supervisor.
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.
- Adheres to all established policies, procedures and code of ethics.
- Immediately reports any unusual circumstances, issues or observations regarding safety & compliance concerns to appropriate supervisor(s).
- Complies with all district, school, department-wide, state and local rules and guidelines concerning health and safety in daily routines.
- Follows high standards of sanitation and safety procedures.

ADMINISTRATIVE QUALITIES

- Establishes and maintains positive team spirit among all staff and the school community.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Performs all duties with commitment to the school and its management.
- Performs other duties as assigned by Supervisor - Principal or HES President or her/his designee.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts.
- Communicates effectively and positively with staff, students and parents as needed. Follows an organizational system for documenting and communicating progress and concerns with stakeholders.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for HES or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students student parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Good work habits
- Ability to understand and follow safety procedures.
- Ability to understand and follow directions.
- Ability to lift and manipulate heavy objects.
- Ability to operate a variety of equipment.
- Ability to safely perform minor maintenance procedures
- Ability to read, understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred
- At least 1 year of work experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Responsibilities include heavy lifting and carrying, walking and standing for extended periods of time, and working outside in all types of weather.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Custodial/Maintenance/Transportation	Department: Student Services
Supervisor: Facilities, Grounds & Transportation Manager	Date Issued:

BASIC FUNCTION:

- To provide safe and efficient transportation, perform minor maintenance and repair duties, and monitor students' conduct in the hallways.
- To maintain a clean, presentable and orderly condition of the school building(s).

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Schedules days and times to conduct regular maintenance checking to ensure all equipment is running properly.
- Maintains cleanliness and order of school building at all times by monitoring interior and exterior of school campus including lunch areas, hallways, walkways, classrooms, restrooms, parking lots, waiting rooms and any other areas assigned.
- Schedules days and times to conduct regular custodial checking to ensure all areas are clean, free from graffiti and sanitary.
- Utilizes special skills and techniques required in dealing with chemicals and waste.
- Participates in department improvement plan by sharing ideas and input to enhance services & program.
- Collaborates with the custodial team members to service students.
- Categorizes priorities and demonstrates attentiveness to work schedule.
- Demonstrates flexibility in unscheduled assignments and/or placements and understands, adopts and works towards the school mission.
- Plans and implements routine bus maintenance and inspections.

SUPERVISION AND IMPLEMENTATION

- Monitors and promptly reports maintenance issues, graffiti and safety hazards to supervisor.
- Ensures that all classrooms have all necessary supplies such as desks, chairs and bookcases.
- Delivers and supplies new textbooks and materials to classrooms
- Repairs damages to school furniture.
- Installs pencil sharpeners in all classrooms, and repairs or replaces them as needed.
- Ensures that all classrooms are supplied with overhead projectors and televisions.
- Assists with minor electrical and plumbing repairs
- Assists in painting the school building at the end of the school year.
- Assists with drywall repair as needed.
- Maintains ground services as needed.
- Replaces HVAC filters and maintains cleanliness of roof as needed.
- Cleans the buildings and maintains it in top shape throughout the day.
- Handles all equipments and cleaning chemicals properly in accordance with MSDS, Supervisor's directives a manufacturer's instructions.

- Ensures that paper products, soap and air fresheners are always available and properly stocked.
- Disposes trash bags and waste properly.
- Promptly and properly cleans unexpected spills and messes.
- Cleans, polishes and sanitizes bathrooms on a daily basis as scheduled.
- Vacuums, dusts and cleans offices and classrooms as scheduled and when needed.
- Cleans gymnasium, weight room and locker rooms as scheduled and when needed.
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.
- Monitors student behavior during lunch, travel and in hallways.
- Supervises students in the athletic program.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends Staff meetings, activities and training sessions as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.

RESULTS AND DATA MANAGEMENT

- Observes and documents certain areas in the school that are in continuous need of repair.
- Keeps a custodial log and documents any problems/concerns that may occur.
- Observes the higher traffic areas during the day and notes to clean these areas after these times.
- Observes and documents certain areas in the school that are in continuous need of cleaning.
- Ensures school vehicles are well maintained.
- Transport process runs safely, smoothly, and timely.

REPORTING AND COMPLIANCE

- Reports and documents any major maintenance problems to supervisor.
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.
- Adheres to all established policies, procedures and code of ethics.
- Immediately reports any unusual circumstances, issues or observations regarding safety & compliance concerns to appropriate supervisor(s).
- Complies with all district, school, department-wide, state and local rules and guidelines concerning health and safety in daily routines.
- Follows high standards of sanitation and safety procedures.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Demonstrates availability when needed.

ADMINISTRATIVE QUALITIES

- Establishes and maintains positive team spirit among all staff and the school community.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Performs all duties with commitment to the school and its management.
- Performs other duties as assigned by Supervisor - Principal or HES President or her/his designee.
- Communicates effectively and positively with staff, students and parents as needed.

Follows an organizational system for documents and communicating progress and concerns with stakeholders.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for HES or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students student parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Good work habits
- Ability to understand and follow safety procedures.
- Ability to understand and follow directions.
- Ability to lift and manipulate heavy objects.
- Ability to operate a variety of equipment.
- Ability to safely perform minor maintenance procedures
- Ability to read, understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred
- At least 1 year of work experience
- Must have valid driver's license with no more than two moving violations and/or at-fault accidents on driving record in the past three years.
- Must have a valid Michigan Bus Driving Permit

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Responsibilities include heavy lifting and carrying, walking and standing for extended periods of time, and working outside in all types of weather.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Custodian	Department: Student Services
Supervisor: Facilities, Grounds & Transportation Manager	Date Issued:

BASIC FUNCTION:

- To perform minor maintenance and repair duties, and monitor students' conduct in the hallways.
- To maintain a clean, presentable and orderly condition of the school building(s).

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Maintains cleanliness and order of school building at all times by monitoring interior and exterior of school campus including lunch areas, hallways, walkways, classrooms, restrooms, parking lots, waiting rooms and any other areas assigned.
- Schedules days and times to conduct regular custodial checking to ensure all areas are clean, free from graffiti and sanitary.
- Utilizes special skills and techniques required in dealing with chemicals and waste.
- Participates in department improvement plan by sharing ideas and input to enhance services & program.
- Collaborates with the custodial team members to service students.
- Categorizes priorities and demonstrates attentiveness to work schedule.
- Demonstrates flexibility in unscheduled assignments and/or placements and understands, adopts and works towards the school mission.

SUPERVISION AND IMPLEMENTATION

- Cleans the buildings and maintains it in top shape throughout the day.
- Handles all equipments and cleaning chemicals properly in accordance with MSDS, Supervisor's directives a manufacturer's instructions.
- Ensures that paper products, soap and air fresheners are always available and properly stocked.
- Disposes trash bags and waste properly.
- Promptly and properly cleans unexpected spills and messes.
- Cleans, polishes and sanitizes bathrooms on a daily basis as scheduled.
- Vacuums, dusts and cleans offices and classrooms as scheduled and when needed.
- Cleans gymnasium, weight room and locker rooms as scheduled and when needed.
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends Staff meetings, activities and training sessions as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as

- any other school events as required.
- Demonstrates self-motivation for improving own techniques, reflections and effectiveness based on stakeholder input.

RESULTS AND DATA MANAGEMENT

- Keeps a custodial log and documents any problems/concerns that may occur.
- Observes the higher traffic areas during the day and notes to clean these areas after these times.
- Observes and documents certain areas in the school that are in continuous need of cleaning.

REPORTING AND COMPLIANCE

- Immediately reports any unusual circumstances, issues or observations regarding safety & compliance concerns to appropriate supervisor(s).
- Complies with all district, school, department-wide, state and local rules and guidelines concerning health and safety in daily routines.
- Follows high standards of sanitation and safety procedures.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.

ADMINISTRATIVE QUALITIES

- Establishes and maintains positive team spirit among all staff and the school community.
 - Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
 - Performs all duties with commitment to the school and its management.
 - Performs other duties as assigned by Supervisor - Principal or HES President or her/his designee.
 - Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
 - Demonstrates professionalism in work ethics, handling confidential information & managing conflicts.
 - Communicates effectively and positively with staff, students and parents as needed.
 - Demonstrates availability when needed.
- Follows an organizational system for documenting and communicating progress and concerns with stakeholders.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

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SKILLS/EXPERIENCE:

- Good work habits
- Ability to understand and follow safety procedures.
- Ability to understand and follow directions.
- Ability to lift and manipulate heavy objects.
- Ability to operate a variety of equipment.
- Ability to safely perform minor maintenance procedures
- Ability to read, understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred
- At least 1 year of work experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Responsibilities include heavy lifting and carrying, walking and standing for extended periods of time, and working outside in all types of weather.

Issued & Approved by:	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Department Head and Teacher	Department: Academic- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

To assist the Principal in providing the proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy and coordinate and supervise the curriculum alignment committee for the specified assigned subject/s.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

Department Head

- Collaborates with colleagues to construct benchmark lessons and to plan and manages the development of standards-based curriculum, instruction, and assessment plans and strategies.
- Ensures that all textbooks are used effectively as a resource to meet curriculum goals and coordinates and/or supervises the creation/updating of themes/units within the department.
- Serves as the coordinator for the school curriculum in the assigned subject area of specialty by identifying and assisting in the adoption of curriculum resources, maintaining inventory and insuring effective implementation of curriculum resources.
- Assists in the coordination and in development of an Annual Department Plan with clearly stated goals and objectives.
- Assists in purchasing and requisition of instructional materials
- Works collaboratively with others on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Assists with the coordination of the school's testing program, the writing of grants to aid in meeting the goals of the Continuous Improvement Plan, and other duties as may be assigned.

Teacher

- Prepares for classes assigned and shows written evidence of preparation upon request of supervisor(s).
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares Lesson plans that are aligned with curriculum maps for the grade level/subject area, & include activities for differentiated instruction to meet the varied learning styles , abilities, and needs of students in a culturally sensitive environment

SUPERVISION AND IMPLEMENTATION

Department Head

- Serves as a resource to the School Improvement Committee and works with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
- Observes, provides guidance and supervision of assigned colleagues, and participates in the formal evaluation process as a formative evaluator.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the school curriculum in the assigned subject area of specialty.
- Provides feedback to teachers based on classroom observations on teaching practices/techniques on a continual basis.

- Demonstrates leadership qualities, setting personal example at high standards in all regards
- States clear goals and expectations from the staff members, and maintain action accountability.

Teacher

- Meets and instructs assigned classes in the locations and at times designated. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Encourages students to set and maintain standards of classroom behavior
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals.
- Establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or students groups involved.
- Strives to implement by instructions and action the Board's philosophy of education and instructional goals and objects.
- Implements classroom routines and procedures that maximize instructional time and enhance the learning environment
- Provides differentiated instruction to meet the individual needs and abilities of students
- Integrates appropriate technology tools and resources in planning and instruction to engage all students and promote learning and computer literacy

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment and implementation and student assessment.
- Assists in the coordination of all school based professional learning opportunities linked to individual professional development plans, the School Improvement Plan, and individualized action plans.
- Assists with the training of early Associate and Professional Teachers, other Department Heads and Mentor Teachers within the same area of specialty.
- Participates in and provides Professional Learning Opportunities focused on data analysis of student achievement.
- Participates in the school improvement plan activities consistent with the SIP and school mission & guidelines
- Attends & consistently contributes to the success of staff meetings, professional development sessions,& action items
- Follows feedback from supervisor & school leaders based on professional methods consistent with the SIP ,school mission, best practice and Michigan Expectation
- Sets and reaches own goals for self improvement consistent with the job requirements and/or school needs

RESULTS AND DATA MANAGEMENT

Department Head

- Collects data, and establishes improvement plans based on the standardized tests results
- Encourages and supports a process of properly reviewing and analyzing classroom assessment results, as well as sharing them with students and parents.
- Assesses curriculum alignment through analysis of Scantron data, Michigan standard Exams, benchmarks, and Grade Level Content Expectations (GLCES).

Teacher

- Assesses the accomplishments of students on a regular basis, seeking the assistance of district specialist as required.

- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialist as required.
- Plans and administers various assessments to evaluate students' performance, including portfolios/presentations/ projects/Achievement Series/tests)
- Analyses students' test results and data, and uses the results to advance students' achievement by establishing and implementing instruction and improvement plans
- Recognizes and promotes student achievement by posting student work, parental contacts, and providing incentives and awards.

REPORTING AND COMPLIANCE

Department Head

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.

Teacher

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and/or rules governing student life and conduct
- Develops reasonable rules and procedures for classroom behavior, and maintains order in the classroom in a fair and just manner.
- Maintains accurate and up-to date records of students' work and results by constantly updating students' portfolios and Power School records.
- Completes and submits all required updated reports per specifications (lesson plans, student attendance, portfolios, correspondence, grade book, lesson plan records, Progress Reports, logs, etc...)

ADMINISTRATIVE QUALITIES

- Participates in school committees that contribute to a more positive learning environment
- Attend all Parent-Teacher conferences, Open Houses, and Orientations.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the Principal or Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION/TRAINING:

- Minimum of a Master's degree in education or related field or an equivalent combination of education and experience.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Department Head	Department: Academic- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

To assist the Principal in providing the proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy and coordinate and supervise the curriculum alignment committee for the specified assigned subject/s.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Collaborates with colleagues to construct benchmark lessons and to plan and manages the development of standards-based curriculum, instruction, and assessment plans and strategies.
- Ensures that all textbooks are used effectively as a resource to meet curriculum goals and coordinates and/or supervises the creation/updating of themes/units within the department.
- Serves as the coordinator for the school curriculum in the assigned subject area of specialty by identifying and assisting in the adoption of curriculum resources, maintaining inventory and insuring effective implementation of curriculum resources.
- Assists in the coordination and in development of an Annual Department Plan with clearly stated goals and objectives.
- Assists in purchasing and requisition of instructional materials
- Works collaboratively with others on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Assists with the coordination of the school's testing program, the writing of grants to aid in meeting the goals of the Continuous Improvement Plan, and other duties as may be assigned.

SUPERVISION AND IMPLEMENTATION

- Serves as a resource to the School Improvement Committee and works with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
- Observes, provides guidance and supervision of assigned colleagues, and participates in the formal evaluation process as a formative evaluator.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the school curriculum in the assigned subject area of specialty.
- Provides feedback to teachers based on classroom observations on teaching practices/techniques on a continual basis.
- Demonstrates leadership qualities, setting personal example at high standards in all regards
- States clear goals and expectations from the staff members, and maintain action accountability.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment and implementation and student assessment.

- Assists in the coordination of all school based professional learning opportunities linked to individual professional development plans, the School Improvement Plan, and individualized action plans.
- Assists with the training of early Associate and Professional Teachers, other Department Heads and Mentor Teachers within the same area of specialty.
- Participates in and provides Professional Learning Opportunities focused on data analysis of student achievement.
- Participates in the school improvement plan activities consistent with the SIP and school mission & guidelines
- Attends & consistently contributes to the success of staff meetings, professional development sessions, & action items
- Follows feedback from supervisor & school leaders based on professional methods consistent with the SIP, school mission, best practice and Michigan Expectation
- Sets and reaches own goals for self improvement consistent with the job requirements and/or school needs

RESULTS AND DATA MANAGEMENT

- Collects data, and establishes improvement plans based on the standardized tests results
- Encourages and supports a process of properly reviewing and analyzing classroom assessment results, as well as sharing them with students and parents.
- Assesses curriculum alignment through analysis of Scantron data, Michigan standard Exams, benchmarks, and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.

ADMINISTRATIVE QUALITIES

- Participates in school committees that contribute to a more positive learning environment
- Attend all Parent-Teacher conferences, Open Houses, and Orientations.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the Principal or Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION/TRAINING:

- Minimum of a Master's degree in education or related field or an equivalent combination of education and experience.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Director of Human Resources	Department: Human Resources
Supervisor: HES Board president or her/his delegate. In this case, the Chief Officer of Personnel Administration (COPA)	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the HES Board President or her/his delegate COPA, oversees and maintains all aspects of human resources management excluding payroll and benefits administration.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Oversees all staff qualifications including teachers, teacher substitutes, paraprofessionals, food service handlers, bus drivers, administrators, etc.
- Assists with establishing new employee procedures, Employee Handbook updates and distribution of changes.
- Manages on-going recruitment, interviewing, attending job fairs and selection of prospective employees as well as the performance of policies and procedures.
- Maintains recruitment database and makes recruitment and selection recommendations to the supervisor.
- Processes internal and external job announcements and related procedures.
- Manages recruitment postings and advertisements as needed.
- Participates in department improvement plan by sharing ideas and input to enhance services & program.

SUPERVISION AND IMPLEMENTATION

- Works in conjunction with the administration regarding post-evaluation procedures and evaluation of staff.
- Oversees, prepares, processes, and maintains employee application process and personnel records to include updating records as needed.
- Supervises the development, implementation and updating of job descriptions.
- Evaluates and recommends staff development needs.
- Reviews and coordinates staff incentive and appreciation programs.
- Assists current supervisors with innovative and effective methods to increase productivity and performance.
- Reviews and observes human resources staff development and effectiveness, and develops improvement plans if needed.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends and/or coordinates meetings, activities and training sessions, as may be needed and seeks opportunities and mentoring from designated staff for growth and professional development.
- Evaluates and recommends staff development needs.
- Performs self professional development to increase productivity and performance and plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

- Reviews and coordinates staff incentive and appreciation programs.
- Attends Special school Events.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.

RESULTS AND DATA MANAGEMENT

- Oversees absentee records to include recording hours and notifying management of time away from work.
- Oversees and Prepares vacation, sick, FMLA and personal time reports.
- Maintains bulletin boards of required employee postings and general information.
- Oversees the school schedule for compliance consistently with staff qualifications.
- Maintains general safety program to include conducting periodic inspections and safety programs on a yearly basis. Reports all unsafe practices to management.
- Ensures employee procedures are clear, documented, communicated and audited.
- Ensures terminated, new, and active staff lists are up-to date and available for easy reference.
- Completes and oversees all employment verification forms and recommendations.
- Compiles and prepares additional HR information for quarter/annual personnel reports.

REPORTING AND COMPLIANCE

- Completes and oversees reporting and compliance requirements regarding staff qualifications to MDE, WCRESA, the authorizer, and the Executive Director.
- Secures teaching permits and licenses as needed and notifies staff in writing of all the procedures and requirements to maintain employment and compliance.
- Ensures staff training and certification are current and aligned with guidelines and policies.
- Complies with all district, school, department-wide policies and daily routines & guidelines.
- Completes and timely submits all required reports per specifications.
- Reports issues and concerns to HES President.
- Demonstrates availability when needed.

ADMINISTRATIVE QUALITIES

- Oversees, prepares, processes, and maintains employee application process and personnel records to include updating records as needed.
- Recommends requisitions and adequate office space, furniture and benefits for employees.
- Takes all necessary measures to ensure confidentiality of all staff information.
- Assists and prepares an updated new staff list and terminated staff list.
- Follows an organizational system for documenting and communicating progress and concerns.
- Maintains good customer service and positive communication with all stakeholders
- Represents the best possible impression of our organization when interacting with the community, prospective employees, current employees, and other industry professionals.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Supervisor.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the Supervisor), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Diplomacy, Filing, Math Aptitude Organization, Planning, Professionalism, Reading Skills, Time Management, Computer Literacy

EDUCATION/TRAINING:

- Minimum a Bachelor's degree in Human Resources or related field or an equivalent combination of education and experience.
- Thorough understanding of Michigan Human Resource regulations and requirements
- A minimum of three years professional experience in Human Resources and/or supervision
- Must comply with all applicable laws related to Human Resources
- Must comply with all applicable laws related to the Administrator's certificate where applicable.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Director of Operations	Department: School Leadership
Supervisor: HES Board president or her/his delegate. In this case, the Superintendent	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the supervision of the HES Board President, or his/her delegate to serve as the Director of Operations of the school district. Responsible for the school operations department which includes business administration and accounting, policies and legal affairs as well as board meetings management, facilities (includes food services) and transportation, and school program development consistent with the established policies and guidelines, and the Board of Directors' vision.

RESPONSIBILITIES:

DEPARTMENT PLANNING & IMPROVEMENTS

- Assists the supervisor in the overall operation of the academies to provide for leadership in the areas of curriculum & instruction, facilities & building, food services, wellness programs and accounting.
- Provides leadership in the development of educational policies and goals in line with the school mission
- Reviews and evaluates the organizational structure of business services to ensure the goals of the district are being accomplished in an effective manner
- Oversees the Accounting Department, and the overall planning, preparation, monitoring and administering budget development and control systems, and providing and budgetary fiscal data.
- Assists in developing and supervising proper accounting procedures for all district funds.

SUPERVISION & IMPLEMENTATION

- Manages new construction projects for the district, to include consulting and coordinating with architects and/or engineers and contractors and to monitor the fiscal aspects of the building program
- Responsible for the overall management and supervision of Food Services and Wellness programs for the district
- Assists the supervisor in preparing and recommending to the Academy Board of Directors a budget in line with established assumptions and district priorities
- Oversees and facilitates a program of student services, tied to defined goals and objectives

PROFESSIONAL LEARNING OPPORTUNITIES

- Evaluates school programs, and identifies professional learning opportunities that address the needs of the school district, and enhance students' achievement and well being
- Keeps current with education laws and practices relating to finance
- Represents the district at meeting, conferences and workshops

RESULTS AND DATA MANAGEMENT

- Assists the supervisor in identifying and implementing a trend of ongoing improvement as

- reflected in longitudinal data on student scores
- Responds in a timely and complete manner to requests for information that are consistent with the district policy and established procedures
- Provides recommendations and appropriate supporting materials on matters for school leadership decision
- Oversees the implementation of the assessment and improvement system for student learning in the major academic subjects that results in the ongoing improvement in student achievement

REPORTING & COMPLIANCE

- Attends meetings of the Board of Directors and prepares appropriate reports as requested by the supervisor
- Prepares and ensures that proper reports are compiled and submitted on time as required to the authorizer, state and county
- Assists the Supervisor in providing the districts' annual report of district success toward meeting the year's goals, targets, or benchmarks

ADMINISTRATIVE QUALITIES

- Participates in community organizations and events to advance the school-community relations
- Serves as the District's representative as needed, and effectively advocates for the needs of the school district community
- Performs all duties with quality, efficiency and commitment to the School & its management.
- Performs other duties as may be assigned by the supervisor or her/his designee

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The Director of Operations shall keep confidential and not disclose, or make any use of, except for HES and the Academies' benefit, at any time, either during or subsequent to the termination of the

Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

Supervision and Management Skills, Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management.

EDUCATION / TRAINING

- Minimum of a Master's degree in education or related field or an equivalent combination of education and experience.
- Thorough knowledge of school business operation.
- A minimum of three years professional experience in supervisory setting.
- Experience in school Administration is a plus
- Relative experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate where applicable.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Director of Staff Mentoring & Coaching	Department: Central Office
Supervisor: Superintendent	Employer: Hamadeh Educational Services, Inc (HES)

BASIC FUNCTION:

To provide strong leadership in the supervision of the staff mentoring and coaching program in order to produce and deliver highest quality of professional services and to enhance students' achievement in support of the district's strategic mission and goals.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Reviews teachers' evaluations and collaborates with teachers and instructional administrators to enhance understanding of the evaluation tool's elements and standards in order to maximize teachers' potential.
- Mentors instructional staff to develop and implement instructional strategies that target students' needs and enhance students' achievement.
- Develops the district professional development plan in alignment with HES and the academies' mission.
- Assists in formulations and implementing the delivery of customized mentoring and coaching opportunities that meet the specific needs of staff members.

SUPERVISION AND IMPLEMENTATION

- Plans and supervises the activities and productivity of the staff mentoring and coaching programs to achieve district and department goals and objectives.
- Serves as internal consultant to the academies regarding staff mentoring and coaching programs, and makes recommendations for improvements as needed to meet the academies' goals and objectives.
- Works closely with the supervisors and provides supervisory direction as designated, to achieve and maintain proficient and efficient district-wide staff evaluation and mentoring programs.
- Provides high level support to the principals by assisting in staff evaluation thru various means including formal evaluation, informal observations and walk-throughs.
- Collaborates with the Principals and the Director of Improvement and Monitoring in reviewing and implementing the School Improvement Plan as relevant to areas of responsibility.

PROFESSIONAL LEARNING OPPORTUNITIES

- Recommends and directs committees and task teams as needed.
- Trains, supervises and evaluates personnel assigned to area of responsibility.
- Conducts a program of in-service education for assigned personnel.
- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements.
- Conducts meetings of the staff as are necessary to the proper functioning of the academies.

RESULTS AND DATA MANAGEMENT

- Maintains accurate and up-to-date logs of all formal and informal observations
- Collaborates with principals to supervise and evaluate teachers' performance focusing on student achievement and ensuring accountability.
- Evaluates staff mentoring and coaching programs and reports findings to the superintendent, making recommendations for improvement as applicable to meet the academies' goals as defined in the School Improvement Plan.
- Reviews the local and state student assessment program for the academies and recommends programs and strategies designed to enhance instruction delivery methods in order to improve student performance.

REPORTING AND COMPLIANCE

- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all School policies are effectively explained and implemented as applicable to areas of responsibility.
- Keeps the Superintendent/HES President informed of main issues and concerns.
- Develops presentations for Superintendent on results of review for evaluation and reporting purposes.
- Prepares written reports including developing recommendations for corrective action and presents reports and recommendations to Superintendent, Board and Authorizers as applicable.

ADMINISTRATIVE QUALITIES

- Works closely with schools and district administrators to secure relationships to commonly share information pertinent to program or project evaluations.
- Communicates effectively to a wide variety of audiences.
- Promotes objective and professional approach to data-driven decision-making.
- Assists in preparing communications for parents, staff and/or community members as may be required.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the Executive Director/Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal

contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

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SKILLS/EXPERIENCE:

Oral communication skills, written communication skills, interpersonal communication skills, diplomacy, math aptitude, organization, planning, professionalism, reading skills, computer literacy, keyboard skills, time management

EDUCATION AND EXPERIENCE:

- Must possess or seek administrative training in school assessments and evaluations from an accredited university.
- Administrators must have administrator certification and continuing education requirements, as identified in Michigan Compiled Law (Revised School Code section 380.1246 (www.michiganlegislature.org))

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Director of the IB Programs and Electives	Department: Administration- Instructional
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

The Director of the International Baccalaureate (IB) programs serves as an instructional leader of the International Baccalaureate programs in the Academies. The IB coordinator takes responsibility for ensuring that pedagogical aspects of the Primary Years Program (PYP), Middle Years Program (MYP), and Diploma Program are discussed, information is disseminated and the programs are planned, taught and assessed collaboratively.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Develops, supervises, and evaluates the elective classes and programs at the academies.
- Directs and oversees the PYP, MYP and DP programs at Star International, Universal, Noor International and Universal Learning Academies
- Plans and coordinates all aspects of the IB programs at the academies to include assisting in coordinating the development of the schools' curriculum in alignment with the Michigan core and IB curriculum.
- Develops the plans for the Diploma Program and once the plans are approved, develops, implements and supervises the PD program
- Leads the process of developing or reviewing the school's scope and sequence of the curriculum according to IBO Concepts and State of Michigan Guidelines (Grade Level Content Expectations, Content Expectations).
- Develops, Plans and coordinates the elective classes at the academies in alignment with the Michigan core and IB curriculum.
- Plans & implements school activities that are aligned with the SIP, IB guidelines (students, staff and community)

SUPERVISION AND IMPLEMENTATION

- Ensures that all requirements of programs and procedures are carried out properly and deadlines are met.
- Monitors elective classes instruction, provides feedback, and effectively redirects staff to differentiate instruction and activities as needed.
- Provides oversight for the IB programs at the academies to ensure compliance with IBO requirements and procedures
- Provides direct supervision and training for all IB staff
- Ensures that all requirements of the IBO concerning programs and procedures are carried out
- Reviews electives offerings and curriculum to ensure alignment with the Michigan Core & IB curriculum
- Monitors the implementation of the curriculum to ensure compliance with IB standards and guidelines properly and all deadlines are met
- Ensures that essential agreements are formulated for assessment and for teaching and learning language.

- Makes recommendations for the purchase of suitable resources to support the implementation of the program.
- Establishes an inventory of resources to facilitate efficient management.
- Maintains a resource center of current IB related documents and materials

PROFESSIONAL LEARNING OPPORTUNITIES

- Maintains records of department meetings, Training sessions, Workshops and all PLO activities.
- Attends Staff meetings, training sessions, school events and activities as may be directed or assigned by supervisor and/or Superintendent and effectively implements new strategies.
- Plans, organizes, recommends and directs in-service training and professional development including determining training needs programs and schedule.
- Fosters professional growth and provides professional assistance to staff as required.
- Ensures implementation of newly adopted strategies and approaches.
- Researches, plans, provides or facilitates appropriate training consistent with the SIP, IB and departmental needs.
- Monitors, models, and ensures effective implementation of the training sessions.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.

RESULTS AND DATA MANAGEMENT

- Guides teachers in planning and administering various assessments to evaluate students' performance, (including portfolios/presentations/ projects/Achievement Series/tests) aligned with the IB standards
- Assists teachers in developing effective methods of recognizing, promoting and rewarding student achievement in the IB Program.
- Analyses students' test results and data, and uses the results to recommend improvement plans, as well as to identify training needs for teachers
- Plans and implements a system of incentives to encourage student motivation.
- Oversees that lessons are effective as evidenced by data from lesson plan reviews, classroom observations and PLOs.
- Oversees that students experience an appropriate individualized learning environment as evidenced by their progress and lesson plans.
- Uses data to effectively impact decision-making, goal setting, planning and awarding student achievement.

REPORTING AND COMPLIANCE

- Ensures that copies of International Baccalaureate Organization (IBO) publications are available to staff members.
- Establishes and maintains a record of completed planners and Publishes the school' s program of inquiry.
- Serves on the School Improvement Committee and assists in forming and coordinating the School Improvement Plan.
- Submits reports and records as required by law, Board Policies, and Administrative Directives.
- Documents and properly files all kinds of communication with other parties.
- Utilizes supervisor directives and stakeholder feedback to improve performance.
- Complies with all district, school, and department-wide policies and complies with rules & guidelines in daily routines.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts.
- Plans and implements department guidelines and procedures including lesson plans, communication, meetings, etc.
- Collaborates with the supervisor and superintendent and keeps open communication about all functions and concerns.
- Prepares and submits any documentation required for authorization and evaluation.

- Keeps a record of workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Accurately completes and timely submits all required reports per specifications.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Communicates effectively with staff, students, and parents about department programs, events, activities and students' progress as applicable.
- Communicates students' progress and achievements with parents, and makes sure all necessary paper work are shared with the parents and completed.
- Contributes to the School Newsletter.
- Serves on School Improvement Plan and Total Quality Management Committees contributing to a more positive learning environment.
- Promotes cultural diversity and healthy learning environment with respect to students' different backgrounds.
- Creates healthy, open forum for discussion and communication as a crucial point of team work.
- Instills in staff the pride of being a valuable member of the team with a strong feeling of self accountability.
- Performs all duties with quality, efficiency and loyalty to the School & its management.
- Performs other duties as may be assigned by the Principal, HES President or her designee.
- Demonstrates availability when needed.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products,

processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Excellent verbal and written communication skills.
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds. Position requires ability to stand and walk for extended periods of time.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Early Childhood Specialist & Tutorial Coordinator	Department: Administration
Supervisor: Principal/ Building Director	Date Issued:

BASIC FUNCTION:

Under the direction of the Principal/ Building Director, serves as a consultant/resource person as well as instructor of early childhood students and directs all aspects of the Tutorial and ESL Programs at the academy by facilitating appropriate instruction and effective intervention strategies for staff and students in need of acceleration and tutorial services.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

Early Childhood Specialist

- Serves as an instructional resource for students and staff in the pre-K, and Kindergarten programs by developing, supervising and evaluating the early childhood instructional programs.
- Assists in coordinating the development of the early childhood program curriculum in alignment with the Michigan standards of early childhood
- Recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials
- Collaborates with teachers to plan and implement units that best meet the learning needs of students

Tutorial Coordinator

- Serves as the educational leader for students in need of Tutorial & ESL programs and staff by developing, supervising and evaluating the Academy's instructional programs.
- Participates in department improvement plans by sharing ideas and input to enhance services and programs and recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials.
- Participates in the development and implementation of before & after school programs.
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.
- Reviews all curriculum guides and materials in the Tutorial & ESL Program Department ensuring they are aligned with State, National and IBO Standards and ready for distribution to instructional support staff, parents, etc.
- Plans for all student assessments in the ESL and Tutorial departments including grading policy, report cards, tests and standardized testing.
- Develops student and staff schedules in a way that is most conducive to learning with focus on student achievement.
- Plans & implements school activities that are aligned with the School Improvement Plan (SIP) for the students, staff and community.
- Coordinates a staff and student-mentoring program within the department.
- Coordinates the Teacher Substitute program and maintains record of department's staff attendance.

SUPERVISION AND IMPLEMENTATION

Early Childhood Specialist

- Assists in monitoring and overseeing the daily operation of the early childhood program classrooms and subjects.
- Provides for mentoring of the teachers and paraprofessionals in the early childhood program to ensure effective academic program implementation as needed
- Conducts student home visits, parent/teacher conferences, and maintenance of the classroom assessment toolkit (Creative Curriculum)
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in the coordination, preparation, and purchase of curriculum materials and resources for early childhood education
- Recommends requisitions of adequate supplies and equipment
- Plans academic contests, activities, and fairs

Tutorial Coordinator

- Supervises inventories of textbooks and other educational materials.
- Recommends requisitions of adequate supplies and equipment for the department.
- Monitors and oversees the daily operation of the Tutorial & ESL program classrooms and subjects, and supervises the scheduling of the Tutorial program staff.
- Monitors the progress of all assessments and develops, communicates & oversees implementation of strategies for improvement by instructional staff.
- Monitors instruction, provides feedback, & effectively redirects staff to differentiate instruction & activities as needed.
- Reviews and approves Tutorial & ESL lesson plans on a weekly and/or daily basis.
- Recommends and directs Tutorial & ESL programs committees and tasks team as needed.
- Assists in the supervision of student discipline and oversees the implementation of the classroom and school discipline policies, mainly those that are related to the Tutorial & ESL programs.
- Supervises the Tutorial & ESL staff and team Members and consultants.
- Evaluates the performance of the staff and makes recommendation to the Principal & Superintendent regarding promotion, transfer and retention of staff.
- Assists in the recruitment and interviewing of qualified personnel. Supervises orientation and pre-service training of new personnel.
- Ensures that all requirements of program and procedures are carried out properly/deadlines are met.
- Supervises students during passing time, lunch, recess, arrival and dismissal if needed.
- Effectively guides and redirects students to ensure focus on achievement & academic progress.

PROFESSIONAL LEARNING OPPORTUNITIES

Early Childhood Specialist

- Coordinates, participates, & oversees all Educational Team meetings and Team activities
- Plans, organizes, recommends and directs in-service training and development, including determining training needs, programs and schedules
- Provides teachers with training individually or by groups as needed in Understanding by Design as a strategy to increase student understanding of the information they are learning
- Plans and conducts department meetings and / or training as well as school-wide staff meetings and trainings when required
- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO Meetings, etc.
- Serves on School Improvement Plan and Total Quality Management Committees.

Tutorial Coordinator

- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.

- Fosters professional growth and provides professional assistance and mentoring to staff as required and ensures training sessions including PLOs are completed and documented in a timely manner.
- Attends meetings, activities and training sessions as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Coordinates Parent-Teacher Conferences for the department.

RESULTS AND DATA MANAGEMENT

Early Childhood Specialist

- Analyzes data within the Pre-K and Kindergarten programs and uses results for improvement
- Evaluates students' performance in the Pre-K and Kindergarten programs by reviewing report cards, progress reports and the results other formative and summative assessments
- Monitors latest research, trends and developments in curriculum and instruction and disseminates information to appropriate personnel with intent of providing philosophical direction to curriculum development
- Submits such reports and records as required by law, Board policies, and administrative directives.

Tutorial Coordinator

- Prepares timely school reports to present to the Principal and Superintendent/HES President, and submits such reports and records as required by law, Board Policies, and Administrative Directives.
- Analyzes student achievement as evidenced by grades, standardized test data, curriculum and curriculum modification, and individualized instruction records within the Tutorial & ESL programs and uses results for improvement.
- Uses data to effectively impact decision-making, goal setting, planning & awarding student achievement.
- Evaluates students' academic performance of the Tutorial, Foreign Languages & ESL programs by reviewing report cards and progress reports.
- Coordinates and oversees student promotions and retentions within the department.
- Coordinates and supervises all student evaluations within the department. Orders test materials and supervises the distribution and return of test documents after obtaining approval of purchase order by the principal. Schedules tests and in-services to prepare personnel for tests.
- Administers ELPA standardized testing and analyzes data within the tutorial program and uses results for improvement.
- Reviews and coordinates student and staff awards program and certificates within the department.
- Plans & implements department guidelines & procedures including lesson plans, communication, meetings, etc.

REPORTING AND COMPLIANCE

Early Childhood Specialist

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Develops reasonable rules and procedures for classroom behavior, and maintains order in the classroom in a fair and just manner.
- Maintains accurate and up-to date records of students' work and results by constantly updating students' portfolios and Power School records.
- Completes and submits all required updated reports per specifications (lesson plans, student attendance, portfolios, correspondence, grade book, lesson plan records, Progress Reports, logs, etc.)
- Complies with all district, school, department-wide policies and daily routines and guidelines.

Tutorial Coordinator

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation.
- Establishes and maintains completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Collaborates with the supervisor & superintendent & keeps open communication about all functions & concerns.

ADMINISTRATIVE QUALITIES

Early Childhood Specialist

- Participates in school committees that contribute to a more positive learning environment
- Participates collaboratively in school functions, activities, and committees and attends Parent-Teacher conferences, Open Houses, and Orientations.
- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned in writing by the Principal or Superintendent or her/his designee.
- Channels concerns to administration for solutions.

Tutorial Coordinator

- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school within the department.
- Informs parents, staff and students about the tutorial & ESL programs' events and activities.
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Composes memos and letters to staff and parents as needed.
- Provides assistance to the Principal as may be needed.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making

business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Minimum a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Proficiency in the Arabic Language is preferred (Speaking, Reading, Comprehension, & Writing)
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Interpersonal, oral and written communication skills
- Diplomacy
- Math Aptitude
- Organization, Planning, Professionalism
- Time Management
- Ability to work independently and within a team environment.

EDUCATION / TRAINING

- Degree: Has at least a Bachelor's Degree in the study of Childhood Education and
- A current Michigan teaching certificate for Early Childhood
- Must possess administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 5 years teaching and supervisory experience
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Issued & Approved by: Name & title :	Signature:
Employees Name & title:	Signature:



Hamadeh Educational Services, Inc. Job Description

Job Title: Early Childhood Specialist	Department: Administration
Supervisor: Principal/ Building Director	Date Issued:

BASIC FUNCTION:

Under the direction of the Principal/ Building Director, serves as a consultant/resource person as well as instructor of early childhood students and facilitates appropriate instruction and effective intervention strategies to maximize students' potential and achievement

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Serves as an instructional resource for students and staff in the pre-K, and Kindergarten programs by developing, supervising and evaluating the early childhood instructional programs.
- Assists in coordinating the development of the early childhood program curriculum in alignment with the Michigan standards of early childhood
- Recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials
- Collaborates with teachers to plan and implement units that best meet the learning needs of students

SUPERVISION AND IMPLEMENTATION

- Assists in monitoring and overseeing the daily operation of the early childhood program classrooms and subjects.
- Provides for mentoring of the teachers and paraprofessionals in the early childhood program to ensure effective academic program implementation as needed
- Conducts student home visits, parent/teacher conferences, and maintenance of the classroom assessment toolkit (Creative Curriculum)
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in the coordination, preparation, and purchase of curriculum materials and resources for early childhood education
- Recommends requisitions of adequate supplies and equipment
- Plans academic contests, activities, and fairs

PROFESSIONAL LEARNING OPPORTUNITIES

- Coordinates, participates, & oversees all Educational Team meetings and Team activities
- Plans, organizes, recommends and directs in-service training and development, including determining training needs, programs and schedules
- Provides teachers with training individually or by groups as needed in Understanding by Design as a strategy to increase student understanding of the information they are learning
- Fosters professional growth and provides professional assistance and mentoring to staff as required
- Attends Staff meetings and training sessions as may be needed
- Plans and conducts department meetings and / or training as well as school-wide staff meetings and trainings when required
- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO Meetings, etc.
- Serves on School Improvement Plan and Total Quality Management Committees.

RESULTS AND DATA MANAGEMENT

- Analyzes data within the Pre-K and Kindergarten programs and uses results for improvement
- Evaluates students' performance in the Pre-K and Kindergarten programs by reviewing report cards, progress reports and the results other formative and summative assessments
- Monitors latest research, trends and developments in curriculum and instruction and disseminates information to appropriate personnel with intent of providing philosophical direction to curriculum development
- Submits such reports and records as required by law, Board policies, and administrative directives.

REPORTING AND COMPLIANCE

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Develops reasonable rules and procedures for classroom behavior, and maintains order in the classroom in a fair and just manner.
- Maintains accurate and up-to date records of students' work and results by constantly updating students' portfolios and Power School records.
- Completes and submits all required updated reports per specifications (lesson plans, student attendance, portfolios, correspondence, grade book, lesson plan records, Progress Reports, logs, etc.)
- Complies with all district, school, department-wide policies and daily routines and guidelines.

ADMINISTRATIVE QUALITIES

- Participates in school committees that contribute to a more positive learning environment
- Participates collaboratively in school functions, activities, and committees and attends Parent-Teacher conferences, Open Houses, and Orientations.
- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned in writing by the Principal or Superintendent or her/his designee.
- Channels concerns to administration for solutions.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION / TRAINING

- Degree: Has at least a Bachelor's Degree in the study of Childhood Education and
- A current Michigan teaching certificate for Early Childhood
- At least 3 years of teaching experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Issued & Approved by: Name & title :	Signature:
Employees Name & title:	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Early Childhood Director	Department: Administration
Supervisor: Principal/ Building Director	Date Issued:

BASIC FUNCTION:

- Under the direction of the Principal/Building Director, oversees and directs all aspects of the Early Childhood Program at the academy, by providing for proper instruction and supervision for staff and students in accordance with the stated mission and goals of the academy.
- Serves as the leader for the early Childhood Program by managing and coordinating all aspects of the program

RESPONSIBILITIES:

DEPARMENT PLANNING AND IMPROVEMENTS

- Serves as the educational leader for students and staff in the pre-k, and Kindergarten programs by developing, supervising and evaluating the early childhood instructional programs.
- Coordinates the development of the early childhood program curriculum alignment with the Michigan standards of early childhood.
- Recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials
- Collaborates with teachers to plan and implement units that best meet the learning needs of students
- Coordinates the school-wide safety program and the crisis assessment and intervention team
- Provides leadership in curriculum, instruction, staff development and administration.
- Recommends and implements programs, and in modification and utilization of the building, physical facilities, and school playgrounds.

SUPERVISION AND IMPLEMENTATION

- Monitors and oversees the daily operation of all the classrooms and subjects in the Early childhood Program.
- Provides for the proper supervision and guidance of the teachers and paraprofessionals in the Early childhood Program to ensure effective academic program implementation.
- Provides for the proper supervision and guidance of the administrative and support staff in the Early childhood Program to ensure effective implementation of day-to-day activities and program operations.
- Reviews and approves lesson plans on a weekly and/or daily basis.
- Assists teachers in student home visits, parent/teacher conferences, and maintenance of the classroom assessment toolkit (Creative Curriculum).
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in the supervision of student discipline and oversees the implementation of the classroom and school discipline policies by incorporating best practice in early childhood discipline approaches
- Supervises inventories of textbooks and other educational materials
- Assists in the coordination, preparation, and purchase of curriculum materials and resources for early childhood education.

- Recommends requisitions of adequate supplies and equipment.
- Evaluates the performance of the staff and makes recommendations to the Principal & Superintendent regarding promotion, transfer and retention of staff.
- Assists in the recruitment and interviewing of qualified personnel.
- Supervises orientation and pre-service training of new personnel.
- Directs academic contests, activities, and fairs

PROFESSIONAL LEARNING OPPORTUNITIES

- Coordinates, participates, & oversees all Educational Team meetings and Team activities.
- Plans, organizes, recommends and directs in-service training and development, including determining training needs, programs and schedules.
- Provides teachers with training individually or by groups as needed in Understanding by Design as a strategy to increase student understanding of the information they are learning
- Fosters professional growth and provides professional assistance and mentoring to staff as required.
- Attends Staff meetings and training sessions as may be needed.
- Plans and conducts department meetings and / or training as well as school-wide staff meetings and trainings when required.
- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO Meetings, etc.
- Serves on School Improvement Plan and Total Quality Management Committees.

RESULTS AND DATA MANAGEMENT

- Analyzes data within the Pre-k and Kindergarten programs and uses results for improvement
- Evaluates students' performance in the Pre-k and Kindergarten programs by reviewing report cards, progress reports and the results other formative and summative assessments
- Reviews and coordinates student and staff awards program and certificates within the department & building
- Monitors latest research, trends and developments in curriculum and instruction
- Disseminates information to appropriate personnel with intent of providing philosophical direction to curriculum development
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Coordinates the local and state student assessment program for the building and directs programs to improve student performance.
- Develops, recommends, and administers the program's budget.

REPORTING AND COMPLIANCE

- Directs the planning for and coordinates implementation of special, federal and state-funded projects to ensure compliance and to meet students' needs.
- Prepares timely school reports to present to the Principal and Superintendent and submits such reports and records as required by law, Board Policies, and Administrative Directives
- Insures that all School Board and administration policies are effectively explained and implemented.
- Ensures compliance with the school and program guidelines and policies

ADMINISTRATIVE QUALITIES

- Provides for effective communication and relations between the administration and staff and for building staff morale
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school within the department
- Informs parents, staff and students about the school programs' events and activities
- Composes memos and letters to staff and parents as needed
- Performs all duties with quality, efficiency and loyalty to the School & its management.

- Performs other duties as may be assigned by the Principal, the Executive Director/Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION / TRAINING

- Degree: Has at least a Bachelor's Degree in the study of Childhood Education and
- A current Michigan teaching certificate for Early Childhood
- At least 3 years of teaching experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Issued & Approved by: Name & title :	Signature:
Employees Name & title:	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Facility & Transportation Manager	Department: Facilities & Transportation
Supervisor: Superintendent	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To manage and maintain the school building and property in order to ensure operating excellence, cleanliness, and safety within the recommended budget. To maintain school facilities operations and transportation in compliance with state and federal guidelines and regulations as well as provide such services effectively and within available resources.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Coordinates and administers the services related to facilities planning and construction, facilities maintenance and safety, and facilities custodial services, and transportation maintenance.
- Establishes and administers schedules and procedures for the daily, on-going preventive maintenance of facilities, grounds, and equipment and routine custodial care of the facilities and grounds.
- Establishes guidelines for minor in-school repairs and emergency repairs.
- Advises school principals on technical matters concerning projects in their schools.
- Develops and oversees an inspection plan for all facilities and grounds along with documentation reporting on the condition of the facilities in conjunction with the school superintendent.
- Develops and recommends to immediate supervisor and implements once approved, procedures and a plan related to security, health and safety for all personnel or vendors, including custodial and maintenance, and openings and closings of school buildings

SUPERVISION AND IMPLEMENTATION

- Coordinates and administers the services related to facilities' planning and construction, maintenance, safety, remodeling, renovation and custodial services, and transportation maintenance.
- Assigns and supervises all custodial, maintenance, and grounds personnel, contractors, or subcontractors.
- Checks completed job tasks of maintenance and/or custodial employees and/or contractors/subcontractors.
- Audits custodial and maintenance staff and provides timely, accurate and useful feedback.
- Organizes and supervises with schedules custodial services, summer cleaning, renovation and maintenance programs in addition to the summer project work on school grounds.
- Recruits, screens, evaluates, and recommends for hire vendors, contractors, and support staff to maintain the facilities and grounds in a safe and cost effective manner.
- Arranges for necessary contracted repair and/or maintenance of all school transportation.
- Supervises the planning and construction of additions or remodeling of existing facilities.
- Maintains adequate inventory of maintenance and custodial supplies, equipment and tools.
- Negotiates and coordinates lease agreements for certain support services.
- Supervises the overall system of energy management program.

PROFESSIONAL LEARNING OPPORTUNITIES

- Plans, organizes and facilitates appropriate training development programs and resources for all custodial and maintenance personnel consistent with the requirements.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.
- Attends staff meetings, training and school events as required and effectively implements new strategies.
- Coordinates, holds and keep minutes of departments' staff meetings as well as training sessions as may be required.
- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher conferences, Open Houses, Orientations, etc.
- Ensures timely and complete participation in and documentation of training & PLOs where applicable.

RESULTS AND DATA MANAGEMENT

- Prepares for supervisor's approval on all payments to contractors or subcontractors for work completed.
- Performs purchasing duties such as: receiving quotes, requests for proposals (RFPs), negotiating prices, and ensuring proper documentation of statements requesting construction, maintenance, remodeling and renovation
- Ensures custodial services are on schedule, in compliance with procedures, evaluated, maintained, reported and on budget.
- Develops and oversees department budget, inventory and purchases taking into consideration daily and future objectives while keeping within the established budget.
- Assists in the supervision and evaluation of staff performance focusing on student safety and ensuring accountability.

REPORTING AND COMPLIANCE

- Demonstrates availability when needed and is subject to be on call seven (7) days a week, 24 hours a day in case of emergencies that may threaten the school system's property or equipment including buses.
- **Keeps and submits monthly reports** and database to immediate supervisor of all activities of building maintenance, custodial services, and transportation maintenance.
- Adheres to all established policies, procedures and code of ethics.
- Complies with all district, school, department-wide policies and daily routines and guidelines.
- Channels concerns/issues related to maintenance, facility and transportation to Superintendent/HES President.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating progress and concerns.
- Assumes other reasonable and equitable job related duties as assigned by the immediate supervisor.
- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Maintains professional appearance and behaves in a manner appropriate to a public setting.
- Keeps the Superintendent/HES President informed of main issues and concerns.
- Attends to assignments punctually and considers the impact of his/her attendance on departmental and school achievement.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Performs all duties with quality, efficiency and commitment to the School & its Management.
- Performs other duties as may be assigned by the Superintendent/HES President or her/his designee.

- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher conferences, Open Houses, Orientations, etc....

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary\Information").

SKILLS/EXPERIENCE:

Ability to read blue prints and prepare project estimations, Ability to weigh options, think clearly and evaluate, Ability to speak and write clearly and correctly, Physical mobility, dexterity, strength and visual acuity to meet system needs, Ability to organize and plan effectively, Ability to manage time efficiently, Math Aptitude, Computer Literacy, and Professionalism

EDUCATION/TRAINING:

- Minimum of a High School degree from a US accredited schools.
- Minimum of five years' experience in school building maintenance and custodial services.
- Knowledge and ability to read and interpret blue prints.
- Knowledge of the building trades and applicable functions.
- Knowledge of state and local building codes, policies and requirements.
- Must comply with all applicable laws related to Building and transportation codes and regulations
- Must comply with all applicable laws related to the Administrator's certificate where applicable.

- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Food Services and Hallway Supervisor	Department: Food Services
Supervisor: Coordinator of Food Services Program	Date Issued:

BASIC FUNCTION:

- To supervise all aspects of the food services program at the school in a manner that is efficient and in line with the district's guidelines and procedures.
- To monitor and supervise the academy's grounds at all times, and to ensure proper and safe student behavior during passing time, morning and afternoon dismissal and all other events and activities as assigned

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in preparing and planning school- meal menus to meet the USDA nutritional requirements.
- Prepares & cooks meals as may be needed following established protocols and guidelines.
- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard food preparation and kitchen operations procedures.
- Assists in planning and preparing alternative menus for kids with special needs, in accordance to their medical care provider's recommendations and in collaboration with the parents.
- Places orders for food, milk and all necessary supplies as needed.
- Assists the Coordinator of Food Services Program in preparing for all school functions involving food service.
- Maintains an organized food service calendar.
- Participates in department improvement plan by sharing ideas and input to enhance service and programs.
- Redirects students and staff in compliance with the mandated rules and regulations.
- Directs and supervises the activities of the food service team throughout the preparation and execution of events identified and purchases ingredients and supplies needed for the events.

SUPERVISION AND IMPLEMENTATION

- Assists in supervising and managing the food preparation and line service to ensure smooth and timely operation.
- Supervises student lunch service consistent with the school policies and guidelines.
- Assists in assessing students' preferences, to continuously improve the food service
- Monitors students' conduct in hallways and restrooms, and makes sure all students report to class on time.
- Monitors students' and visitors' behavior at assemblies, athletic events as well as all school functions and activities and intervenes to maintain order in situations of verbal and physical conflict.
- Ensures that all kitchen equipment, material and surfaces are kept clean, maintained and used properly and safely.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in recommended training programs, conferences, courses or other aspects of professional growth.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.
- Attends meetings, activities, training programs, conferences, seminars, workshops (MDE, MOR), and courses (Servsafe certification class) as required and effectively implements new strategies.

RESULTS AND DATA MANAGEMENT

- Prevents hazardous situations by immediately communicating with supervisors of maintenance issues, graffiti and safety hazards.
- Ensures that students are in class on time as a result of hallway supervision.
- Ensures that campus is orderly and secure at all time.
- Performs all tasks in compliance with code of ethics, state/local/MDE requirements/regulations and health and safety guidelines.
- Assists the coordinator of Food service program in collecting and reporting lunch money Ensures that meal preparations and service run efficiently and consistently with established guidelines and procedures.
- Ensures that meals are cost-efficient and prepared within the pre-approved budget for designated events.

REPORTING AND COMPLIANCE

- Communicates with the Coordinator of Food Services the plans for food service events.
- Ensures quality meals are served to all students while overseeing all aspects of the food service operations.
- Fills out and files all paperwork concerning lunch program including daily production records, monthly reports, and yearly reports due to MDE, CNAP, MEIS in a timely manner per specifications.
- Prepares year end reports, monthly-internal reporting, on-site reviews, snack reviews, and free-reduced meals applications in a timely manner per specifications.
- Ensures that all visitors have a visitor pass from the main office, and reports unusual activities or unauthorized visitors to supervisors in a timely manner.

ADMINISTRATIVE QUALITIES

- Maintains files in an organized and accessible manner by updating information, purging files on a regular basis and creating new filing systems as needed.
- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Establishes and maintains positive team spirit among all staff and school community.
- Performs all duties with quality, efficiency and commitment to the School and its management.
- Performs other duties as may be assigned by the Principal or HES President or her/his designee.
- Keeps the principal and HES President informed of main issues and concerns.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment. HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Knowledge of food service program requirements, Basic computer Knowledge, Ability to maintain records and complete reports, Written and oral communication skills, Oral, Verbal and written Communication skills, Leadership Skills

EDUCATION/TRAINING:

- High School Diploma or Equivalence
- Food Handlers Permit (as may be required by the local Health Department)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Human Resources Generalist	Department: Human Resources
Supervisor: Human Resources Director	Date Issued:

BASIC FUNCTION:

To assist the Human Resources Director in overseeing and maintaining all aspects of human resources.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Assists with on-going recruitment, analyzing applications, interviewing, job fair attendance and selection of prospective employees as well as the performance of policies and procedures.
- Keeps recruitment database and makes recruitment and selection recommendations to the Director of Human Resources.
- Assists with developing, implementing and updating job descriptions.
- Assists with updating the Employee Handbook Policies and distribution of changes.
- Assists in the preparation, processing, and maintenance of employee application process and personnel records to include updating records as needed.
- Assists with processing recruitment postings and advertisements as needed.
- Proactively participates in department improvement plan by sharing ideas and input to enhance services and program.

SUPERVISION AND IMPLEMENTATION

- Assists with the review and coordination of staff incentive and appreciation programs.
- Assists with monitoring compliance to staff policies, Employee Handbook updates and distribution of changes.
- Assists in preparation, processing, and maintaining employee application process and personnel records to include updating records as needed.
- Maintains bulletin boards of required employee postings and general information.
- Makes recruitment and selection recommendations to the Director of Human Resources.
- Secures substitutes teaching permits as needed.
- Assists in confirmation of all staff qualifications including teachers, teacher substitutes, paraprofessionals, food service handlers, bus drivers, administrators, etc.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends and/or assists HR director in the coordination and facilitation of Staff meetings, training sessions, and school activities as may be needed and effectively implements new strategies.
- Assists HR director in evaluating and recommending staff development needs.
- Performs self professional development to increase productivity and performance.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.
- Utilizes supervisor directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Maintains absentee records to include recording hours and notifying management of time away from work.

- Records and prepares vacation, sick, FMLA, personal time and injury reports.
- Completes paperwork and processes updates for employee health, dental, and disability plans.
- Maintains bulletin boards of required employee postings and general information.
- Records the school schedule for compliance consistently with staff qualifications.
- Maintains general safety program to include conducting periodic inspections and safety programs on a yearly basis. Reports all unsafe practices to management.
- Completes and records all employment verification forms, reference checks and recommendations.
- Ensures recruitment database is up-to-date.
- Compiles and prepares additional HR information for quarter/annual personnel reports.

REPORTING AND COMPLIANCE

- Assists in confirmation of all staff qualifications including teachers, teacher substitutes, paraprofessionals, food service handlers, bus drivers, administrators, etc.
- Secures teaching permits and licenses as needed and assists in notifying staff in writing of all the procedures and requirements to maintain employment and compliance.
- Assists with the completion of all employment verification forms, reference checks and recommendations.
- Assists in the preparation of reporting and compliance requirements regarding staff qualifications to MDE, WCRESA, the authorizer, and the Executive Director.
- Accurately completes and timely submits all required reports per specifications.
- Complies with all district, school, department-wide policies and daily routines/guidelines.

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating staff hires, terminations, transfers, and concerns with stakeholders.
- Takes all necessary measures to ensure confidentiality of all staff information.
- Represents the best possible impression of our organization when interacting with the community, prospective employees, current employees, and other industry professionals.
- Collaborates with supervisor, staff and stakeholder in a positive environment in the best interest of the staff and organization.
- Channels concerns to administration for solutions in the best interest of the organization.
- Attends Special school Events as may be directed.
- Attends to assignments punctually and considers the impact of his/her attendance on organization efficiency.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Supervisor, Principal or HES President.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Diplomacy, Filing, Math Aptitude Organization, Planning, Professionalism, Reading Skills, Time Management, Computer Literacy

EDUCATION/TRAINING:

- Minimum a Bachelor's degree in Human Resources or related field or an equivalent combination of education and experience.
- Thorough understanding of Michigan Human Resource regulations and requirements.
- A minimum of three years professional experience in Human Resources and/or supervision.
- Must comply with all applicable laws related to Human Resources.
- Must comply with all applicable laws related to the Administrator's certificate where applicable.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: IB-PYP Director	Department: Administration- Instruction- District Wide
Supervisor: Principals (SIA, UA, NIA, ULA)	Date Issued:

BASIC FUNCTION:

Along with the school principal, the International Baccalaureate –Primary Years Program (IB-PYP) Director serves as an instructional leader of the IB-PYP program in the district schools. The IB-PYP Director takes responsibility for ensuring that pedagogical aspects of the program are discussed, information is disseminated and the program is planned, taught and assessed collaboratively.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with colleagues across all HES Academies to construct benchmark lessons and to plan & manage the development of standards-based IB-PYP curriculum, instruction, and assessment plans and strategies.
- Ensures that all textbooks used across the district are used effectively as a resource to meet IB goals and coordinates and/or supervises the creation/updating of themes/units within the department.
- Serves as the coordinator for the IB-PYP in the all subject areas by identifying and assisting in the adoption of IB curriculum resources, maintaining inventory and ensuring effective implementation of IB curriculum resources.
- Assists in the coordination and in development of the IB Action Plan with clearly stated goals and objectives.
- Works collaboratively with others (pedagogical-leadership team, teachers, support staff, parents) on curriculum and instructional planning, department planning, and will act upon feedback from supervisors.

SUPERVISION AND IMPLEMENTATION

- Ensures that all requirements of the IB concerning programs and procedures are carried out properly and all deadlines are met depending on each school's progress towards authorization.
- Leads the process of developing or reviewing the school's scope and sequence of the curriculum according to IB Concepts, the Common Core State Standards (CCSS) and State of Michigan Guidelines (Grade Level Content Expectations, Content Expectations).
- Ensures that essential agreements are formulated for assessment and for teaching and learning language in each building.
- Collaborates with the summer ACE program coordinator IB-PYP activities as may be needed.
- Makes recommendations for the purchase of suitable resources to support the implementation of the program depending on the school's high priority (HP) needs.
- Establishes an inventory of resources to facilitate efficient management.
- Maintains a resource center of current IB-PYP related documents and materials.

PROFESSIONAL LEARNING OPPORTUNITIES

- Assists teams or individuals in developing Units of Inquiry at each school.
- Organizes, recommends and coordinates professional learning activities within and outside the schools to share information learned in training workshops and site visits and to support and/or expand IB Program.

- Provides outreach to the wider IB community through Online Curriculum Centre (OCC) discussion forums, e-mail and school visits.
- Promotes the use of the OCC within the schools' community.
- Supports the teachers responsible for, and the students involved in, the IB exhibition in the final year of the program at each school.
- Provides "live" professional learning for teachers in their own classrooms through modeling and co-teaching at each school in the district.

RESULTS AND DATA MANAGEMENT (For Each of the HES Schools)

- Collects data, and establishes improvement plans based on the standardized tests results.
- Encourages and supports a process of properly reviewing and analyzing classroom assessment results, as well as sharing them with students and parents.
- Assesses IB-PYP curriculum alignment through analysis of Scantron data, Michigan standard Exams, benchmarks, Iowa Test of Basic Skills (ITBS) and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE (For Each of the HES Schools)

- Ensures that copies of International Baccalaureate Organization (IBO) publications are available to staff members.
- Establishes and maintains a record of completed planners.
- Publishes the schools' program of inquiry.
- Participates in the formation of the schools' School Improvement Plan.
- Prepares and submits any documentation required for candidacy, authorization and evaluation.
- Keeps a record of workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.

ADMINISTRATIVE QUALITIES

- Responds to requests for information (for example, questionnaires) from the IB.
- Provides a liaison between the schools and the IB.
- Sets up systems for communication and collaboration among all staff members across all sister schools within HES involved in implementing the program at each building.
- Publishes articles pertaining to the program in school newsletters and on the school web sites (SIA, UA, NIA, ULA).
- Circulates all relevant information received from the IB.
- Promotes the cooperative interaction of the entire professional staff, parents, students, and community members in the implementation of the IB, across all schools in IB partnerships, where applicable.
- Conducts parent information sessions at each of the four HES buildings.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisors depending on the building, HES president or her designee.
- Travels between four school buildings (SIA, UA, NIA, ULA) in the HES district per a pre-approved plan and schedule. Plan and schedule must be preapproved by Superintendent or her designee (Chief Administrative Officer for Personnel Administration) and Principals".

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Minimum a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Primary Years Certification
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 5 years teaching and supervisory experience
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Improvement & Monitoring Officer	Department: Improvement & Monitoring
Supervisor: Building Principal	Date Issued:

BASIC FUNCTION:

Responsible for compiling, verifying tracking and submitting all documents required by Central Office for purposes of internal record keeping; mandated reporting and meeting audit requirements.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Assists in planning and organizing professional development sessions for staff; and follows thru with implementation and documentation of the training
- Assists in implementing the organization's policies and procedures to ensure compliance with legal, accreditation, external and internal standards.
- Assists in the compliance monitoring reviews and internal audits including review schedule, by collecting and reviewing materials.
- Ensures timely collection of required documents from staff and submits them to central Office as directed
- Collects and files all purchase orders and packing lists and insures timely submittal to Central Office
- Handles Invoice Matching by checking all purchase orders, packing lists, and other shipping documents against vendor's invoices (Quantities received & correct prices) to ensure proper receiving of materials, and / or services prior to payment.

SUPERVISION AND IMPLEMENTATION

- Performs general clerical duties to include, but not limited to, bookkeeping, copying, faxing, scanning, mailing and filing.
- Compiles and generates reports; develops spreadsheets; prepares databases; and creates presentations as assigned by supervisor.
- Follows up on assigned activities and ensures timely submittal of assignments and reports.
- Follows up with staff to collect assignments and reports, and to ensure compliance with school, authorizer, and state policies
- Performs a variety of clerical duties as delegated by supervisor
- Prepares material for staff meetings: agendas, notices and reports.
- Travels in state for conferences and/or meetings as needed.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends and/or coordinates Staff meetings, training sessions, and school activities as may be needed and effectively implements new strategies.
- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.

- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Evaluates and recommends staff development needs.
- Performs self professional development to increase productivity and performance.
- Reviews and coordinates staff programs.
- Attends Special School Events.

RESULTS AND DATA MANAGEMENT

- Reviews a wide variety of organization policies and procedures to ensure compliance with legal, accreditation, external and internal standards.
- Analyzes existing policies, identifies gaps and recommends new/revised policies and procedures, approval processes and monitoring methods for departmental use.
- Reviews detailed departmental processes and policies noting deficiencies.
- Develops monitoring plan to determine steps to address strategies monitoring in the improvement plans is executed.
- Receives quarterly reports on status of improvement plans and needs assessment and analyzes reported results identifying trends and developing corrective action where appropriate.
- Develops a system for accurately and regularly audits compliance formatively.
- Receives and processes confidential compliance-related questions/concerns from staff.

REPORTING & COMPLIANCE

- Records minutes of meetings and maintains electronic and hard copy.
- Maintains accurate and up to date records and files as required by the supervisor.
- Organizes and preserves paper and computer files for ready reference and efficient operation.
- Monitors deadlines and due dates, and ensures timely submittal of assignments to Central Office
- Trains new staff on a wide range of subject areas pertaining to end of year reporting.

ADMINISTRATIVE QUALITIES

- Creates and processes letters, memos, messages, faxes and e-mails.
- Composes and distributes newsletters, flyers and other publications as assigned.
- Maintains a professional and positive communication with colleagues and stakeholders.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the Superintendent or her designee.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, COPA, or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The Administrative Assistant shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services' or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students student parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:**OFFICE SKILLS**

- Excellent phone voice, typing and language skills.
- Strong time management skills.
- Strong background in computerized office (IBM word processing, spreadsheet, database management).

LANGUAGE SKILLS:

- Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION AND EXPERIENCE:

Post Secondary Education: Minimum of an Associate's degree or equivalence required.

Minimum two years experience or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Instructional Resources Developer	Department: Administration- Instruction
Supervisor: Coordinator of Foreign Language Department	Date Issued:

BASIC FUNCTION:

The Instructional Resources Developer will provide support to the Arabic Language Department by:

- Supporting needed differentiated instruction through planning, creating and assisting in implementing hands on theme connected activities/projects.
- Enhancing the Arabic Language learning experience through the coordination of resources and activities as well as modeling implementation to department teachers.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Supports the Arabic Language teachers in planning and implementing differentiated instruction
- Develops hands on theme connected activities and projects for the Arabic Department
- Recommends changes and improvements as may be needed, including the suggestion of activities, and the selection, development and revision of curriculum materials
- Coordinates the development and implementation of school wide celebrations and events related to the teaching of the Arabic language and culture
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.

SUPERVISION AND IMPLEMENTATION

- Is familiar with all Arabic curriculum guides, and the themes of units for each grade level, generate suggestions of activities, collaborate with teachers to arrive at most appropriate activities, prepare activity's resources
- Provides assistance to teachers during scheduled time for hands on activities
- Models to teachers the application of differentiated instruction strategies
- Recommends requisitions of adequate supplies, resources and equipment for the department
- Assists in the evaluation and observation of staff performance in the areas of responsibility, and makes recommendation for improvement to department coordinator and/or principal.
- Coordinates resources for events, assemblies, and school-wide celebrations by identifying, creating, or securing needed props and costumes
- Assists and supervises students in preparation for participation in school wide and community assemblies/performances.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates and Assists in the coordination of Arabic Department Team meetings and activities
- Assists in planning, organizing, recommending and directing in-service training and development, including determining training needs programs and schedule.
- Fosters professional growth and provides professional assistance and mentoring to staff as required
- Attends Staff meetings and training sessions as may be needed
- Attends all school events and activities as may be directed, such as Parent-Teacher conferences, Open Houses, Orientations, PTC meetings, etc.

RESULTS AND DATA MANAGEMENT

- Prepares timely school reports to present to the supervisor, Principal and Superintendent, and submits such reports and records as required by law, Board Policies, and Administrative Directives.
- Analyzes test data within the Arabic Department and uses results for improvement.
- Evaluates students' academic performance within the Arabic Department by reviewing report cards and progress reports.
- Reviews and coordinates student awards & incentives program and certificates within the department.

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and communicating school and department expectations and teacher evaluations.
- Accurately completes and submit in a timely manner all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation
- Establishes and maintains of completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs

ADMINISTRATIVE QUALITIES

- Provides for effective communication and relations between the administration and staff, and for building staff morale
- Informs parents, staff and students about the Arabic program events and activities
- Keeps supervisor informed of main issues and concerns
- Composes memos and letters to staff and parents as needed
- Provides assistance to the Coordinator of Foreign Language department as may be needed.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisor, the Executive Director/Superintendent or her designee

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

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CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products,

processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

- Proficiency in the Arabic Language is required (Speaking, Reading, Comprehension, & Writing)
- Excellent verbal and written communication skills.
- Excellent organization, planning, professionalism, and time management skills
- Ability to work well in culturally diverse setting.
- Considerable knowledge of the personal computer and related soft ware and its application to record keeping and office management.
- Ability to work independently and within a team environment.

EDUCATION/TRAINING:

- Must possess some administrative training or is willing to enroll in school administration program at an accredited university.
- Must have had a minimum of 1 year teaching and/or supervisory Experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Instructional Technician & Substitute Teacher	Department: Academic-Instruction
Supervisor: Tutorial Programs Coordinator	Date Issued:

BASIC FUNCTION:

Under the supervision of the classroom teacher, assists in the smooth and efficient operation of the classroom and provides challenged students with individualized instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Proactively plans for interactions with students and lessons that as much as possible, meet the individual needs, interests, and abilities of the students.
- Collaborates with the classroom teacher to provide effective individual and group instruction, activities, and projects that are relevant to students' needs
- Assists the classroom teacher in creating an orderly classroom environment conducive to learning and appropriate to the maturity and interests of the students.
- Follows Teacher sub plans and leaves a detailed report on the day's events.
- Reports to supervision duties on time, proactively monitors the hallways in between classes and during lunch when possible, and contributes effectively to assuring student safety, orderly behavior, and maintaining classroom tasks.

SUPERVISION AND IMPLEMENTATION

- Supervises students during lunch, recess, passing time, and at any other time as required by supervisor(s).
- Collaborates with the classroom teacher to effectively implement lesson plans consistent with the needs and abilities of students and assists in maximizing instruction time to students who are at-risk as needed.
- Assists classroom staff with general classroom routines, related activities and maintaining an orderly, safe and enjoyable learning environment.
- Ensures appropriate appearance, décor and learning environment in the classrooms.
- Assists children with classroom and personal care activities as needed.
- Appropriately handles minor classroom infractions according to the school and classroom policies.
- Refers discipline infractions to classroom teacher, if problems occur during classroom activities. Discipline problems occurring during recess or lunch duty may be reported to supervisor or principal.
- Substitute teaches as may be required by the Administration, if applicable (minimum 90 credit hours, at least 30 of the credits from a four year university, and a sub permit required to substitute teach).

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Attends meetings, conferences, courses and other training sessions as may be needed for professional growth and development and effectively implements new strategies.
- Ensures timely and complete participation in and documentation of training and PLOs where applicable.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other

school events as required.

- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.

RESULTS AND DATA MANAGEMENT

- Maintains and updates student files and documentation of individualized instruction.
- Evaluates student assessments through Scantron data and makes recommendations to teacher on course of action suited for student.
- Tracks students' daily assignments and evaluates students' performance and improvements as evidenced by progress reports and report cards.
- Uses Data to guide decision-making, analyzes disciplinary data and issues reports monthly to evaluate progress and recommends programs for improvements and award progress and achievement.
- Ensure lessons are effectively followed and student achievement is evidenced by grades, standardized test scores, and curricular alignment.

REPORTING AND COMPLIANCE

- Accurately completes and timely submits all required paperwork and up-to-date reports per specifications including records of individualized student activities.
- Adheres to all established policies, procedures and code of ethics.
- Documents students' progress and achievement in tutorial sessions.
- Tracks daily assignments and evaluates students' accuracy and completion of practice exercises /activities.
- Consistently and thoroughly completes the Individualized Instruction Reports.
- Complies with all district, school, department-wide policies and daily routines and guidelines.
- Collaboratively participates in school committees that contribute to a more positive learning environment.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Demonstrates flexibility as to unscheduled assignments and/or placements and understand, adopts and works towards the school mission.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Follows an organizational system for documenting and communicating student progress and concerns.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned in writing by the supervisor, principal, Superintendent or her/his designee.
- Demonstrates flexibility as to unscheduled assignments and/or placements and understand, adopts and works towards the school mission.

SAFETY LEGISLATION:

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APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

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CONFIDENTIALITY OF INFORMATION:

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SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION/TRAINING:

- Must have at least 90 credit hours from a four-year accredited college or university. (Which are accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE).
- Credits earned at a community college are acceptable as long as a four-year accredited college or university accepts the transfer credits.
- Official Transcripts must be provided. Transcripts from a foreign University must be evaluated by an MDE accredited evaluation entity for US credit/degree equivalency.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer



Hamadeh Educational Services, Inc. Job Description

Job Title: Lead Library Technician	Department: Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Under the supervision of the building principal, manages and leads a smooth and efficient operation of the school library and monitors utilization of services, materials and resources offered to school, students, and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Develops, promotes and/or supports supplementary literacy & other core programs as aligned with the SIP, State standards & school mission & goals
- Provides for effective management of library, to ensure smooth operation, and to maximize benefits to staff and students.
- Recommends purchases and expenditures and collects and provides data to assist in decision process such as providing statistical reports on circulation.
- Plans, coordinates and implements various grant programs to support the instructional program & maintain timely reporting.
- Plans and implements department guidelines/procedures including library use and activities, communication, meetings, etc
- Under the supervision of the Building Principal implements school-wide and district Library programs and policies.
- Participates in department improvement plan by sharing ideas and input to enhance services and programs.

SUPERVISION AND IMPLEMENTATION

- Supervises students in the library following the guidelines and recommendations of supervisor.
- Carries out the library's daily routines and activities and maintains a safe and enjoyable learning environment.
- Ensures library schedules are followed through.
- Ensures appropriate appearance, décor and learning environment of the library; and assists in creating, maintaining, and updating displays and signage.
- Monitors proper distribution and scheduling of all technology equipment used for instructional purposes such as video cameras, digital cameras, VCR's, DVD players, projectors, TVs, cables for video streaming, etc. is made ensuring they are in good condition and have charged batteries.
- Oversees proper circulation, acquisition, cataloging and other operational activities or functions of the library takes place.
- Opens circulation desk for services on a daily basis including processing of holds, requests and overdue notices.
- Assists students and staff in the circulation procedures and policies of library materials.
- Performs all circulation related functions including check-in and checkout of materials.
- Prepares library inventory and fines.
- Processes laminating requests as authorized by supervisor and consistent with the policies stated in the Library Manual.
- Maintains proper shelving, straightening and reading of library materials on a daily basis as well as mending/replacing damaged books and helping to catalogue new materials.

- Assists in cataloging of newly acquired materials, and Processes them for circulation.
- Assists in acquiring, labeling and taking inventory of library materials and resources as assigned.
- Schedules, sets up, and maintains media equipment for presentations during special events and for use in the classroom.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in PLOs where applicable and provides proper training for library staff members.
- Attends staff meetings, workshops, activities and training sessions as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required by supervisor and/or Superintendent.
- Assists in training of volunteers and community service student library assistants.
- Assists with media training for staff and acts as a teacher and curriculum specialist when using library resources.

RESULTS AND DATA MANAGEMENT

- Updates databases, spreadsheets and lists.
- Schedules supplemental and innovative library programs and ensures a variety of library resources are available to increase number of circulation.
- Monitors all incoming and outgoing book orders exhibiting timely return of circulation materials.
- Monitors student behavior and utilizes proper discipline action when necessary per policies and procedures.
- Prepares, receives and verifies library related orders.
- Ensures library programs and staff are evaluated for progress and needed improvement.
- Ensures grants for relevant, aligned programs are well-written and submitted.
- Collects and records fines for overdue or damaged materials.
- Performs a variety of clerical and computer-related tasks as assigned including preparation of spread sheets for purchase orders and data tracking.
- Uses data to effectively impact decision-making, goal setting, planning & awarding student achievement.
- Implements circulation processes (library users, processing materials, circulation desk, etc.)

REPORTING AND COMPLIANCE

- Follows an organizational system for documenting and communicating student progress and concerns with all Stakeholders.
- Completes all required paperwork in an accurate and timely manner.
- Complies with all district, school, and department-wide policies, procedures and code of ethics and follows established rules/guidelines in daily operations.
- Reports issues and concerns to Building Principal in a prompt and professional manner.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Maintains professional appearance and behaves in a manner appropriate to a public setting.
- Performs reliably, dependably with a good record of attendance, punctuality, flexibility and time management.
- Collaboratively participates in committees that contribute to a more positive learning environment.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the supervisor, HES President or her/his delegate.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

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SKILLS/EXPERIENCE:

- Must be familiar with the library filing systems.
- Must be familiar with basic technology set ups such as TV's, VCR's, and DVD Players, Digital Cameras, PC-TV Adapters, Projectors, PA Sound System, and Video Recording equipment.
- Experience with inventorying and attention to detail accuracy
- Must be able to work in a multicultural environment
- Must be dedicated to KIDS.
- Flexible, open-minded, and self-driven team member.

EDUCATION/TRAINING:

- Associates degree or higher
- Must be computer literate, well versed with the State "Computer Literacy Standards"
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

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Hamadeh Educational Services, Inc. Job Description

Job Title: Liaison for School Involvement and Student Affairs

Department:

Supervisor: Principal

Date Issued:

BASIC FUNCTION:

- Assists the Principal in managing all Student affairs related matters by providing for school-wide leadership in accordance with the stated mission and goals of the Academy.
- Serves as a Liaison with students/parents/teachers to successfully address issues of concerns or areas in need of improvement and implementing strategic methods for obtaining student improvement.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVMENTS

- Coordinates the development of effective discipline techniques and strategies for teachers to use in the classroom.
- Effectively assists in the formulation and implementation of policies and procedures related to parental involvement activities.
- Helps evaluate parent/family involvement in the school through surveys, documentation of family/parent activities held, attendance sheets, etc.
- Effectively develops and recommends ongoing list of community resources that are both needed and useful to the student and parents.
- Effectively recommends changes to the department and procedures as needed to ensure achievement of goals and objectives.
- Collaborates with Social Worker and teachers to identify areas of needs in discipline and develop strategies for improvement.
- Coordinates the school-wide safety program and the crisis assessment and intervention team
- Assists in coordination of staff and student mentoring program.
- Prepares the necessary classroom and hallway postings for fire exits and safety prevention.
- Prepares fire, tornado, and lockdown drill schedule and oversees its implementation
- Oversees the proper set up of the school Clock and Bell System
- Schedules busing and field trip as may be directed by the Principal.
- Organizes, advertises and facilitates parent meetings/events.
- Prepares scheduling and arrangements for parent committee meetings.

SUPERVISION AND IMPLEMENTATION

- Supervises student discipline and oversees the implementation of the classroom and school discipline policies
- Assists teachers in providing and promoting positive learning environment that motivates students to be active learners and participants.
- Monitors outside/community resources and programs and evaluates their effectiveness on student and parental involvement.
- Effectively evaluates current program guidelines that are in effect to reach optimal quality and efficiency.
- Monitors the effectiveness of parental surveys, PD's, activities and communications.
- Effectively interprets and implements the rules, state and federal regulations, and policies of the Board of Education, as they relate to assigned areas of responsibility.

- Tracks and records parental, student, staff and stakeholders' suggestions for new program and activities for possible future implementation.
- Monitors and ensures compliance with school uniform policy and dress code
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in monitoring the daily operation of all classrooms, subjects, and hourly attendance.
- Consults with all departments on use of equipment, fire prevention and safety program.
- Supervises students during lunch, recess, school events, safety drills, assemblies, arrival, dismissal and after-school sponsored events.
- Coordinates and supervises the student Safety Patrol Program

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends seminars or conferences in areas related to job responsibilities.
- Assists in coordinating and conducting staff meetings related to student affairs
- Provides staff with classroom management, and behavior management workshops
- Provides staff with Disciplinehelp.com, Core Values, and ISAFE workshops.
- Assists in staff training and development programs and schedule
- Coordinates the school discipline committee. Recommends programs and activities to improve the school discipline, safety and health of students.
- Attends staff meetings and training sessions as may be needed.

RESULTS AND DATA MANAGEMENT

- Analyzes disciplinary data and issues reports monthly to evaluate progress and recommends programs for improvements
- Tracks hourly and daily students' attendance by printing Absentee Reports periodically and following up on cases where students are suspected of cutting classes and/or excessive absenteeism.
- Tracks and monitors suspensions, time spent in the reflection Room, as well as all other disciplinary actions.
- Encourages students referred for disciplinary actions to create an action plan and oversees its implementation.
- Works closely with all parties involved in students affairs by constantly monitoring, evaluating and discussing progress and areas of improvement
- Continuously evaluates and makes recommendations to assessments and surveys.
- Efficiently and confidentially handles parental concerns and recommendations with minimal disruption to student learning.
- Observes, records and makes recommendations for the strengths and weaknesses of student and parental programs and activities.
- Uses Data to guide decision-making, analyzes data and issues reports monthly to evaluate progress and recommends programs for improvements.

REPORTING AND COMPLIANCE

- Formulates general safety policies and procedures to be followed in the academy in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations
- Inputs data and records of disciplinary referrals and infraction slips into the computer.
- Reports to the Superintendent and Central Office accident reports required by regulatory agencies.
- Participates in the investigation and recording of accidents and injuries on Academy premises.
- Develops presentations and reports for as required by the supervisor
- Complies with all district, school, and department-wide policies and follows established rules and guidelines in daily operations
- Maintains accurate and up-to date checklists and databases as required and necessary for efficient performance of assignments
- Submits all reports and records per specifications

ADMINISTRATIVE QUALITIES

- Organizes and files all disciplinary referrals, suspension notices, and negotiation forms on a routine basis.
- Keeps all manual and electronic files up to date
- Attends and assists in coordinating and directing school activities as may be directed by the Principal or Executive Director, such as Parent-Teacher Conferences, Open Houses, Orientations, PTC meetings, Athletic Meetings, events, etc...
- Maintains the privacy of students and their families by keeping all cases confidential and sharing with the appropriate parties only.
- Maintains open communication between parents, teachers and administrators, and promptly inform parents of any concerns and/or situations involving their children.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Establishes and maintains positive team spirit among all staff.
- Backs up the Principal during her/his absence and/or as needed.
- Performs all duties with quality, efficiency and loyalty to the School & its management.
- Performs other duties as may be assigned by the Principal, the Executive Director/Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or

Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management, Critical thinking skills

EDUCATION / TRAINING:

- Bachelor's Degree in Administration/Communication or any related field or a combination of education and experience.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Liaison for Student Affairs	Department: Student Affairs
Supervisor: Assistant Principal	Date Issued:

BASIC FUNCTION:

Handles discipline related matters by screening students referred for disciplinary actions, and handling infractions. Responsible for documenting and maintaining accurate and up-to date records of all disciplinary referrals and actions.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with Assistant Principal to develop effective discipline techniques and strategies that teachers may use in the classroom.
- Collaborates with Social Worker and or teacher to identify areas of needs in discipline and develop strategies for improvement.

SUPERVISION AND IMPLEMENTATION

- Implements classroom rules and school discipline policies
- Encourages students to be involved in the decision making process, by holding them accountable for their actions and assisting them in learning effective problem-solving techniques.
- Assists teachers in providing and promoting positive learning environment that motivates students to be active learners and participants.
- Monitors and ensures compliance with school uniform policy and dress code
- Encourages students to be active in problem solving by having them list and suggest different ways of handling situations.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends seminars or conferences link in areas related to discipline, and problem solving skills.
- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- When a consequence is issued the student will list a number of ways to handle situations differently

RESULTS AND DATA MANAGEMENT

- Tracks hourly and daily attendance by printing Absentee Reports periodically and following up on cases where students are suspected of cutting classes.
- Creates files to track and monitor suspensions, time spent in the reflection Room, as well as all other disciplinary actions.
- Encourages students referred for disciplinary actions to create an action plan and oversee that they implement it.
- Works closely with all parties involved with the students by constantly monitoring, evaluating and discussing progress and areas of improvement

REPORTING AND COMPLIANCE

- Keeps written documentation of all communications when dealing with parents or students
- Creates personal portfolios to keep track of written documents that relate to student.
- When attending IEP'S and conferences, documents information shared pertaining to involved student.
- Keeps all manual and electronic files up to date as they may be needed for emergency meetings and or audits

ADMINISTRATIVE QUALITIES

- Maintains the privacy of students and their families by keeping all cases confidential and sharing with the appropriate parties only.
- Informs parents of any inappropriate behavior that their child is involved in and proposes different ways of approaching the problem.
- Expresses any concerns pertaining to students to their teachers and parents and suggests ways to handle the situation.
- Promotes optimism by maintaining open communication between parents, teachers and administrators.
- Completes all tasks thoroughly with accuracy and precision
- Uses the time spent with students in an efficient manner by appropriately balancing the work load and keeping the flow of student traffic into the office smooth
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisor, the Executive Director/Superintendent or her designee

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes,

customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantant may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization Planning, Professionalism Reading Skills, Computer Literacy, Keyboard Skills, Time Management

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Liaison for Student Discipline	Department: Student Affairs
Supervisor: Assistant Principal	Date Issued:

BASIC FUNCTION:

Assist the Assistant Principal for Student affairs in discipline related matters by screening students referred for disciplinary actions, and handling minor infractions. Responsible for documenting and maintaining accurate and up-to date records of all disciplinary referrals and actions.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with Assistant Principal to develop effective discipline techniques and strategies that teachers may use in the classroom.
- Collaborates with Social Worker and or teacher to identify areas of needs in discipline and develop strategies for improvement.

SUPERVISION AND IMPLEMENTATION

- Implements classroom rules and school discipline policies
- Encourages students to be involved in the decision making process, by holding them accountable for their actions and assisting them in learning effective problem-solving techniques.
- Assists teachers in providing and promoting positive learning environment that motivates students to be active learners and participants.
- Monitors and ensures compliance with school uniform policy and dress code
- Encourages students to be active in problem solving by having them list and suggest different ways of handling situations.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends seminars or conferences link in areas related to discipline, and problem solving skills.
- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- When a consequence is issued the student will list a number of ways to handle situations differently

RESULTS AND DATA MANAGEMENT

- Tracks hourly and daily attendance by printing Absentee Reports periodically and following up on cases where students are suspected of cutting classes.
- Creates files to track and monitor suspensions, time spent in the reflection Room, as well as all other disciplinary actions.
- Encourages students referred for disciplinary actions to create an action plan and oversee that they implement it.
- Works closely with all parties involved with the students by constantly monitoring, evaluating and discussing progress and areas of improvement

REPORTING AND COMPLIANCE

- Keeps written documentation of all communications when dealing with parents or students
- Creates personal portfolios to keep track of written documents that relate to student.
- When attending IEP'S and conferences, documents information shared pertaining to involved student.
- Keeps all manual and electronic files up to date as they may be needed for emergency meetings and or audits

ADMINISTRATIVE QUALITIES

- Maintains the privacy of students and their families by keeping all cases confidential and sharing with the appropriate parties only.
- Informs parents of any inappropriate behavior that their child is involved in and proposes different ways of approaching the problem.
- Expresses any concerns pertaining to students to their teachers and parents and suggests ways to handle the situation.
- Promotes optimism by maintaining open communication between parents, teachers and administrators.
- Completes all tasks thoroughly with accuracy and precision
- Uses the time spent with students in an efficient manner by appropriately balancing the work load and keeping the flow of student traffic into the office smooth
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisor, the Executive Director/Superintendent or her designee

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses,

forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization Planning, Professionalism Reading Skills, Computer Literacy, Keyboard Skills, Time Management

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Library and Media Technician	Department: Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Under the supervision of the building principal, manages and leads a smooth and efficient operation of the school library and monitors utilization of services, materials and resources offered to school, students, and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Develops, promotes and/or supports supplementary literacy & other core programs as aligned with the SIP, State standards & school mission & goals
- Provides for effective management of library, to ensure smooth operation, and to maximize benefits to staff and students.
- Recommends purchases and expenditures and collects and provides data to assist in decision process such as providing statistical reports on circulation.
- Plans, coordinates and implements various grant programs to support the instructional program & maintain timely reporting.
- Plans and implements department guidelines/procedures including library use and activities, communication, meetings, etc
- Implement school-wide Library programs and policies as approved and delegated by the Building Principal.
- Participates in department improvement plan by sharing ideas and input to enhance services and programs.
- Plans and administers two scholastic book fairs per school year.

SUPERVISION AND IMPLEMENTATION

- Supervises students in the library following the guidelines and recommendations of supervisor.
- Carries out the library's daily routines and activities and maintains a safe and enjoyable learning environment.
- Ensures library schedules are followed through.
- Ensures appropriate appearance, décor and learning environment of the library; and assists in creating, maintaining, and updating displays and signage.
- Monitors proper distribution and scheduling of all technology equipment used for instructional purposes such as video cameras, digital cameras, VCR's, DVD players, projectors, TVs, cables for video streaming, etc. is made ensuring they are in good condition and have charged batteries.
- Oversees proper circulation, acquisition, cataloging and other operational activities or functions of the library takes place.
- Opens circulation desk for services on a daily basis including processing of holds, requests and overdue notices.
- Assists students and staff in the circulation procedures and policies of library materials.
- Performs all circulation related functions including check-in and checkout of materials.
- Prepares library inventory and fines.
- Processes laminating requests as authorized by supervisor and consistent with the policies stated in the Library Manual.

- Maintains proper shelving, straightening and reading of library materials on a daily basis as well as mending/replacing damaged books and helping to catalogue new materials.
- Assists in cataloging of newly acquired materials, and Processes them for circulation.
- Assists in acquiring, labeling and taking inventory of library materials and resources as assigned.
- Schedules, sets up, and maintains media equipment for presentations during special events and for use in the classroom.

PROFESSIONAL LEARNING OPPORTUNITIES

- Plans own goals for self improvement consistent with the job requirements and/or school or HES needs.
- Attends staff meetings, workshops, activities and training sessions as required
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required by supervisor and/or Superintendent.
- Assists in training of volunteers and community service student library assistants.
- Assists with media training for staff and acts as a teacher and curriculum specialist when using library resources.

RESULTS AND DATA MANAGEMENT

- Updates databases, spreadsheets and lists.
- Schedules supplemental and innovative library programs and ensures a variety of library resources are available to increase number of circulation.
- Monitors all incoming and outgoing book orders exhibiting timely return of circulation materials.
- Monitors student behavior and utilizes proper discipline action when necessary per policies and procedures.
- Prepares, receives and verifies library related orders.
- Ensures library programs and staff are evaluated for progress and needed improvement.
- Collects and records fines for overdue or damaged materials.
- Performs a variety of clerical and computer-related tasks as assigned including preparation of spread sheets for purchase orders and data tracking.
- Uses data to effectively impact decision-making, goal setting, planning & awarding student achievement.
- Implements circulation processes (library users, processing materials, circulation desk, etc.)

REPORTING AND COMPLIANCE

- Follows an organizational system for documenting and communicating student progress and concerns with all Stakeholders.
- Completes all required paperwork in an accurate and timely manner.
- Complies with all district, school, and department-wide policies, procedures and code of ethics and follows established rules/guidelines in daily operations.
- Reports issues and concerns to Building Principal in a prompt and professional manner.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Maintains professional appearance and behaves in a manner appropriate to a public setting.
- Performs reliably, dependably with a good record of attendance, punctuality, flexibility and time management.
- Collaboratively participates in committees that contribute to a more positive learning environment.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the supervisor, HES President or her/his delegate.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her/him in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenant may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Must be familiar with the library filing systems.
- Must be familiar with basic technology set ups such as TV's, VCR's, and DVD Players, Digital Cameras, PC-TV Adapters, Projectors, PA Sound System, and Video Recording equipment.
- Experience with inventorying and attention to detail accuracy
- Must be able to work in a multicultural environment
- Must be dedicated to KIDS.
- Flexible, open-minded, and self-driven team member.

EDUCATION/TRAINING:

- Associates degree or higher
- Must be computer literate, well versed with the State "Computer Literacy Standards"
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Library Technician	Department: Instruction
Supervisor: Lead Library Technician	Date Issued:

BASIC FUNCTION:

Under the supervision of the Lead Library Technician, assists in the smooth and efficient operation of the school library and in the full utilization of services, materials and resources offered to school, students, and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in planning for library related programs and events, by preparing material, setting up, supervising during the event and any other duties that may be required.
- Provides for effective management of library, to ensure smooth operation, and to maximize benefits to staff and students.
- Collaborates with the Director of Libraries and Instructional Resources to implement the school-wide and district Library programs and policies.
- Collaborates with the library staff team members to meet the scheduled service timely and efficiently and maintains efficient library scheduling hours.
- Ensures appropriate appearance, décor and learning environment of the library; and assists in creating, maintaining, and updating displays and signage.
- Distributes and schedules all technology equipment used for instructional purposes such as video cameras, digital cameras, VCR's, DVD players, projectors, TVs, cables for video streaming, etc., ensuring they are in good condition and have charged batteries.
- Attends to the needs of the circulation, acquisitions, cataloging and other operational activities or functions of the library.
- Redirect students and staff in compliance with the mandated rules & regulations.

SUPERVISION AND IMPLEMENTATION

- Supervises students in the library following the guidelines and recommendations of supervisor.
- Carry out the library's daily routines and activities and maintains a safe and enjoyable learning environment.
- Opens circulation desk for services on a daily basis including processing of holds, requests and overdue notices.
- Assists students and staff in the circulation procedures and policies of library materials.
- Performs all circulation related functions including check-in and checkout of materials.
- Assists in managing library inventory and fines.
- Processes laminating requests as authorized by supervisor and consistent with the policies stated in the Library Manual.
- Ensures proper shelving, straightening and reading of library materials takes place on a daily basis as well as mending/replacing damaged books and helping to catalogue new materials.
- Pulls library materials which need to be mended, discarded and/or replaced.
- Assists in cataloging of newly acquired materials, and Processes them for circulation.
- Assists in acquiring, labeling and taking inventory of library materials and resources as assigned.
- Schedules, sets up, and maintains media equipment for presentations during special events and for use in the classroom.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluations to identify areas of strengths and needs and seeks ways to improve and enhance work related skills and knowledge.
- Attends Staff meetings, workshops, activities and training sessions as may be needed required
- Participates in recommended training programs, conferences, courses or other aspects of professional growth
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required by supervisor and/or Superintendent.
- Assists in training of volunteers and community service student library assistants.
- Assists with media training for staff.

RESULTS AND DATA MANAGEMENT

- Updates databases, spreadsheets and lists
- Monitors all incoming and outgoing book orders exhibiting timely return of circulation materials.
- Monitors student behavior and utilizes proper discipline action when necessary per policies and procedures.
- Prepares, receives and verifies library related orders.
- Collects and records fines for overdue or damaged materials.
- Performs a variety of clerical and computer-related tasks as assigned including preparation of spread sheets for purchase orders and data tracking.
- Uses data to effectively impact decision-making, goal setting, planning & awarding student achievement.
- Implements circulation processes (library users, processing materials, circulation desk, etc.)
- Ensures stakeholder satisfaction of library services as a result of effectiveness and efficiency.

REPORTING AND COMPLIANCE

- Follows an organizational system for documenting and communicating student progress and concerns with all Stakeholders.
- Completes all required paperwork in an accurate and timely manner.
- Complies with all district, school, and department-wide policies, procedures and code of ethics and follows established rules/guidelines in daily operations.
- Reports issues and concerns to Lead Library Technician in a prompt and professional manner.
- Participates in PLOs where applicable and completes documentation in timely manner.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Maintains professional appearance and behaves in a manner appropriate to a public setting.
- Performs reliably, dependably with a good record of attendance, punctuality, flexibility and time management.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the supervisor, superintendent or her/his delegate.
- Uses, manages, stores and analyzes data effectively and appropriately.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her/him in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Must be familiar with the library filing systems.
- Must be familiar with basic technology set ups such as TV's, VCR's, and DVD Players, Digital Cameras, PC-TV Adapters, Projectors, PA Sound System, and Video Recording equipment.
- Experience with inventorying and attention to detail accuracy
- Must be able to work in a multicultural environment
- Must be dedicated to KIDS.
- Flexible, open-minded, and self-driven team member.

EDUCATION/TRAINING:

- Associates degree or higher
- Must be computer literate, well versed with the State "Computer Literacy Standards"
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:



Hamadeh Educational Services, Inc.

Job Description

Job Title: Lunch Aide	Department: Food Services
Supervisor: Food Services Supervisor	Date Issued:

BASIC FUNCTION:

To assist in preparing and serving meals to staff and students, as well as maintaining a safe and clean working area.

RESPONSIBILITIES:

DEPARTMENT PLANNING OPPORTUNITIES

- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard food preparation and kitchen operations procedures
- Assists in preparation of meals, including but not limited to: washing, cutting, peeling vegetables. Cleaning, cutting and preparing meats, seafood and poultry. Stirs and strains soups and sauces. Carries pans, kettles and trays of food to and from work stations etc.
- Assembles food, dishes, utensils and supplies needed for timely meal preparation.
- Assists in coordinating all school functions involving food service with the school Principals.

SUPERVISION AND IMPLEMENTATION

- Follows standardized recipes.
- Operates kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
- Cleaning of kitchen, service line, and cafeteria area (wiping down tables, chairs, removing garbage, trays, etc.
- Washing dishes, pots, pans and utensils using approved sanitation methods.
- Returns all items to their proper storage site.
- Completes routine maintenance of kitchen and equipment, including weekly deep cleaning.
- Serves staff and students on the service line in a professional and timely manner, while following portion control guidelines.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required
- Attends meetings, seminars, workshops (MDE, MOR), and Servsafe certification class

RESULTS AND DATA MANAGEMENT

- Measures and reads measuring devices when following recipes
- Runs cash register on the service line if cashier is absent.
- Assists in PowerSchool data count.
- Assists in filing all necessary paperwork.

REPORTING AND COMPLIANCE

- Communicates effectively with staff and students.
- Observes school policies during all activities.

- Monitors, reports, documents and redirects any concerns/issues coming from students, staff or parent to the supervisor.
- Immediately reports any concerns or observations regarding food health and safety.

ADMINISTRATIVE QUALITIES

- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Establishes and maintains positive team spirit among all staff and the Executive Director.
- Performs all duties with quality, efficiency and loyalty to the School and its management.
- Performs other duties as may be assigned by the Principal or Superintendent or her designee.

SKILLS/EXPERIENCE

- Written and verbal communication skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the HR Director, Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

PHYSICAL DEMANDS:

- Requires prolonged standing
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires stooping, bending and reaching
- Requires daily repetitive motion with hands and arms in food preparation and serving.
- Regular crouching occurs to retrieve items from lower shelves.
- Regular reaching occurs to retrieve utensils and food items from storage shelves.
- Must be able to work in a noisy environment
- Must be able to work in and around fumes and odors

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Lunch Cashier	Department: Food Services
Supervisor: Food Services Supervisor	Date Issued:

BASIC FUNCTION:

To run cash register on the service line in an efficient and accurate manner.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Runs cash register on the service line in a proper manner to assure that all lunches are accurately accounted for and all provided lunch cards are properly scanned and organized.
- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard operations procedures
- Assists in setting up and assembling food, dishes, utensils and supplies as needed.
- Packs breakfast bags in between lunches as needed.
- Assists with serving lunches by carrying trays to the tables, putting milk cartons on trays & performing any other duties as assigned.

SUPERVISION AND IMPLEMENTATION

- Provides for a time efficient operation of the cash register in compliance with all applicable policies and procedures.
- Returns all items used on the job to their proper storage site.
- Serves staff and students on the cashier line in a professional and timely manner.
- Serves as a substitute for Lunch Aide as needed

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth
- Attends Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required
- Attends meetings, seminars, workshops (MDE, MOR), and Servsafe certification class as needed

RESULTS AND DATA MANAGEMENT

- Assists in PowerSchool data count.
- Assists in filing all necessary paperwork as needed.

REPORTING AND COMPLIANCE

- Communicates effectively with staff and students.
- Observes school policies during all activities.
- Monitors, reports, documents and redirects any concerns/issues coming from students, staff or parent to the supervisor.
- Immediately reports any concerns or observations regarding food health and safety.
- Treats staff and students on the service line in a professional manner.

ADMINISTRATIVE QUALITIES

- Establishes and maintains positive interpersonal relationships with all students, parents/guardians and fellow staff.
- Maintains positive attitude and good team spirit
- Performs all duties with quality, efficiency and loyalty to the School and its management.
- Performs other duties as may be assigned by the Principal or Superintendent or her designee.

SKILLS/EXPERIENCE

- Written and verbal communication skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

PHYSICAL DEMANDS:

- Requires prolonged standing
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires stooping, bending and reaching
- Requires daily repetitive motion with hands and arms.
- Regular crouching occurs to retrieve items from lower shelves.
- Regular reaching occurs to retrieve utensils and food items from storage shelves.
- Must be able to work in a noisy environment
- Must be able to work in and around fumes and odors

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Lunch Monitor	Department: Food Services
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

To manage and oversee all aspects of the food services program at the school in a manner that is efficient and in line with the district's guidelines and procedures.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard food preparation and kitchen operations procedures
- Supervises students in a proactive and alert manner during lunch time to include, but not limited to, walking up and down cafeteria aisles monitoring students, looking around ensuring that students are in their assigned seats, redirecting inappropriate behavior in a professional manner, assisting students as needed such as opening milk cartons, ketchup packets, etc.
- Lunch monitor must be aware of and consistent with the following: Lunch schedules, students safety, monitor students and stopping them from running in the cafeteria, ensuring that students are raising their hands to get up, stopping students from playing with their food, or throwing their food away before trying to eat it with time allowed, and pay attention to allergic reactions among students and reporting them promptly to the school nurse and/or the closest administrator in charge.

SUPERVISION AND IMPLEMENTATION

- Serves staff and students on the service line in a professional and timely manner, while following portion control guidelines.
- Assists with clean up of the cafeteria in between lunches and at the end of the last lunch: wiping down tables, sweeping, mopping, cleaning up after possible spills, taking out garbage, replacing trash can liners as needed, and wiping down the service line.
- If needed wash dishes, pots, pans and utensils using approved sanitation methods.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required
- Attends meetings, seminars, workshops (MDE, MOR), and Servsafe certification class

RESULTS AND DATA MANAGEMENT

- Monitors equipment and facility use and reports maintenance and repairs with the appropriate school personnel.
- Conducts student/parent survey and utilizes the resulting data to make improvements to the food service program.

- Performs Self- evaluation and department assessment to ensure efficiency and effectiveness of the food service program
- Conducts Power School lunch data counts.
- Properly and efficiently, uses the technology hardware and lunch application software if and when requested.

REPORTING AND COMPLIANCE

- Ensures quality meals are served to all students while overseeing all aspects of the food service operations
- Fills out and files all paperwork concerning lunch program including daily production records, monthly reports, and yearly reports due to MDE, CNAP, MEIS.
- Prepares year end reports, monthly-internal reporting, on-site reviews, snack reviews, and free-reduced meals applications
- Complies with state and local guidelines concerning health and safety.
- Manages all aspects of food service program in compliance with MDE requirements and regulations.
- Files lunch reimbursements with MEIS.
- Collects and reports all lunch money.
- Adheres to all established policies, procedures and code of ethics.
- Assists in monitoring the students in the lunch line if needed watching students as they are lined up waiting to get their lunch, making sure there is no pushing or cutting in line, and facilitates students' readiness with ID cards for scanning

ADMINISTRATIVE QUALITIES

- Responsible for canceling lunch through satellite schools- delivery cancellations when required.
- Maintains files in an organized and accessible manner to include updating information, purging files on a regular basis and creating new filing system as needed.
- Maintains an organized food service calendar.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Establishes and maintains positive team spirit among all staff and the Executive Director.
- Performs all duties with quality, efficiency and loyalty to the School and its management.
- Performs other duties as may be assigned by the Principal or Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include student or staff counseling, student disciplining, staff hire and fire, staff assignment & transfer, approval of business contracts and purchases, release of building and equipment keys or copies to other staff members, sales of food other than pre-approved fund raising activities, distribution of food to other than students and staff who purchased or are authorized to receive free and

reduced meals, and/or Representation of the Executive Director unless specifically delegated by the Business Manager in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Knowledge of food service program requirements, Basic computer Knowledge, Ability to maintain records and complete reports, Written and oral communication skills, Oral, Verbal and written Communication skills, Leadership Skills

EDUCATION/TRAINING:

- High School Diploma or Equivalent
- Food Handlers Permit (Detroit Health Dept.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Lunch Supervisor	Department: Food Services
Supervisor: Building Principal	Date Issued:

BASIC FUNCTION:

To supervise all aspects of the Lunch Program at the school in a manner that is efficient and in line with the district's guidelines and procedures.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Prepares and plans school- meal menus to meet the USDA nutritional requirements.
- Prepares & cooks meals as may be needed following established protocols and guidelines.
- Adheres to sanitation and safety procedures as stated in the Michigan Food Code, HACCP guidelines and all standard food preparation and kitchen operations procedures.
- Plans and prepares alternative menus for kids with special needs, in accordance to their medical care provider's recommendations and in collaboration with the parents.
- Places orders for all necessary supplies and products needed for the operation of the lunch program.
- Maintains an organized food service calendar.
- Participates in department improvement plan by sharing ideas and input to enhance service and programs.
- Redirects students and staff in compliance with the mandated rules and regulations.
- Directs and supervises the activities of the Lunch Program.

SUPERVISION AND IMPLEMENTATION

- Supervises and manages the food preparation and line service to ensure smooth and timely operation.
- Supervises student lunch service consistent with the school policies and guidelines.
- Assesses students' preferences, to continuously improve the food service
- Ensures that all kitchen equipment, material and surfaces are kept clean, maintained and used properly and safely.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in recommended training programs, conferences, courses or other aspects of professional growth.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.
- Attends meetings, activities, training programs, conferences, seminars, workshops (MDE, MOR), and courses (Servsafe certification class) as required and effectively implements new strategies.

RESULTS AND DATA MANAGEMENT

- Prevents hazardous situations by immediately communicating with supervisors of maintenance issues, and safety hazards.
- Performs all tasks in compliance with code of ethics, state/local/MDE requirements/regulations and health and safety guidelines.

- Collects and reports lunch money in accordance with all applicable guidelines and policies
- Ensures that the Lunch Program runs efficiently and consistently with established guidelines and procedures.

REPORTING AND COMPLIANCE

- Ensures quality meals are served to all students while overseeing all aspects of the lunch program operations.
- Fills out and files all paperwork concerning lunch program including daily production records, monthly reports, and yearly reports due to MDE, CNAP, MEIS in a timely manner per specifications.
- Prepares year end reports, monthly-internal reporting, on-site reviews, snack reviews, and free-reduced meals applications in a timely manner per specifications.

ADMINISTRATIVE QUALITIES

- Maintains files in an organized and accessible manner by updating information, purging files on a regular basis and creating new filing systems as needed.
- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Establishes and maintains positive team spirit among all staff and school community.
- Performs all duties with quality, efficiency and commitment to the School and its management.
- Performs other duties as may be assigned by the Principal or HES President or her/his designee.
- Keeps the principal and HES President informed of main issues and concerns.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Knowledge of food service program requirements, Basic computer Knowledge, Ability to maintain records and complete reports, Written and oral communication skills, Oral, Verbal and written Communication skills, Leadership Skills

EDUCATION/TRAINING:

- High School Diploma or Equivalent
- Food Handlers Permit (as may be required by the local Health Department)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Nurse Aide	Department: Nursing
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

To assist and care for sick students in accordance to the academy's guidelines and policies and performs necessary emergency care services such as CPR and First Aid for students and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Proactively participates in department improvement plan by sharing ideas and input to enhance services & program.
- In collaboration with parents and staff, develops appropriate health management plan for students with special health needs.
- Effectively prioritizes services on the basis of medical urgency and need.
- Plans and implements appropriate measures to address crisis situations.
- Properly manages the time students spend at nurse's station to avoid overcrowding and unnecessary loss of instruction time.

SUPERVISION AND IMPLEMENTATION

- Provides care for sick students in accordance to the academy's guidelines and policies.
- Performs appropriate emergency care services such as CPR and First Aid for students and staff when needed.
- Follows a precise and consistent system for storing and administering medications.
- Collaborates with staff & administration to identify and acts on health problems and situations interfering with learning.
- Effectively supervises students referred to Nurse Aide's office consistent with the school policies & guidelines.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seeks ways to improve and enhance work related skills.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth when needed and effectively implements new strategies.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.
- Ensures timely and complete participation in and documentation of PLOs where applicable.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.
- Coordinates and implements school wide health awareness programs.
- Seeks and makes available outside resources that can be beneficial to students, their families and school personnel.

RESULTS AND DATA MANAGEMENT

- Ensures that students receive appropriate and sufficient health care services.
- Keeps accurate and up-to date physical and electronic emergency and daily incidents files in Nurse Aide's station.
- Ensures cleanliness, sanitary and efficiently set-up and organized Nurse Aides' station.

- Ensures communication with parents and staff is prompt, productive and well-documented.
- Compiles and analyzes students' health data to make informed recommendations to students, staff and parents.

REPORTING AND COMPLIANCE

- Communicates effectively with staff and students.
- Observes school policies during all activities.
- Monitors, reports, documents and redirects any concerns/issues coming from students, staff or parent to the supervisor.
- Immediately reports any concerns or observations regarding health and safety.
- Effectively follows supervisors directives and uses stakeholders feedback to improve own and department performance.
- Complies with all district, school, department-wide policies, daily routines & guidelines.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts.
- Promptly reports cases of communicable diseases to supervisors.
- Demonstrates availability when needed.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Participates collaboratively in school functions, activities, & committees for continued improvements.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Channels concerns to administration for solutions.
- Performs all duties with quality, efficiency and commitment to the School and its management.
- Performs other duties as may be assigned in writing by the Supervisor, Principal, Superintendent or her/his designee.
- Timely informs parents of any concerns related to their child(ren)' s health and safety.

SKILLS/EXPERIENCE

- Written and verbal communication skills

EDUCATION/TRAINING

- Certificate in nursing assistant
- Strong communication skills and a genuine desire to help patients

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the HR Director, Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Principal. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Office Manager & Admissions Officer	Department: Main Office
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

To perform all assigned responsibilities as the Admissions Officer & Office Manager in an efficient manner by coordinating all main office activities including student enrollment, staff & student attendance, student enrollment, record keeping, phone activities, communication with parents, students, and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Maintains student records and files in an organized and accessible manner to include updating information, purging files on a regular basis and creating new filing system as needed.
- Maintains an organized office calendar and schedules enrollment activities, immunization updates, meetings, appointments and communications as needed.
- Maintains up-date postings on bulletin board in the main office & teachers' lounge.
- Maintains inventory of office supplies and orders additional supplies as needed.
- Keeps supply rooms well organized.
- Operates standard office equipment including photocopy machine, computer, & telephone.
- Arranges maintenance for office equipment as needed.
- Participates in department improvement plan by sharing ideas and input to enhance services & program.
- Sets clear goals and objectives for the department.
- Plans daily and routine assignments for department staff.
- Plans and implements timely training and internal audits for the Academy and staff.

SUPERVISION AND IMPLEMENTATION

- Supervises and evaluates office staff and provides assignments, training and support to ensure quality performance.
- Manages student admissions, main office activities and record keeping.
- Reports to the Principal and all teachers student attendance reports on daily basis.
- Brings to the attention of the Principal serious tardies and absences.
- Reports to the supervisor all complaints related to maintenance, facility, supply needs, discipline and keeps records of all these complaints and action.
- Assigns substitutes as needed only as may be directed by the principal and as may be approved by the HR department.
- Attends school events and activities as may be directed by the supervisor, such as Parent-Teacher conferences, Open Houses, Orientations, etc.
- Effectively communicates with stakeholders and addresses their needs to ensure satisfactory customer service.
- Monitors, prepares and directs incoming and outgoing data and communications and reroutes information appropriately.
- Oversees organization of inventory ensuring office supplies are available and orders are processed per purchasing policy.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends Staff meetings and training sessions as may be needed and effectively implements new strategies.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth and development.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required by supervisor and/or Superintendent.
- Assists, redirects and guides staff as necessary to ensure the smooth operation of the department.
- Ensures timely and complete participation in and documentation of meeting minutes and PLOs where applicable.
- Assists with attendance training for staff.

RESULTS AND DATA MANAGEMENT

- Effectively manages the main school office, handling all documents appropriately as mandated by school policy.
- Inputs school data and records into the computer and generates statistical reports: Enrollment, transportation, purchases, directories (students & parents, staff, and vendors), and attendance.
- Provides administrative support for special projects to include research, compiling data and preparation of summary reports based on results.
- Composes and prepares correspondence related to potential attending students and daily attendance records as assigned.
- Maintains a positive collaborative environment that ensures stakeholder satisfaction.
- Keeps supervisor current with all regularly collected data and stakeholder concerns.
- Effectively supervises and evaluates office staff consistent with their job description and school policies.
- Uses data to guide decision-making and make improvements to the department as needed.

REPORTING AND COMPLIANCE

- Manages the main school office and handles all student enrollment packets, files, correspondence, and reports as may be required by the local and state authorities as well as the authorizers, school Boards and the Executive Director.
- Records and keeps student and staff attendance, student tardy & early dismissal, visitors' record, staff time cards and substitute information and generates reports as needed by the HR department and the school Principal to meet the requirements of local and state authorities.
- Assists in the count day preparations.
- Inputs into the computer and keeps up-to-date all student immunization data and records ensuring accuracy and compliance.
- Prepares attendance reports and documents for auditors as may be needed.
- Processes all necessary intake forms for new students in accordance with state and local guidelines.
- Complies with all district, school, department-wide policies, procedures, daily routines, guidelines and code of ethics.

ADMINISTRATIVE QUALITIES

- Assists parents and students as needed.
- Greets visitors and directs visitors to appropriate personnel.
- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Establishes and maintains positive team spirit among all staff and the Executive Director.
- Reviews, routes and responds to incoming mail. Locates and attaches appropriate file to correspondence to be answered by supervisor.
- Composes, types and coordinates the translation to Arabic, routine correspondence to parents.

- Follows an organizational system for documenting and communicating student admissions, terminations, transfers, and concerns with stakeholders.
- Answers multi-line telephone system; takes accurate messages, and screens and directs telephone calls for upper management in a professional manner. Checks phone messages at least three times daily.
- Makes copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Types correspondences, records, reports, memos and flyers as assigned.
- Channels concerns to administration for solutions in the best interest of students and the school.
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Performs all duties with quality, efficiency and commitment to the school & its management.
- Performs other duties as may be assigned by the supervisor, Superintendent or her/his designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

All admissions of students must be pre-approved by the principal or Superintendent, distribution and copying of building, rooms, and equipment keys, unauthorized purchases, business and legal contractual agreements. All purchases must be pre-approved by HES President. The responsibility does not include hiring or firing of staff. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the academies or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her/him in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Interpersonal Skills

- Oral Communication Skills
- Written Communication Skills
- Telephone Etiquette
- Professionalism
- Filing
- Organization
- Time Management
- Computer Literacy
- Keyboard
- Proofreading Skills
- Prior general office experience is required.

EDUCATION/ TRAINING:

- High School Diploma is required, associate degree in Science or Liberal Arts is preferred.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Paraprofessional & Nurse Aide	Department: Instruction & Students Affairs
Supervisor: ESL & Tutorial Program Coordinator	Date Issued:

BASIC FUNCTION:

As a Substitute/Paraprofessional, to assist in the smooth and efficient operation of the classroom and provide challenged students with individualized instruction and substitute teach as may be required by the Administration. In her capacity as a Nurse Aid, to provide health and medical care as needed to students and staff in accordance with the academy's guidelines and policies as needed and required.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

Substitute/Paraprofessional

- Prepares lesson plans that as much as possible, meet the individual needs, interests, and abilities of the tutorial students
- Plans activities and projects that are relevant to students' needs as may be recommended by the classroom teacher.
- Collaborates with the classroom teacher to provide effective individual and group instruction
- Assists the classroom teacher in creating an orderly classroom environment conducive to learning and appropriate to the maturity and interests of the students.

Nurse Aid

- Effectively manages the flow of students to the Nurse Aid's station to avoid overcrowding, and to enable each student of receiving the proper amount of care and consideration given his/her situation.
- Prioritizes services to students and staff based on emergency and needs basis
- Works with school personnel, families and students to develop and implement appropriate health management plans for students with special and/or complex health care needs.
- Coordinates and develops resources within and outside of the school system that are beneficial to students, their families, and school personnel.
- Educates the school community about physical wellness, personal hygiene, healthy habits and disease prevention, by developing and overseeing the implementation of various health awareness programs.

SUPERVISION AND IMPLEMENTATION

Substitute/Paraprofessional

- Supervises students during lunch, recess, passing time, and at any other time as required by supervisor(s)
- Collaborates with the classroom teacher to effectively implement lesson plans consistent with the needs and abilities of students
- Assists classroom staff with general classroom routines, related activities and maintaining a safe and enjoyable learning environment.
- Ensures appropriate appearance, décor and learning environment in the classrooms
- Assists children with classroom and personal care activities as needed
- Appropriately handles minor classroom infractions according to the school and classroom policies.

- Refers discipline infractions to classroom teacher, if problems occur during classroom activities. Discipline problems occurring during recess or lunch duty may be reported to Assistant Principal.

Nurse Aid

- Follows a precise and consistent protocol of storing and administering medications for students.
- Effectively supervises students referred to the Nurse's station consistent with school policies and guidelines.
- Provides care for sick and/or injured students and staff in accordance to the academy's guidelines and policies.
- Effectively performs emergency care services such as CPR and First Aid for students and staff when needed

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Attends Staff meetings and training sessions as may be needed and properly documents PLO's.
- Participates in recommended training programs, conferences, courses or other aspects of professional growth.
- Participates in school committees and contributes to a positive learning environment.
- Assists in the coordination and attend all school events and activities as may be directed, such as Parent-Teacher conferences, Open Houses, Orientations, as well as any other school events as required.

RESULTS AND DATA MANAGEMENT

Substitute/Paraprofessional

- Maintain and update student files and documentation of individualized instruction.
- Evaluates student assessments through Scantron data and makes recommendations to teacher on course of action suited for student.
- Tracks students' performance and improvements as evidenced by progress reports and report cards.

Nurse Aid

- Compiles, records and conducts analysis of student health data to make recommendations to parents, students and/or staff.
- Any and all communication with students, parents, and staff is accurate, timely and well-evidenced by documentation.
- Maintains and updates all student and staff files as well as Emergency Forms and Incident files in the Nurse's Aid Station.
- Educates the school community about physical wellness, personal hygiene, healthy habits and disease prevention, by developing and overseeing the implementation of various health awareness programs

REPORTING AND COMPLIANCE

- Completes all required paperwork in an accurate and timely manner
- Adheres to all established policies, procedures and code of ethics
- Documents and provides reports to the immediate supervisor of appropriate records, service logs, schedules, and other documentations as needed for management, planning and reporting.

Substitute/Paraprofessional

- Keeps students' records and files of individualized instructional activities
- Documents students' progress and achievement in tutorial sessions
- Tracks daily assignments and evaluates students' accuracy and completion of practice exercises /activities

- Consistently and thoroughly completes the Individualized Instruction Reports.

Nurse Aid

- Promptly communicates with parents all concerns related to their child's health and safety, making proper recommendations and referrals for professional diagnosis and treatment.
- Identifies communicable diseases and reports them to administration, making prompt recommendations for exclusions of reasonably suspected cases.
- Identifies health problems and situations interfering with the student's ability in optimal use of the educational experience.
- Organizes and maintains Nurse Aid's station in a clean, sanitary and efficient manner.

ADMINISTRATIVE QUALITIES

- Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff; and direct sensitive issues regarding children as appropriate.
- Create and compose memos and letters to appropriate parents, students or staff
- Maintain confidentiality of communication and only discuss matters with the appropriate individuals.
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the Executive Director/Superintendent

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION/TRAINING**Substitute/Paraprofessional**

- must have at least 90 credit hours from a four-year accredited college or university. (Which are accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE)).
- Credits earned at a community college are acceptable as long as a four-year accredited college or university accepts the transfer credits
- Official Transcripts must be provided. Transcripts from a foreign University must be evaluated by an MDE accredited evaluation entity for US credit/degree equivalency.

Nurse Aid

- Must be certified in child and adult CPR
- Must have current Blood Board Pathogen Experience
- Certification in the field of nursing is preferred
- Must have a minimum of two years experience in the Medical field or a combination of work and education

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employee's Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer



Hamadeh Educational Services, Inc. Job Description

Job Title: Paraprofessional	Department: Academic-Instruction
Supervisor: Tutorial Programs Coordinator	Date Issued:

BASIC FUNCTION:

Under the supervision of the classroom teacher, assists in the smooth and efficient operation of the classroom and provides challenged students with individualized instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Prepares lesson plans that as much as possible, meet the individual needs, interests, and abilities of the tutorial students
- Plans activities and projects that are relevant to students' needs as may be recommended by the classroom teacher.
- Collaborates with the classroom teacher to provide effective individual and group instruction
- Assists the classroom teacher in creating an orderly classroom environment conducive to learning and appropriate to the maturity and interests of the students

SUPERVISION AND IMPLEMENTATION

- Supervises students during lunch, recess, passing time, and at any other time as required by supervisor(s)
- Collaborates with the classroom teacher to effectively implement lesson plans consistent with the needs and abilities of students
- Assists classroom staff with general classroom routines, related activities and maintaining a safe and enjoyable learning environment.
- Ensures appropriate appearance, décor and learning environment in the classrooms
- Assists children with classroom and personal care activities as needed
- Appropriately handles minor classroom infractions according to the school and classroom policies.
- Refers discipline infractions to classroom teacher, if problems occur during classroom activities. Discipline problems occurring during recess or lunch duty may be reported to Assistant Principal
- Substitute teaches as may be required by the Administration, if applicable.

PROFESSIONAL LEARNING OPPORTUNITES

- Performs routine self-Evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Attends Staff meetings and training sessions as may be needed
- Participates in recommended training programs, conferences, courses or other aspects of professional growth
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required

RESULTS AND DATA MANAGEMENT

- Maintain and update student files and documentation of individualized instruction.
- Evaluates student assessments through Scantron data and makes recommendations to teacher on course of action suited for student.
- Tracks students' performance and improvements as evidenced by progress reports and report cards.

REPORTING AND COMPLIANCE

- Completes all required paperwork in an accurate and timely manner
- Adheres to all established policies, procedures and code of ethics
- Keeps students' records and files of individualized instructional activities
- Documents students' progress and achievement in tutorial sessions
- Tracks daily assignments and evaluates students' accuracy and completion of practice exercises /activities
- Consistently and thoroughly completes the Individualized Instruction Reports

ADMINISTRATIVE QUALITIES

- Maintains positive interpersonal relationships with parents/guardians; and direct sensitive issues regarding children as appropriate
- Performs all duties with quality, efficiency and loyalty to the Schools & their Management.
- Performs other duties as may be assigned by the Executive Director/Superintendent

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (which is 10 days during the entire school year), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the Executive Director unless specifically delegated by the Executive Director/Superintendent in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION/TRAINING:

- Must have at least 90 credit hours from a four-year accredited college or university. (Which are accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE)).
- Credits earned at a community college are acceptable as long as a four-year accredited college or university accepts the transfer credits
- Official Transcripts must be provided. Transcripts from a foreign University must be evaluated by an MDE accredited evaluation entity for US credit/degree equivalency.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Principal & Assistant Superintendent	Department: Administration
Supervisor: Superintendent	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the School Superintendent, the Principal & Assistant Superintendent shall serve as the instructional leader for the Academies by providing the instructional and curricular leadership that creates, implements, maintains, and enhances Academic excellence, and achievement for all students in alignment with all mandated and applicable guidelines and policies.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Acts as the instructional leader of the academies by setting and providing annual goals, targets, or benchmarks; and by monitoring their implementation in alignment with HES and the academies' mission and vision.
- Directs the overall activities of planning, developing, implementing, and evaluating the academies instructional programs in alignment with national standards, Michigan Core Curriculum and IB standards
- Ensures alignments of systems, programs and methodologies across the academies, taking into consideration and targeting the specific needs for each academy
- Provides support and leadership to the academies' principals and building directors in the areas of curriculum, instruction, staff development and administration.
- Provides support to the principals in coordinating, developing and implementing the School Improvement Plan.
- Oversees the Academies' supplemental and enrichment programs including after school and summer programs to ensure alignment with the school academic program goals and policies.
- Plans, evaluates, and recommends programs, systems, policies, goals and objectives for the academies in alignment with the HES and the Academies' mission.
- Researches, recommends and oversees the implementation of programs and activities with the objective of enhancing students' academic performance.

SUPERVISION AND IMPLEMENTATION

- Supervises the instructional program, and evaluates, develops, and reviews the curricular offerings and instructional program of the academies.
- Supervises the selection of textbooks, materials, and equipment for the academies, and ensures the alignment of instructional materials across the academies
- Provides for the proper supervision, guidance and support of Academies' principals and Building Directors to ensure effective academic program implementation.
- Monitors, supervises, and evaluates the schools' curriculum maps to ensure consistent alignment with GLCE's and CE's, as well as IB program practices
- Collaborates with the Director of Improvement and Monitoring to plan and implement systems and processes that best meet the needs of the academies, and to ensure that all academies are in compliance with authorizer, federal, state, and local requirements.

- Oversees extracurricular academic contests and activities to ensure that such activities are aligned with the curriculum, support students' academic achievement and are aligned with the Academy's mission and vision.

PROFESSIONAL LEARNING OPPORTUNITIES

- Recommends and directs committees and task teams as needed.
- Trains, supervises and evaluates personnel assigned to area of responsibility.
- Conducts a program of in-service education for assigned personnel.
- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements.
- Conducts meetings of the staff as are necessary to the proper functioning of the academies.

RESULTS AND DATA MANAGEMENT

- Oversees the local and state student assessment program for the academies and directs programs to improve student performance.
- Monitors latest research, trends and developments in curriculum and instruction, and disseminates such information to appropriate personnel with the intent of providing philosophical direction to curriculum development.
- Supervises and evaluates Principals' performance focusing on student achievement and ensuring accountability.
- Uses data to effectively impact decision-making, goal setting, planning and awarding student and staff achievement.

REPORTING AND COMPLIANCE

- Directs the planning for and coordinates implementation to special, federal and state-funded projects to ensure compliance and to meet student's needs.
- Assists the Superintendent in preparing timely school reports to present to the Board of Directors.
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all School Board and administration policies are effectively explained and implemented.
- Keeps the Superintendent/HES President informed of main issues and concerns.

ADMINISTRATIVE QUALITIES

- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school.
- Maintains good customer service and positive communication with staff, students parents and community while serving as a role model and example for others to follow.
- Assists in the interview, selection and assignment of personnel, certified and classified employees.
- Conducts a community relations program and coordinates it with the district program.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Supervisor

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

LEADERSHIP SKILLS:

Ability to supervise and be the custodian of a large and diverse number of students, staff, and school community, Positive communicator and innovative leader, Change agent and visionary, Proactive and reactive leader, Visible and inspiring leader, a teacher and life-long learner, Strong ability to work under severe pressure, Ability to adapt to the various demands of the job, Ability to work long hours.

LANGUAGE SKILLS:

Strong communication skills which include ability to speak, read and write effectively, Ability to research new techniques, programs, and communicate back to the school community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Excellent communication skills, Strong time management skills, Strong background in computerized office (IBM word processing, spreadsheet, excel, internet, power point, etc.).

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Must have school administration certification or is enrolled at an accredited university program for a school administration master's program.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration.
- Relative experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The Principal must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Principal	Department: Administration
Supervisor: Superintendent	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the School Superintendent, the School Principal shall serve as the instructional and administrative leader of the Academy.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Directs the overall activities of planning, developing, implanting, and evaluating school's instructional and staff development with a special focus on student achievement.
- Provides leadership in curriculum, instruction, staff development and administration.
- Coordinates, develops and implements the School Improvement Plan.
- Oversees the Academic Competency through Enrichment (ACE) and Athletic Programs, in collaboration with the ACE Coordinator and Athletic Program Directors, to ensure alignment with the school academic program goals and policies.
- Plans, evaluates, and recommends programs, policies, goals and objectives in area of responsibility.
- Researches, recommends and implements programs and activities to improve the safety, discipline and health of students.
- Recommends and implements programs for proper utilization of the building, physical facilities, and school playgrounds.

SUPERVISION AND IMPLEMENTATION

- Supervises the instructional program, and evaluates, develops, and reviews the curricular offerings and instructional program of the school.
- Supervise the development, implementation and monitoring of after school and summer plans and programs.
- Supervises and guides students consistent with the school policies and guidelines.
- Supervises the selection of textbooks, materials, and equipment needed in the instructional programs.
- Recommends requisitions and adequate supplies and equipment.
- Supervises building custodial care with facilities manager.

PROFESSIONAL LEARNING OPPORTUNITIES

- Recommends and directs committees and task teams as needed.
- Trains, supervises and evaluates personnel assigned to area of responsibility.
- Conducts a program of in-service education for assigned personnel.
- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements.
- Conducts meetings of the staff as are necessary to the proper functioning of the school.

RESULTS AND DATA MANAGEMENT

- Coordinates the local and state student assessment program for the school and directs programs to improve student performance.
- Develops, recommends, and administers the division budget.

- Ensures that parents are kept up-to-date with timely communication of students' progress and concerns, as well as school events and activities.
- Supervises the daily operations of the Academy ensuring the classrooms and subjects are running smooth and efficient and Assistant Principal is available for direct supervision.
- Supervises and evaluates staff performance focusing on student achievement and ensuring accountability.
- Uses data to effectively impact decision-making, goal setting, planning and awarding student achievement.

REPORTING AND COMPLIANCE

- Directs the planning for and coordinates implementation to special, federal and state-funded projects to ensure compliance and to meet student's needs.
- Assists in the preparation of timely school reports to present to the Board of Directors.
- Organizes and works with a school advisory committee within policy.
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all School Board and administration policies are effectively explained and implemented.
- Keeps the Superintendent/HES President informed of main issues and concerns.

ADMINISTRATIVE QUALITIES

- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school.
- Maintains good customer service and positive communication with staff, students, parents and community while serving as a role model and example for others to follow.
- Assists in the interview, selection and assignment of personnel, certified and classified employees.
- Conducts a community relations program and coordinates it with the district program.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Supervisor.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting

agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

LEADERSHIP SKILLS:

Ability to supervise and be the custodian of a large and diverse number of students, staff, and school community, Positive communicator and innovative leader, Change agent and visionary, Proactive and reactive leader, Visible and inspiring leader, a teacher and life-long learner, Strong ability to work under severe pressure, Ability to adapt to the various demands of the job, Ability to work long hours.

LANGUAGE SKILLS:

Strong communication skills which include ability to speak, read and write effectively, Ability to research new techniques, programs, and communicate back to the school community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Excellent communication skills, Strong time management skills, Strong background in computerized office (MS word processing, spreadsheet, excel, internet, power point, etc.).

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience.
- Must have school administration certification or is enrolled at an accredited university program for a school administration master's program.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration.
- Relative experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate.

- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The Principal must be able to occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Reading Recovery & Instructional Support	Department: Instructional
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Under the direction of the Principal, serves as a consultant/resource person as well as instructor of students identified as eligible for reading services and recovery using a variety of instructional techniques and literacy materials to improve reading and language arts skills.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Provides direct instruction to students identified as eligible for reading services and recovery in individual, small group or full classroom settings.
- Serves as an instructional leader for students and staff in guiding, directing, modeling evaluating and supervising Reading/Language Arts instruction across the curriculum.
- Assists in the development of the Reading/Language Arts curriculum in alignment with State, National and IBO standards.
- In collaboration with the Director of Curriculum, recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials.
- Works collaboratively with teachers to plan and implement clear objectives for all lessons, units and projects that best meet the learning needs of students.
- Works collaboratively with the Department Heads, Tutorial Coordinator and Tutorial Staff to develop, implement and coordinate a comprehensive K-12 literacy program.
- Provides guidance and develops resources and activities that enhance the effectiveness of the literacy and instructional program.
- Assists with the selection and administration of appropriate test instruments for assessing growth of students in the developmental literacy program.
- Assists with the coordination of school and community library services with the comprehensive school literacy program.
- Assists in assuring continuity between regular programs and other special areas (e.g., ESL and special education).
- Uses a variety of instructional techniques and literacy materials consistent with reading/language arts content standards and the needs and capabilities of the individuals or student groups involved.
- Creates a classroom environment and research-based program of study conducive to learning and appropriate to the maturity and interests of the students.

SUPERVISION AND IMPLEMENTATION

- Effectively plans for and supervises all departments' student assessments for early identification of students who are behind to facilitate diagnostic information gathering, targeting instruction and intervention strategies.
- Uses identified needs to guide the learning process toward student achievement of district's reading/language arts content standards.
- Assists in the coordination, preparation, and purchase of curriculum materials and resources for the literacy program as directed

- Supervises guides and redirects students when performing assessments and delivering instruction to ensure focus on achievement and academic progress.
- Supervises orientation of new instructional staff regarding the philosophy, procedures and materials for the school literacy program as directed
- Observes literacy lessons and provides feedback to teachers to improve literacy instruction.
- Assists in directing and developing contests, games, fairs and activities to promote students' interest in reading.
- Ensures that all requirements of program and procedures are carried out properly and deadlines are met.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in conferences, workshops and other staff development opportunities related to literacy instruction and recovery.
- In coordination with the principal, plans, organizes, and facilitates in-service training and development for staff consistent with the SIP and departmental needs.
- Helps locate, order and promote materials to improve reading instruction.
- Attends meetings and training sessions as may be needed and effectively implements new strategies and improvements of the reading/language arts teaching methods.
- Attends all school events and activities as may be directed, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO Meetings, etc.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.
- Utilizes supervisor directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Prepares timely school reports to present to the Principal and Superintendent and submits such reports and records as required by law, Board Policies, and Administrative Directives.
- Evaluates the literacy program and makes recommendations and assists with its implementation.
- Uses data to effectively impact decision-making, goal setting, planning and awarding student achievement.
- Assesses the reading strengths and needs of students on a regular basis and communicates these to classroom teachers and parents.
- Analyzes assessment data within the literacy program and uses results for determining student eligibility for intervention services and academic improvement for those obtaining reading recovery services.
- Monitors latest research, trends and developments in literacy curriculum instruction.
- Assists with the interpretation of formal and informal diagnostic test data to classroom teachers and administrators.
- Maintains current and accurate records to demonstrate student performance, achievement, and growth.
- Disseminates information to appropriate personnel with intent of providing philosophical direction to literacy program development.

REPORTING AND COMPLIANCE

- Maintains accurate, complete, and up-to-date records as required by law, district policy, and administrative guidelines and submits all required reports per specifications.
- Assists the administration in implementing policies and rules governing student life and conduct and developing reasonable rules of classroom behavior and procedure maintaining order in the classroom in a fair and just manner.
- Keeps supervisor informed of main issues and concerns.
- Complies with all district, school, and department-wide policies and complies with rules and guidelines in daily routines.

- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Plans and implements department guidelines and procedures including communication, meetings, training, etc.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication between administration, staff, students, parents and community.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school's literacy program.
- Consults frequently with classroom teachers on reading/literacy matters.
- Informs parents, staff and students about the literacy programs' events and activities as directed.
- Attends all school events and activities as may be directed by the Principal or Superintendent such as Parent-Teacher Conferences, Open Houses, Orientations, PTO meetings, Athletic Meetings, events, if needed etc.
- Establishes and maintains positive team spirit among all staff and the administration.
- Informs parents, staff and students about special events and activities.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement..
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Performs all duties with quality, efficiency and commitment to the School & its management.
- Performs other duties as may be assigned in writing by the Principal, the Superintendent or her/his designee.
- Demonstrates availability when needed.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the academies or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her/him in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION / TRAINING

- Degree: Has a Master's Degree in the study of Education and
- A current Michigan teaching certificate with a K-12 Reading Specialist (BR) Endorsement
- At least 3 years of teaching experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Reading Recovery, Substitute & Administrative Support	Department: Instructional
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

- Under the direction of the Principal, serves as a consultant/resource person as well as instructor of students identified as eligible for reading services and recovery using a variety of instructional techniques and literacy materials to improve reading and language arts skills.
- Provides Administrative support as needed.
- Serves as a substitute teacher as needed.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Provides direct instruction to students identified as eligible for reading services and recovery in individual, small group or full classroom settings.
- instructional leader for students and staff in guiding, directing, modeling evaluating and supervising Reading/Language Arts instruction across the curriculum .
- Assists in the development of the Reading/Language Arts curriculum in alignment with State, National and IBO standards.
- In collaboration with the Director of Curriculum, recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials.
- Works collaboratively with teachers to plan and implement clear objectives for all lessons, units and projects that best meet the learning needs of students.
- Works collaboratively with the Department Heads, Tutorial Coordinator and Tutorial Staff to develop, implement and coordinate a comprehensive K-12 literacy program
- Provides guidance and develops resources and activities that enhance the effectiveness of the literacy and instructional program.
- Assists with the selection and administration of appropriate test instruments for assessing growth of students in the developmental literacy program.
- Assists with the coordination of school and community library services with the comprehensive school literacy program.
- Assists in assuring continuity between regular programs and other special areas (e.g., ESL and special education).
- Uses a variety of instructional techniques and literacy materials consistent with reading/language arts content standards and the needs and capabilities of the individuals or student groups involved.
- Creates a classroom environment and research-based program of study that are conducive to learning and appropriate to the maturity and interests of the students.

SUPERVISION AND IMPLEMENTATION

- Effectively plans for and supervises all departments' student assessments for early identification of students who are behind to facilitate diagnostic information gathering, targeting instruction and intervention strategies.
- Uses identified needs to guide the learning process toward student achievement of district's reading/language arts content standards.
- Assists in the coordination, preparation, and purchase of curriculum materials and resources for the literacy program as directed

- Supervises guides and redirects students when performing assessments and delivering instruction to ensure focus on achievement and academic progress.
- Supervises orientation of new instructional staff regarding the philosophy, procedures and materials for the school literacy program as directed
- Observes literacy lessons and provides feedback to teachers to improve literacy instruction.
- Assists in directing and developing contests, games, fairs and activities to promote students' interest in reading.
- Provides support to the Building administrators by performing a multitude of administrative tasks as assigned.
- Acts as a substitute teacher as needed; and while serving in the capacity of substitute teacher follows all the guidelines and requirements applicable to the substitute job description.
- Ensures that all requirements of program and procedures are carried out properly and deadlines are met.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in conferences, workshops and other staff development opportunities related to literacy instruction and recovery.
- In coordination with the principal, plans, organizes, and facilitates in-service training and development for staff consistent with the SIP and departmental needs.
- Helps locate, order and promote materials to improve reading instruction.
- Attends meetings and training sessions as may be needed and effectively implements new strategies and improvements of the reading/language arts teaching methods.
- Attends all school events and activities as may be directed, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO Meetings, etc.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.
- Utilizes supervisor directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Prepares timely school reports to present to the Principal and Superintendent and submits such reports and records as required by law, Board Policies, and Administrative Directives.
- Evaluates the literacy program and makes recommendations and assists with its implementation.
- Uses data to effectively impact decision-making, goal setting, planning and awarding student achievement.
- Assesses the reading strengths and needs of students on a regular basis and communicates these to classroom teachers and parents.
- Analyzes assessment data within the literacy program and uses results for determining student eligibility for intervention services and academic improvement for those obtaining reading recovery services.
- Monitors latest research, trends and developments in literacy curriculum instruction.
- Assists with the interpretation of formal and informal diagnostic test data to classroom teachers and administrators.
- Maintains current and accurate records to demonstrate student performance, achievement, and growth.
- Disseminates information to appropriate personnel with intent of providing philosophical direction to literacy program development.

REPORTING AND COMPLIANCE

- Maintains accurate, complete, and up-to-date records as required by law, district policy, and administrative guidelines and submits all required reports per specifications.

- Assists the administration in implementing policies and rules governing student life and conduct and developing reasonable rules of classroom behavior and procedure maintaining order in the classroom in a fair and just manner.
- Keeps supervisor informed of main issues and concerns.
- Complies with all district, school, and department-wide policies and complies with rules and guidelines in daily routines.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Plans and implements department guidelines and procedures including communication, meetings, training, etc.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication between administration, staff, students, parents and community.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school's literacy program.
- Consults frequently with classroom teachers on reading/literacy matters.
- Informs parents, staff and students about the literacy programs' events and activities as directed.
- Attends all school events and activities as may be directed by the Principal or Superintendent such as Parent-Teacher Conferences, Open Houses, Orientations, PTO meetings, Athletic Meetings, events, if needed etc.
- Establishes and maintains positive team spirit among all staff and the administration.
- Informs parents, staff and students about special events and activities.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement..
- Collaboratively participates in school committees that contribute to a more positive learning environment.
- Performs all duties with quality, efficiency and commitment to the School & its management.
- Performs other duties as may be assigned in writing by the Principal, the Superintendent or her/his designee.
- Demonstrates availability when needed.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

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EXCLUSIONS:

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SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION / TRAINING

- Degree: Has a Master's Degree in the study of Education and
- A current Michigan teaching certificate with a K-12 Reading Specialist (BR) Endorsement
- At least 3 years of teaching experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Reading Specialist & Reading Recovery	Department: Instructional
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Under the direction of the Principal, serves as a consultant/resource person as well as instructor/counselor of students with individualized needs in acceleration, correction or remediation of reading and language arts skills.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Serves as an instructional leader for students and staff in guiding, directing, modeling evaluating and supervising Reading/Language Arts instruction across the curriculum.
- Plans and coordinates the development of the Reading/Language Arts comprehensive literacy program in alignment with State, National and IBO standards.
- In collaboration with the Director of Curriculum, recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials.
- Works collaboratively with teachers to track and assess procedures in identifying students in need of support of the reading recover program and plans/implements units that best meet the learning needs of students.
- Completes and maintains a comprehensive and detailed strategic plan.
- Works collaboratively with the Department Heads, Tutorial Coordinator and Tutorial Staff to develop, implement and coordinate a comprehensive K-12 literacy program.
- Provides guidance and develops resources and activities that enhance the effectiveness of the literacy and instructional program.
- Monitors the effectiveness of the literacy program, recommending changes and improvements that focus on student achievement plans and implements school activities that are aligned with the SIP.
- Assists with the selection and administration of appropriate test instruments for assessing growth of students in the developmental literacy program.
- Assists with the coordination of school and community library services with the comprehensive school literacy program.
- Assists in assuring continuity between regular programs and other special areas (e.g., ESL and special education).

SUPERVISION AND IMPLEMENTATION

- Assists in the coordination, preparation, and purchase of curriculum materials and resources for the literacy program as directed.
- Supervises students when performing assessments and delivering instruction and guides/redirects them to ensure focus on achievement and academic progress.
- Supervises orientation of instructional staff regarding the philosophy, procedures and materials for the school literacy program.
- Observes literacy lessons and provides feedback to teachers in improving literacy instruction and activities.
- Develops, communicates and oversees implementation of strategies and activities utilized to promote students' interest in reading including, contests, games, fairs and other activities.

- Ensures that all requirements and procedures of the reading program are carried out properly and deadlines are met.
- Ensures compliance with the school and program guidelines and policies.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in conferences, workshops and other staff development opportunities related to literacy and literacy instruction.
- Plans, organizes, recommends and directs in-service training and development, including determining training needs, programs and schedules as directed by the principal.
- Provides teachers with knowledge, expertise and training by grade level or in larger groups as needed in implementing best practices in reading and writing and support whole-staff development and learning.
- Fosters professional growth and provides professional assistance and mentoring to staff as directed.
- Attends meetings, activities and training sessions as may be needed and seeks opportunities and new strategies for implementation and professional development.
- Attends all school events and activities as may be directed, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO Meetings, etc.
- Serves on School Improvement Plan Committee.
- Takes a leadership role in the school literacy committee.
- Utilizes supervisor directives and stakeholder feedback to improve performance.
- Plans own goals for self-improvement consistent with the job requirements and/or Academy needs.

RESULTS AND DATA MANAGEMENT

- Prepares timely school reports to present to the Principal and Superintendent and submits such reports and records as required by law, Board Policies, and Administrative Directives.
- Evaluates comprehensive literary program to ensure its effectiveness and efficiency.
- Uses data to effectively impact decision-making, goal setting, planning and awarding student achievement.
- Evaluates the literacy program and makes recommendations and assists with its implementation.
- Assesses the reading strengths and needs of students and communicates these to classroom teachers and parents.
- Analyzes assessment data within the literacy program and uses results for improvement.
- Monitors latest research, trends and developments in literacy curriculum instruction.
- Assists with the interpretation of formal and informal diagnostic test data to classroom teachers and administrators.
- Maintains current and accurate records to demonstrate student performance, achievement, and growth.
- Maintains records on each child as a basis for instruction and lesson planning.
- Disseminates information to appropriate personnel with intent of providing philosophical direction to literacy program development.
- Provides individualized teaching to small groups of students in need of reading assistance and recovery.

REPORTING AND COMPLIANCE

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Plans and implements department guidelines and procedures including communication, meetings, training, etc.
- Completes and submits all required updated reports per specifications.
- Compile and submits data for national monitoring as required or needed.

- Keeps supervisor informed of main issues and concerns.
- Maintains close communication with teachers of students in need of reading recovery to ensure progress is maintained and independence in reading is promoted in the classroom.
- Complies with all district, school and department-wide policies and complies with rules and guidelines in daily routines.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts effectively.
- Accurately completes and timely submits all required reports per specifications.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school's literacy program.
- Consults frequently with classroom teachers on reading/literacy matters.
- Informs parents, staff and students about the literacy programs' events and activities as directed.
- Attends all school events and activities as may be directed by the Principal or Superintendent such as Parent-Teacher Conferences, Open Houses, Orientations, PTO meetings, Athletic Meetings, events, if needed etc.
- Communicates with parents on their role in the reading recovery program, ensuring full attendance and their support with daily tasks for the student.
- Establishes and maintains positive team spirit among all staff and the administration.
- Informs parents, staff and students about special events and activities.
- Keeps supervisors and superintendent informed of main issues and concerns.
- Performs all duties with quality, efficiency and commitment to the School & its management.
- Performs other duties as may be assigned in writing by the Principal, the Superintendent or her/his designee.
- Demonstrates availability when needed.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION / TRAINING

- Degree: Master's Degree in the study of Education and
- A current Michigan teaching certificate with a K-12 Reading Specialist (BR) Endorsement
- At least 3 years of teaching experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

Issued & Approved by: Name & title :	Signature:
Employees Name & title:	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: School Building Director	Department: Administration
Supervisor: Academy Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Academy Principal, the School Building Director shall serve as the instructional and administrative leader of the Building.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Directs the overall activities of planning, developing, implanting, and evaluating the building's instructional and staff development with a special focus in Testing Programs.
- Provides leadership in curriculum, instruction, staff development and administration.
- Oversees the Academic Competency through Enrichment (ACE) and Athletic Programs to ensure alignment with the school academic program goals and policies.
- Oversees the performance and operations of the early childhood program
- Recommends changes and improvements as may be needed, including the formulation of curriculum objectives, and the selection, development and revision of curriculum materials.
- Collaborates with teachers to plan and implement units that best meet the learning needs of students.
- Coordinates the school-wide safety program and the crisis assessment and intervention team.
- Recommends and implements programs, and in modification and utilization of the building, physical facilities, and school playgrounds.

SUPERVISION AND IMPLEMENTATION

- Monitors and oversees the daily operation of all the classrooms and subjects at the building.
- Provides for the proper supervision and guidance of the teachers and paraprofessionals at the building to ensure effective academic program implementation.
- Provides for the proper supervision and guidance of the administrative and support staff at the building to ensure effective implementation of day-to-day activities and program operations.
- Reviews and approves lesson plans on a weekly and/or daily basis.
- Assists teachers in student home visits, parent/teacher conferences, and maintenance of the classroom assessment toolkit (Creative Curriculum).
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in the supervision of student discipline and oversees the implementation of the classroom and school discipline policies by incorporating best practice in early childhood discipline approaches.
- Supervises inventories of textbooks and other educational materials.
- Assists in the coordination, preparation, and purchase of curriculum materials and resources for early childhood education.
- Recommends requisitions of adequate supplies and equipment.
- Evaluates the performance of the staff and makes recommendations to the Principal & Superintendent regarding promotion, transfer and retention of staff.
- Assists in the recruitment and interviewing of qualified personnel.
- Supervises orientation and pre-service training of new personnel.

- Directs academic contests, activities, and fairs.

PROFESSIONAL LEARNING OPPORTUNITIES

- Coordinates, participates, & oversees all Educational Team meetings and Team activities
- Plans, organizes, recommends and directs in-service training and development, including determining training needs, programs and schedules
- Provides teachers with training individually or by groups as needed in Understanding by Design as a strategy to increase student understanding of the information they are learning
- Fosters professional growth and provides professional assistance and mentoring to staff as required
- Attends Staff meetings and training sessions as may be needed
- Plans and conducts department meetings and / or training as well as school-wide staff meetings and trainings when required
- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher Conferences, Open Houses, Orientations, PTO Meetings, etc.
- Serves on School Improvement Plan and Total Quality Management Committees.

REPORTING AND COMPLIANCE

- Directs the planning for and coordinates implementation to special, federal and state-funded projects to ensure compliance and to meet student's needs.
- Oversees all licensing requirements for the early childhood program, and ensure compliance with federal, state and local requirements.
- Prepares timely school reports to present to the Principal and Superintendent and submits such reports and records as required by law, Board Policies, and Administrative Directives
- Insures that all School Board and administration policies are effectively explained and implemented.
- Ensures compliance with the school and program guidelines and policies

RESULTS AND DATA MANAGEMENT

- Coordinates the local and state student assessment program for the school and directs programs to improve student performance.
- Evaluates students' performance by reviewing report cards, progress reports and the results other formative and summative assessments
- Reviews and coordinates student and staff awards program and certificates within the department & building
- Monitors latest research, trends and developments in curriculum and instruction
- Disseminates information to appropriate personnel with intent of providing philosophical direction to curriculum development
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Coordinates the local and state student assessment program for the building and directs programs to improve student performance.
- Develops, recommends, and administers the building's budget.

ADMINISTRATIVE QUALITIES

- Provides for effective communication and relations between the administration and staff and for building staff morale.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the school within the department.
- Informs parents, staff and students about the school programs' events and activities
- Composes memos and letters to staff and parents as needed.
- Performs all duties with quality, efficiency and loyalty to the School & its management.

- Performs other duties as may be assigned by the Principal, the Executive. Director/Superintendent or her designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

LEADERSHIP SKILLS:

Ability to supervise and be the custodian of a large and diverse number of students, staff, and school community, Positive communicator and innovative leader, Change agent and visionary, Proactive and reactive leader, Visible and inspiring leader, a teacher and life-long learner, Strong ability to work under severe pressure, Ability to adapt to the various demands of the job, Ability to work long hours.

LANGUAGE SKILLS:

Strong communication skills which include ability to speak, read and write effectively, Ability to research new techniques, programs, and communicate back to the school community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Excellent communication skills, Strong time management skills, Strong background in computerized office (IBM word processing, spreadsheet, excel, internet, power point, etc.).

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in the study of Childhood Education and/or a current Michigan teaching certificate for Early Childhood
- Must have school administration certification or is enrolled at an accredited university program for a school administration master's program.
- Thorough knowledge of Michigan Core & IBO Curriculum.
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration.
- Relative experience in community leadership and staff supervision.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The Principal must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: School Involvement Liaison

Department:

Supervisor: Principal

Date Issued:

BASIC FUNCTION:

To liaise with students/parents/teachers in successfully addressing issues of concerns or areas in need of improvement and implementing strategic methods for obtaining student improvement.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Effectively assists in the formulation and implementation of policies and procedures related to parental involvement activities.
- Organizes, advertises and facilitates parent meetings/events.
- Prepares scheduling and arrangements for parent committee meetings.
- Helps evaluate parent/family involvement in the school through surveys, documentation of family/parent activities held, attendance sheets, etc.
- Effectively develops and recommends ongoing list of community resources that are both needed and useful to the student and parents.
- Effectively recommends changes to the department and procedures as needed to ensure achievement of goals and objectives.

SUPERVISION AND IMPLEMENTATION

- Monitors outside/community resources and programs and evaluates their effectiveness on student and parental involvement.
- Effectively evaluates current program guidelines that are in effect to reach optimal quality and efficiency.
- Monitors the effectiveness of parental surveys, PD's, activities and communications.
- Effectively interprets and implements the rules, state and federal regulations, and policies of the Board of Education, as they relate to assigned areas of responsibility.
- Tracks and records parental, student, staff and stakeholders' suggestions for new program and activities for possible future implementation.
- Models enthusiasm and patience while being a role model for staff and students.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends school events, meetings and activities as may be directed by supervisor/superintendent such as Parent-Teacher conferences, open houses, orientations, PTO meetings, athletic meetings, assemblies, etc.
- Attends meetings and training when needed and effectively implements new strategies.
- Shows initiative, organization and responsibility when taking directions and guidance.
- Ensures timely and complete participation in and documentation of meeting minutes & PLOs where applicable.
- Demonstrates self-motivation and ability to improve delivery techniques.
- Utilizes supervisor directives and stakeholder feedback in the best interest of the students.
- Plans own goals for self improvement consistent with the job requirements and or Academy needs.

RESULTS AND DATA MANAGEMENT

- Continuously evaluates and makes recommendations to assessments and surveys.
- Handles parental concerns and recommendations with minimal disruption to student learning.
- Carefully considers satisfaction of stakeholders for effective implementation of policies and programs.
- Effectively observes, records and makes recommendations for the strengths and weaknesses of student and parental programs and activities.
- Uses Data to guide decision-making, analyzes data and issues reports monthly to evaluate progress and recommends programs for improvements.

REPORTING AND COMPLIANCE

- Develops presentations and reports for as required by the supervisor
- Complies with all district, school, and department-wide policies and follows established rules and guidelines in daily operations
- Maintains accurate and up-to date checklists and databases as required and necessary for efficient performance of assignments
- Submits all reports and records per specifications

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Treats all and any information pertaining to the Superintendent, academies, Management Company, staff, vendors, contractors and students as confidential information, unless instructed otherwise by the Superintendent.
- Acts as the liaison and contact person for Director of School Improvement and Compliance with staff, parents and community when assigned and approved in writing by Superintendent or HES Board President to act in such capacity.
- Documents all parent/family activities and reports to designated administrators/teachers with written reports and files attendance sheets, descriptions of activities and all other documents obtained from meetings with parents/teachers.
- Performs all duties with quality, efficiency and Commitment to the Schools & their Management.
- Performs other duties as may be assigned by the immediate supervisor, the Executive Director/Superintendent or her designee.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the HES President or Chief Officer of Personnel Administration (COPA) before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school

closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

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SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management, Critical thinking skills

EDUCATION / TRAINING:

- Bachelor's Degree in Administration/Communication or any related field or a combination of education and experience.
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by:	Signature:
Employees Name & title :	Signature:

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Hamadeh Educational Services, Inc. Job Description

Job Title: School Social Worker	Department: Student Services
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Performs the functions outlined in the Michigan Administrative Rules for Special Education. Provides direct and indirect services to students, parents, and school staff at assigned academies.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Provides adequate direct and/or indirect services for students with behavior, emotional, learning and other impairments/disabilities if and when the academies have such cases.
- Collaborates with the principal, teachers, and other school personnel to improve the use of existing school programs and procedures. Also, plans and implements new programs and procedures related to the educational, social and emotional needs of students.
- Plans, organizes, recommends school programs to help students improve their academic achievement and become successful at their grade level.
- Plans, organizes, recommends, and schedules appropriate direct in-service training programs or courses for parents and students, including determining training needs programs.
- Identifies problems and situations interfering with the students' abilities in optimal use of the educational experience.
- Participates with school staff in altering situations adversely affecting the personal, social-emotional, and active subjects and studies.
- Plans and implements new school-wide programs/procedures related to students' educational, social and emotional needs.
- Plans and implements individual and group social work sessions to guide and assist students as needed.
- Plans and implements appropriate measures to address crisis situations.
- Researches best practices and identifies resources to supplement class instruction for students with special needs.

SUPERVISION AND IMPLEMENTATION

- Provides assistance to teachers, school staff & parents in the interpretation of abilities and needs of individual students.
- Provides the IEP committees with comprehensive diagnostic evaluations of at-risk students as needed.
- Shares data and data interpretation with proper staff and administration to ensure each student has equity and access.
- Collaborates with counselor(s) to provide activities designed to improve and support the emotional, behavioral and social skills development of students.
- Collaborates with staff & administration to identify and acts on problems and situations interfering with learning.
- Collaborates with the IEP Committees to determine the eligibility of students for resource room & social work services.
- Conducts individual student & group sessions using staff schedules in a way that is most conducive to learning.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends meetings, activities and training sessions as may be needed and effectively implements new strategies.
- Ensures timely and complete participation in and documentation of PLOs where applicable.
- Coordinates and develops resources within and outside of the school system that are beneficial to students, their families, and school personnel.
- Provides problem-solving services to students and their families through individualized groups and community social work methods; enabling those served to cope with problems adversely enhancing the ability of the students' to optimally acquire the educational experience.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.
- Plans, provides or facilitates appropriate student, staff and parent training consistent with the SIP, IEP's & department needs.

RESULTS AND DATA MANAGEMENT

- Provides the individualized educational planning committees, with comprehensive diagnostic evaluations of students at risk, such as the emotionally impaired if and when the Academies have such cases.
- Collaborates with the individualized Educational Planning Committees in determining the eligibility of the emotionally impaired programs and services.
- Uses data to effectively impact decision-making, goal setting & planning in the best interest of students and the school.
- Utilizes appropriate resources and information to resolve concerns in a consistent and timely manner.
- Consistently updates, tracks, and analyzes data to inform progress or needed changes in social work services.

REPORTING AND COMPLIANCE

- Adheres to all established policies, procedures and code of ethics.
- Coordinates all IEP meetings, updates and record keeping.
- Documents and provides reports to the immediate supervisor of appropriate records, service logs, schedules, and other documentations as needed for management, planning and reporting.
- Complies with all district, school, department-wide policies and daily routines & guidelines.
- Collaborates with the administration and uses referral sources as needed in dealing with situations pertinent to external agencies.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Performs all duties with quality, efficiency and commitment to the Academies & their management.
- Performs other duties as may be assigned in writing by the Principal, HES President, or her/his delegate.

SAFETY LEGISLATION:

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HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

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EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, Principal or HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral and Written Communication Skills, Interpersonal Communication Skills, Leadership Skills, Ability to work with individuals from various backgrounds, Critical Thinking skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer Literacy, Keyboard Skills, Time Management

EDUCATION/ TRAINING

- Master's Degree in Social Work and eligibility for a Master's Level Social Work license or limited Master's Level Social Work License.
- Full or temporary school social work approval is also required to provide social work services in the school setting
- Must comply with all applicable laws related to the Administrator's certificate.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.



Hamadeh Educational Services, Inc. Job Description

Job Title: Substitute/Paraprofessional	Department: Academic-Instruction
Supervisor: Tutorial Programs Coordinator	Date Issued:

BASIC FUNCTION:

Under the supervision of the classroom teacher, assists in the smooth and efficient operation of the classroom and provides challenged students with individualized instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVMENTS

- Proactively prepares lesson plans that as much as possible, meet the individual needs, interests, and abilities of the tutorial students.
- Plans activities and projects that are relevant to students' needs as may be recommended by the classroom teacher.
- Follows Teacher sub plans (when present) and leaves a detailed report on the day's events.
- Collaborates with the classroom teacher to provide effective individual and group instruction.
- Assists the classroom teacher in creating an orderly classroom environment conducive to learning and appropriate to the maturity and interests of the students.
- Reports to supervisory duties on time, proactively monitors hallways, contributes effectively to assuring students safety, and maintains on classroom tasks.

SUPERVISION AND IMPLEMENTATION

- Supervises students during lunch, recess, passing time, and at any other time as required by supervisor(s).
- Collaborates with the classroom teacher to effectively implement lesson plans consistent with the needs and abilities of students.
- Assists classroom staff with general classroom routines, related activities and maintaining a safe and enjoyable learning environment.
- Effectively aids in the preparation and maintenance of an orderly, safe and enjoyable learning environment within the classroom.
- Proactively maximizes instruction time to students who are at-risk and as needed.
- Assists with teacher responsibilities and students with classroom and personal care activities as needed.
- Ensures appropriate appearance, décor and learning environment in the classrooms.
- Assists students with classroom and personal care activities as needed.
- Appropriately handles minor classroom infractions according to the school and classroom policies.
- Refers discipline infractions to classroom teacher, if problems occur during classroom activities. Discipline problems occurring during recess or lunch duty may be reported to supervisor or principal.
- Substitute teaches as may be required by the Administration, if applicable. (minimum 90 credit hours, at least 30 of the credits from a four year university, and a sub permit required to substitute teach).

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-Evaluations to identify areas of strengths and needs and seeks ways to improve and enhance work related skills.
- Attends meetings, activities, conferences, courses and training sessions as may be needed and seeks opportunities and mentoring for growth and professional development.
- Attends all Parent- Teacher Conferences, Open Houses, and Orientations, as well as any other school events as required.
- Ensures a safe, orderly and positive learning environment for all.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or school needs.
- Utilizes school leader and stakeholder feedback on professional methods in the best interest of students.
- Ensures timely and complete participation in and documentation of training and PLOs where applicable.

RESULTS AND DATA MANAGEMENT

- Maintains and updates student files and documentation of individualized instruction.
- Evaluates student assessments through Scantron data and makes recommendations to teacher on course of action suited for student.
- Tracks students' performance and improvements as evidenced by progress reports and report cards.
- Keeps student records and files of individualized instructional activities.
- Uses Data to guide decision-making, analyzes disciplinary data and issues reports monthly to evaluate progress and recommends programs for improvements & award progress & achievement.
- Tracks daily assignments and evaluates students' accuracy and completion of practice exercises/activities. Consistently and thoroughly completes the Individualized Instructional Report for each assigned student.

REPORTING AND COMPLIANCE

- Completes and timely submits all required paperwork and reports per specifications in an accurate and timely manner.
- Adheres to all established policies, procedures and code of ethics.
- Keeps students' records and files of individualized instructional activities.
- Documents students' progress and achievement in tutorial sessions.
- Tracks daily assignments and evaluates students' accuracy and completion of practice exercises/activities.
- Consistently and thoroughly completes the Individualized Instruction Reports.
- Utilizes supervisor directives and stakeholder feedback to improve own and department performance.
- Complies with all district, school, department-wide policies and daily routines & guidelines.
- Collaboratively participates in school committees that contribute to a more positive learning environment.

ADMINISTRATIVE QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents/guardians, and community.
- Follows an organizational system for documenting and communicating student progress and concerns.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Demonstrates professionalism in work ethics, handling confidential information & managing conflicts.
- Demonstrates flexibility as to unscheduled assignments and/or placements and works towards school mission.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.

- Performs other duties as may be assigned in writing by the supervisor, principal, Superintendent or her/his designee.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved in writing by the Principal or Superintendent/HES President before their final implementation. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Supervisor, Principal or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION:

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION/TRAINING:

- Must have at least 90 credit hours from a four-year accredited college or university. (Which are accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE).
- Credits earned at a community college are acceptable as long as a four-year accredited college or university accepts the transfer credits.
- Official Transcripts must be provided. Transcripts from a foreign University must be evaluated by an MDE accredited evaluation entity for US credit/degree equivalency.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully

perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer



Hamadeh Educational Services, Inc. Job Description

Job Title: Teacher	Department: Academic- Instruction
Supervisor: Principal	Date Issued:

BASIC FUNCTION:

Under the direction of the principal, to create an educational environment, where all students will have the opportunity to receive the proper guidance and instruction, needed to promote their academic, social, mental, psychological, physical and emotional well being.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVMENTS

- Prepares for classes assigned and shows written evidence of preparation upon request of supervisor(s).
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares Lesson plans that are aligned with curriculum maps for the grade level/subject area and include activities for differentiated instruction to meet the varied learning styles, abilities, and needs of students in a culturally sensitive environment.
- Proactively participates in department improvement plan by sharing ideas and input to enhance services & program.
- Plans and implements individual and group learning sessions to guide and assist students as needed.
- Plans and implements appropriate measures to address crisis situations.
- Researches best practices and identifies resources to supplement class instruction for students with special needs.

SUPERVISION AND IMPLEMENTATION

- Meets and instructs assigned classes in the locations and at times designated taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals.
- Establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instructions and action the Board's philosophy of education and instructional goals and objects.
- Implements classroom routines and procedures that maximize instructional time and enhance the learning environment.
- Provides differentiated instruction to meet the individual needs and abilities of students.
- Integrates appropriate technology tools and resources in planning and instruction to engage all students and promote learning and computer literacy.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in the school improvement plan activities consistent with the SIP and school mission & guidelines.
- Attends & consistently contributes to the success of staff meetings, professional development sessions, and action items.
- Utilizes supervisor, school leader and stakeholder feedback to improve own and department performance consistent with the SIP, school mission, best practice and Michigan Expectation.
- Plans and reaches own goals for self improvement consistent with the job requirements and/or Academy needs.
- Plans, provides or facilitates appropriate student, staff and parents training consistent with the SIP, IEP's & department needs.
- Ensures timely and complete participation in and documentation of PLOs where applicable.
- Attends meetings, activities and training as needed and seeks opportunities and mentoring from designated staff for growth and professional development and effectively implements new teaching strategies.

RESULTS AND DATA MANAGEMENT

- Assesses the accomplishments of individual students on a regular basis, seeking the assistance of district specialist as required.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialist as required.
- Participates in child study team meetings, IEP meetings and develops and implements lessons consistent with the IEP requirements.
- Plans and administers various assessments to evaluate students' performance, including portfolios/presentations/ projects/Achievement Series/tests).
- Analyses students' test results and data, and uses the results to advance students' achievement by establishing and implementing instruction and improvement plans.
- Uses data to effectively impact decision-making, goal setting and planning in the best interest of students and the school.
- Consistently updates, tracks and analyzes data to inform progress or needed changes in academic achievement.
- Recognizes and promotes student achievement by posting student work, parental contacts, and providing incentives and awards.

REPORTING AND COMPLIANCE

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Develops reasonable rules and procedures for classroom behavior, and maintains order in the classroom in a fair and just manner.
- Maintains accurate and up-to date records of students' work and results by constantly updating students' portfolios and Power School records.
- Completes and submits all required updated reports per specifications (lesson plans, student attendance, portfolios, correspondence, grade book, lesson plan records, Progress Reports, logs, etc.)
- Complies with all district, school, department-wide policies and daily routines and guidelines.

ADMINISTRATIVE QUALITIES

- Participates in school committees that contribute to a more positive learning environment
- Participates collaboratively in school functions, activities, and committees and attends Parent-Teacher conferences, Open Houses, and Orientations.

- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned in writing by the Principal or Superintendent or her/his designee.
- Channels concerns to administration for solutions.

SAFETY LEGISLATION:

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers submit a criminal background check prior to the first day of service.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation or as may be delegated by the Chief Officer of Personnel Administration (COPA) or by HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or COPA.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Principal or Superintendent. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or their absence beyond the maximum allowed sick/personal days off (per employment contract and as directed by the HR Department), staff promotions, staff transfers or assignments, school closing, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academies, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

CONFIDENTIALITY OF INFORMATION

The employee shall keep confidential and not disclose, or make any use of, except for Hamadeh Educational Services or the Academies' benefit, at any time, either during or subsequent to the termination of the Employment Contract Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company & schools relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, staff information, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's or schools' business, or any of its clients, customers, students, students' parents, consultants, suppliers or Affiliates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary \Information").

SKILLS/EXPERIENCE:

Oral Communication Skills, Written Communication Skills, Interpersonal Communication Skills, Diplomacy, Math Aptitude, Organization, Planning, Professionalism, Reading Skills, Computer, Literacy, Keyboard Skills, Time Management

EDUCATION/TRAINING:

- Must hold at least a Bachelor's Degree
- Full State Certification in the subject and/or grade level(s) being assigned to teach including passing the Basic Skills MTTC and all other examination(s) required by Section 1531 of the revised school code

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Must occasionally lift and/or move up to 25 pounds.

Issued & Approved by: Name & title :	Signature:
Employees Name & title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer.

CONTRACT SCHEDULE 6

PHYSICAL PLANT DESCRIPTION

PHYSICAL PLANT DESCRIPTION

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article XI, Section 11.5, the Academy is authorized to operate at the physical facility or facilities outlined in this schedule. The Academy shall not occupy or use any facility until approved for occupancy by the Michigan Department of Licensing and Regulatory Affairs' Bureau of Construction Codes.

- Physical Plant Description
- Site Plan
- Floor Plan
- Certificate of Use and Occupancy

1. Applicable Law requires that a public school academy application and contract must contain a description and the address for the proposed physical plant in which the public school academy will be located. See MCL 380.502(3)(j); 380.503(5)(d).

2. The address and a description of the site and physical plant is as follows:

Address: 24425 Hass

Dearborn Heights, MI 48127

Description: The site consists of a sprawling campus covering two city blocks. There are three addresses assigned to the complex. They are as follows:

1. 24425 Hass (3rd through 12th Grade): a two-story brick facility that contains approximately 124,000 sq. ft. of space. The building contains 49 classrooms, 27 offices, 16 gang restrooms, 12 individual restrooms, two gymnasiums, two computer labs, a cafeteria, full kitchen, library, nurse's room, art room, two music rooms, home economics room, two locker rooms with showers, two staff lounges, seven custodial closets, an elevator and mechanical and electrical rooms.
2. 24480 George (PreK-2nd Grade): a two-story brick facility that contains approximately 39,000 sq. ft. The facility contains 19 classrooms, eight offices, four gang restrooms, 12 individual restrooms, gymnasium/cafeteria/multi-purpose room, full kitchen, computer lab, staff lounge, special student services, nurse's room, a library, storage, elevator, electrical and mechanical rooms.
3. 6163 Fenton (Athletic Field): State of the art artificial field with football, soccer, baseball, softball, track, two 2,000 sq. ft. facilities that include a training room, two locker rooms, kitchen/concession, offices, storage, two gang restrooms and four individual restrooms.

Configuration of Grade Levels: Pre-Kindergarten through Twelfth Grade.

Term of Use: Term of Contract.

Name of the School District and Intermediate School District:

Local: Crestwood School District

ISD: Wayne RESA

3. It is acknowledged and agreed that the following information about this Site is provided on the following pages, or must be provided to the satisfaction of the University Board, before the Academy may operate as a public school in this state.
 - A. Narrative description of physical facility
 - B. Size of building
 - C. Scaled floor plan
 - D. Copy of executed lease or purchase agreement

4. In addition, the academy and the University Board hereby acknowledge and agree that this Contract is being issued to the Academy with the understanding that the Academy cannot conduct classes as a public school academy in this state until it has obtained the necessary fire, health and safety approvals for the above-described physical facility. These approvals must be provided and be acceptable to the University Board or its designee prior to the Academy operating as a public schools. In cases of disagreement, the Academy may not begin operations without consent of the University Board.
5. If the Site described above is not used as the physical facilities for the Academy, then Schedule 6 of this Contract between the Academy and the University Board must be amended pursuant to Article IX of the Terms and Conditions of Contract, to designate, describe, and agree upon the Academy's physical facilities. The Academy must submit to the University Board or its designee complete information about the new site to be actually used. This information includes that described in paragraphs 2, 3 and 4 of this Schedule 6. It is acknowledged and agreed that the public school academy cannot conduct classes as a public school in this state until it has submitted all the information described above, to the satisfaction of the University, and the amendment regarding the new site has been executed.
6. The Academy agrees to comply with the single site restriction contained in this Schedule 6 for the configuration of grade levels identified at the Site. Any change in the configuration of grade levels at the Site requires an amendment to this Schedule 6 pursuant to Article IX of the Terms and Conditions of Contract set forth above.

Facility financing information is located in a separate file due to size.

SCALE
1"=100'



- LEGEND
- STOP SIGN
 - SPEED HUMP
 - DIRECTION OF TRAFFIC



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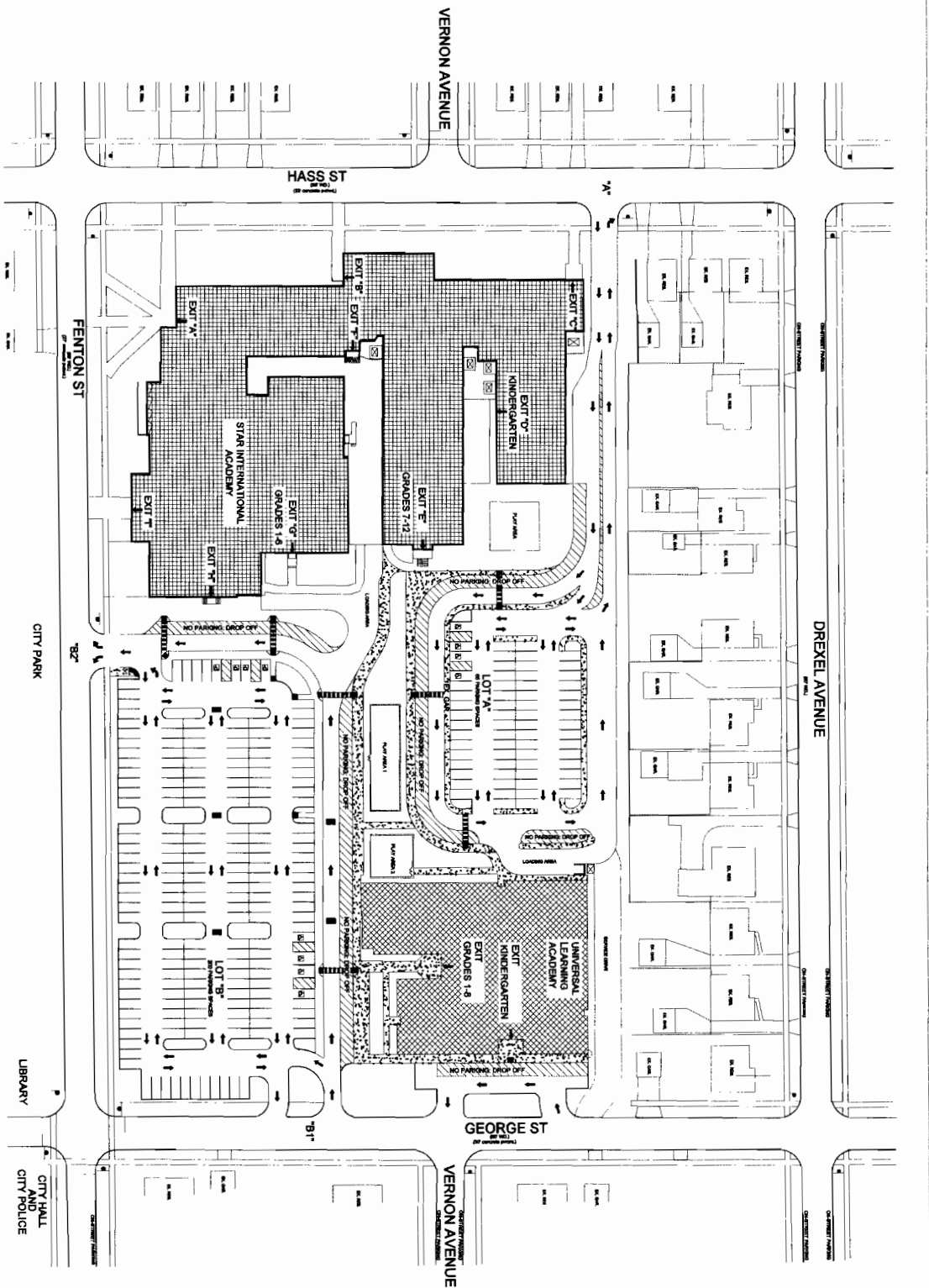
EXISTING (2008) CAMPUS LAYOUT

FIGURE
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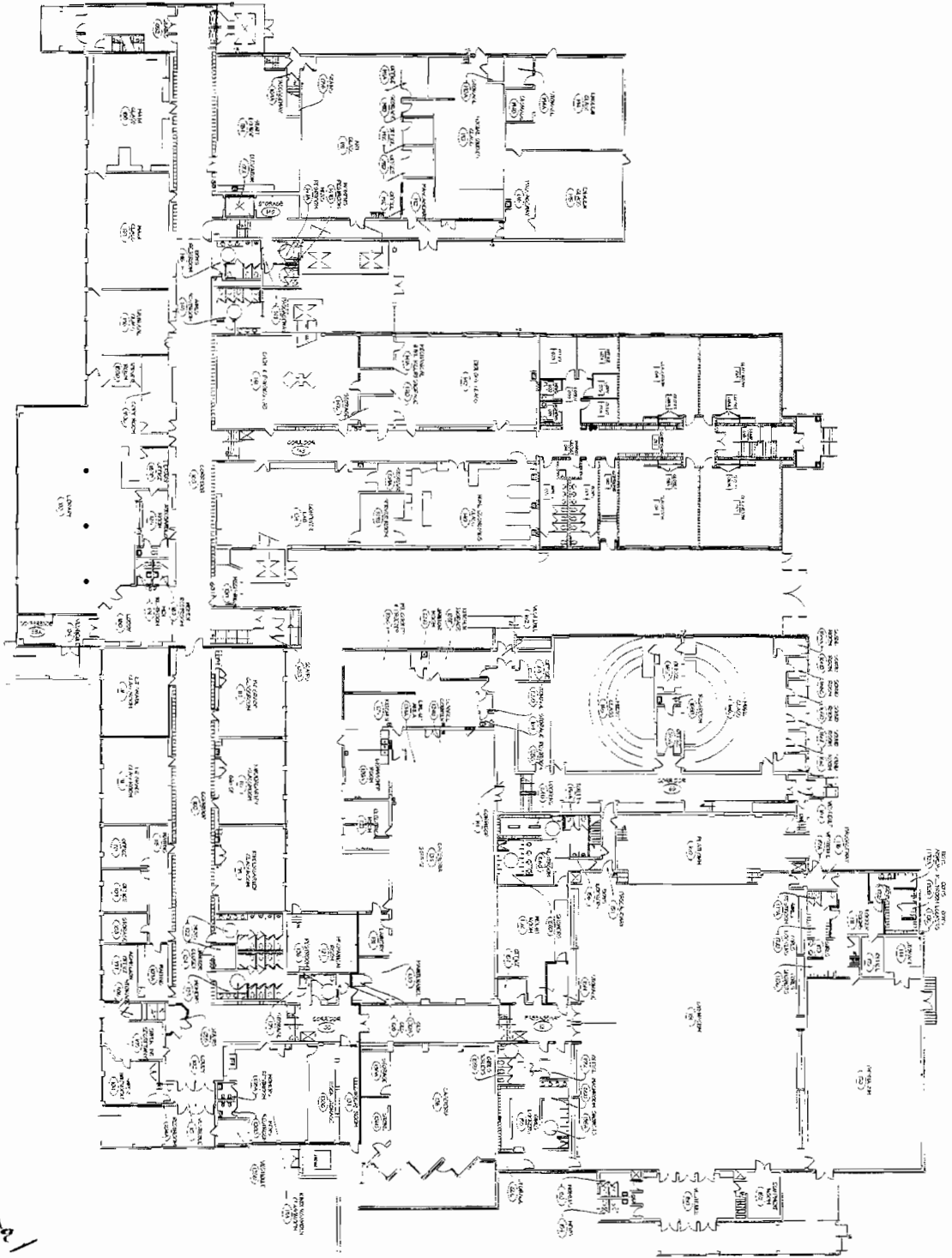
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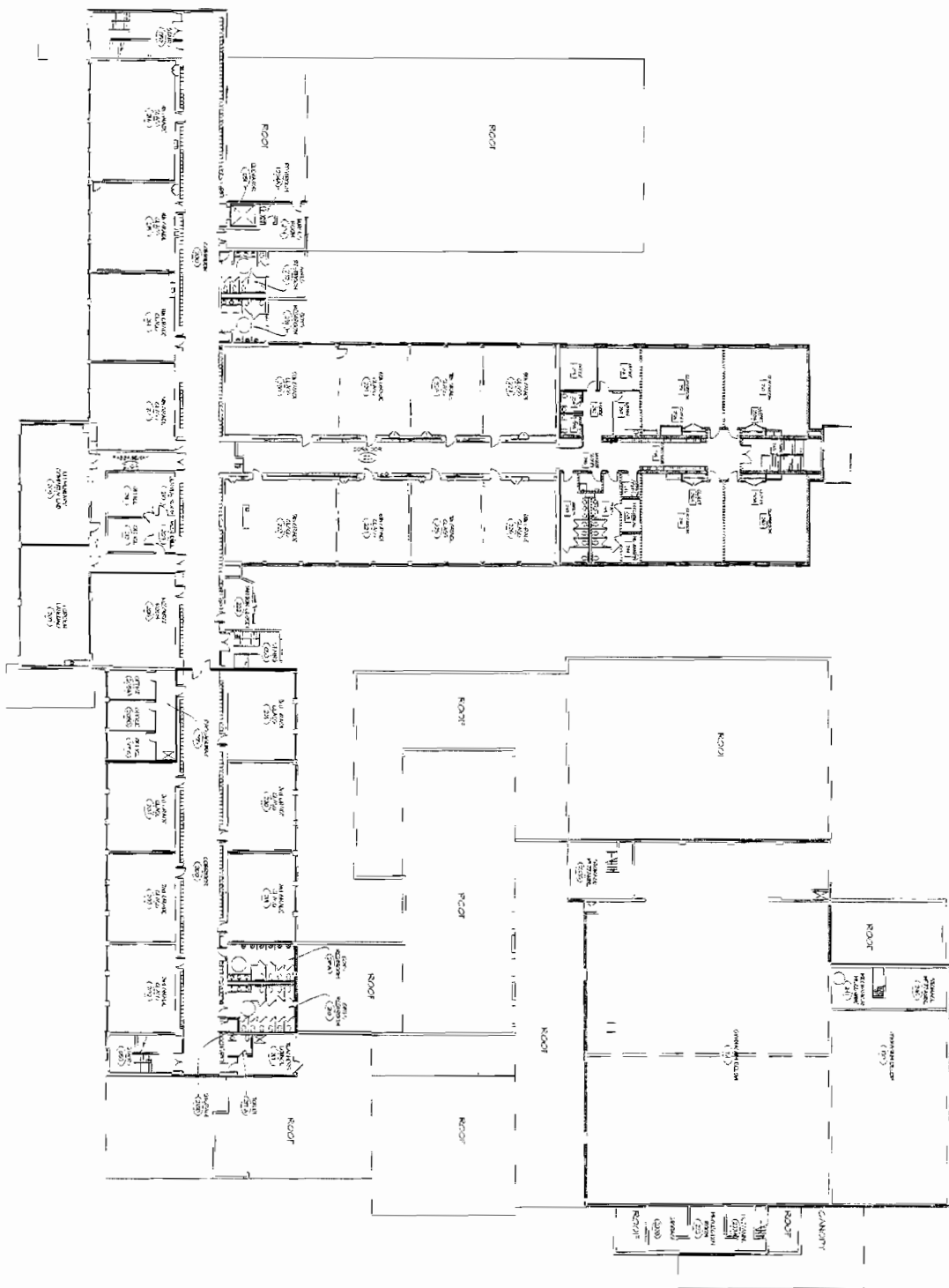




FIRST FLOOR PLAN



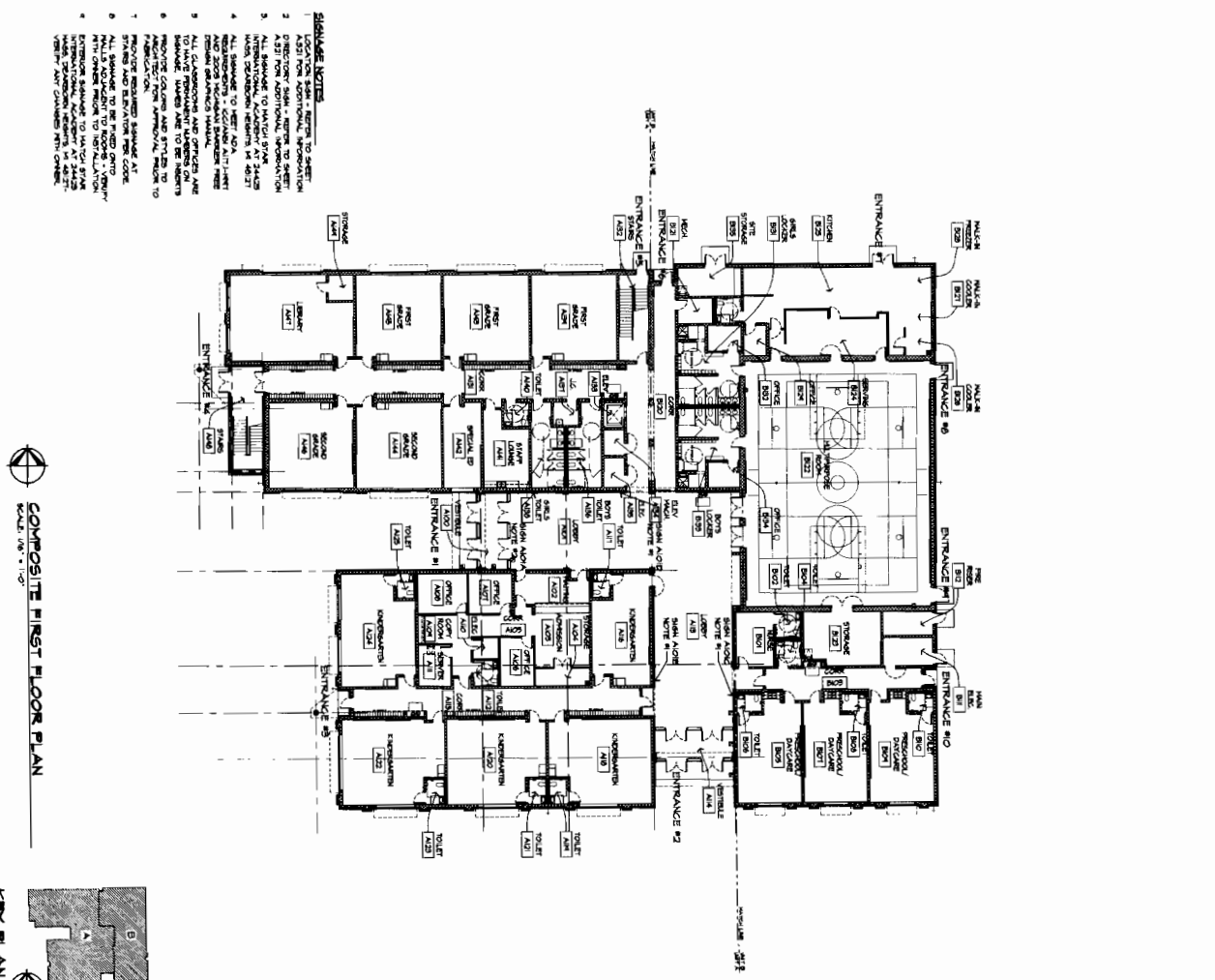
Star International Academy



Star International Academy

SIGNAGE SCHEDULE

FIRST FLOOR - INT "A"			
ROOM NO.	ROOM NAME	TEXT	REMARKS
A00	TOILET	C00	NO SIGNAGE REQUIRED
A01	TOILET	C01	NO SIGNAGE REQUIRED
A02	TOILET	C02	NO SIGNAGE REQUIRED
A03	TOILET	C03	NO SIGNAGE REQUIRED
A04	TOILET	C04	NO SIGNAGE REQUIRED
A05	TOILET	C05	NO SIGNAGE REQUIRED
A06	TOILET	C06	NO SIGNAGE REQUIRED
A07	TOILET	C07	NO SIGNAGE REQUIRED
A08	TOILET	C08	NO SIGNAGE REQUIRED
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A10	TOILET	C10	NO SIGNAGE REQUIRED
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STAR INTERNATIONAL ACADEMY -

(PRE-K, K - 5)

24425 HASS STREET

DEARBORN HEIGHTS, MI 48137

HAMADEH EDUCATIONAL SERVICES, INC.

PO BOX 1440

DEARBORN, MI 48121

313.561.5006

ARCHITECTURAL DESIGN

RESIDENTIAL COMMERCIAL INDUSTRIAL

GA ASSOCIATES

DATE: 10/1/00

BY: JAV

SCALE: 1/8" = 1'-0"

FILE NAME: 00000000

DATE: 10/1/00

BY: JAV

KEY PLAN

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COMPOSITE FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

DATE: 10/1/00

BY: JAV

SECOND FLOOR- UNIT "A"

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ARCH. BOX NO	5164

[illegible]

1. LOCATION STATE - REFER TO SECTORS 1 AND 2
2. LOCATION CITY - REFER TO SECTORS 1 AND 2
3. DISTANCE FROM HQ - REFER TO SECTORS 1 AND 2
4. ALSO FOR ADDITIONAL INFORMATION
5. ALL SHARED TO MATCH STATE
6. INTERNATIONAL ADDRESS AT 3425
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SET 1
A.32

(PRE-K, K - 5)
24425 HASS STREET
DEARBORN HEIGHTS, MI 48137

HAMADEH EDUCATIONAL
SERVICES, INC.
PO BOX 1440
DEARBORN, MI 48121
313.561.5006



**ARCHITECTURAL
DESIGN**

**RESIDENTIAL
COMMERCIAL
INDUSTRIAL**

GARY S. HARRINGTON, INC.
3507 WASHINGTON HWY., SUITE 202
MADISON, ALA. 35763
(205) 885-1111
Fax: (205) 885-6165
gs@gs-harrington.com

Sent By: State of Michigan;

248 888 8760;

Oct-31-03 9:14AM;

Page 1/1

Shannon or Sharon
SpaB91 Abnham

Bureau of Construction Codes &
Fire Safety
P.O. Box 30700
Lansing, MI 48906-8200
www.michigan.gov

DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
INSPECTION REPORT

FACILITY NAME Star Academy	INSPECTION DATE 10/24/03	COUNTY Wayne	PROJECT 2731-02
ADDRESS 24425 Haas St.	FACILITY TYPE School-Charter	RULESCODES School - 99	JOB#IC/FAC. NO.
CITY, STATE ZIP CODE Dearborn, MI 48127	FACILITY REPRESENTATIVE Sai Ashoo	INSPECTION TYPE Re-Check Final	
FACILITY PHONE	PHONE 2	FACILITY FAX	

Re: Building remodeling and renovations

A recheck fire safety inspection was completed this date. Deficiencies noted in prior inspection reports have been satisfactorily corrected. This report may be considered as final approval of this project.

OFS-12A's received:

9/2/03 Fire Alarm
8/6/03 Sprinkler
8/25/03 Hood Suppression

Star Academy
24425 Haas St.
Dearborn, MI 48127

GAV Associates
S. Ashoo
248-885-8105

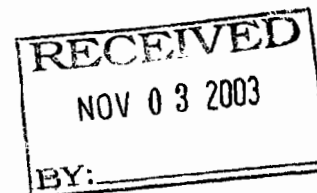
Dearborn Heights Fire Dept.

FIRE SAFETY CERTIFICATION Approved	PROJECT STATUS Closed	REVIEWED BY
INSPECTING OFFICIAL Larry DeWachter	ADDRESS	24155 Drake Road Farmington, MI 48355
SIGNATURE OF OFFICIAL	TELEPHONE	248-888-8761
	FAX	248-888-8760
	E-MAIL	ldewac@michigan.gov
The Department of Consumer & Industry Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.		Authority: PA207 of 1961, as amended Consentation: Required Penalty: [Redacted]

BCCPS-48 (Rev. 8/03)

Distribution: Architect, BHS/RS/Ed, Facility, File, Local Fire Department, BCCPS

Page 1 of 1



Bldg Permit-SIA

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Building Division

FINAL BUILDING APPROVED

Permit No. BO 21677

Code Official Michael Corkins Date 05/06/05

BCCF-700 (Rev. 5/04)

Authority: 1972 PA 200

Michigan Department of Consumer & Industry Services Bureau of Construction Codes P.O. Box 30254 - Lansing, MI 48908		PA-6 517-241- ~~9586~~ 9570 Certificate of Occupancy Request	
BUILDING PERMIT NO.		MECHANICAL PERMIT NO.	
ELECTRICAL PERMIT NO.		PLUMBING PERMIT NO.	
PERMIT APPLICANT'S ADDRESS		JOB LOCATION	
APPLICANT'S SIGNATURE		DATE	TELEPHONE NO. (8:00 A.M. - 5:00 P.M.)

BCC-905 (rev. 5/98)

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal; however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, and plumbing permit numbers. A Certificate of Occupancy cannot be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, or plumbing permit is not required write "not applicable" on the request form in the appropriate space.

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

**Michigan Department of Labor & Economic Growth
Bureau of Construction Codes/Building Division
P. O. Box 30254
Lansing, MI 48909
(517) 241-9317**

**Building Permit No. B024798
Star International Academy
a/k/a Universal Learning Academy
24480 George Street
Dearborn Heights, Michigan
Wayne County**

The above named building of Use Group E and Construction Type 2B is approved for use and occupancy.

THIS APPROVAL IS GRANTED UNDER THE AUTHORITY OF SECTIONS 13 OF ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED, BEING §125.1513 OF THE MICHIGAN COMPILED LAWS, AND, IN ACCORDANCE WITH SECTION 110.0 OF THE STATE BUILDING CODE. THIS SHALL SUPERSEDE AND VOID ANY PREVIOUS APPROVAL OF USE AND OCCUPANCY.


**Larry Lehman, Chief
Charles E. Curtis, Assistant Chief
Building Division**

April 24, 2008

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

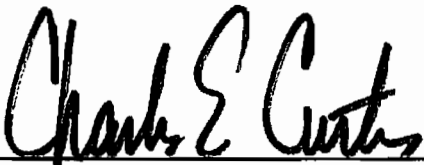
Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes/Building Division
P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

Building Permit No. B028712
Star International Academy/Concessions
24425 Hass Road
Dearborn Heights, Michigan
Wayne County

RECEIVED
MAR 23 2010
BUREAU OF CONSTRUCTION CODES

The above named building of Use Group A3B and Construction Type 3B is approved for use and occupancy.

THIS APPROVAL IS GRANTED UNDER THE AUTHORITY OF SECTIONS 13 OF ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED, BEING §125.1513 OF THE MICHIGAN COMPILED LAWS, AND, IN ACCORDANCE WITH SECTION 110.0 OF THE STATE BUILDING CODE. THIS SHALL SUPERSEDE AND VOID ANY PREVIOUS APPROVAL OF USE AND OCCUPANCY.



Larry Lehman, Chief
Charles E. Curtis, Assistant Chief
Building Division

March 18, 2010

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes/Building Division

P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

RECEIVED

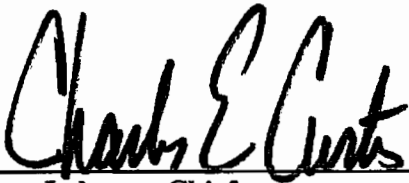
MAR 20 2010

TRAILER DIVISION

Building Permit No. B028710
Star International Academy/Ticket Booth
24425 Hass Road
Dearborn Heights, Michigan
Wayne County

The above named building of Use Group B and Construction Type 3B is approved for use and occupancy.

THIS APPROVAL IS GRANTED UNDER THE AUTHORITY OF SECTIONS 13 OF ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED, BEING §125.1513 OF THE MICHIGAN COMPILED LAWS, AND, IN ACCORDANCE WITH SECTION 110.0 OF THE STATE BUILDING CODE. THIS SHALL SUPERSEDE AND VOID ANY PREVIOUS APPROVAL OF USE AND OCCUPANCY.



Larry Lehman, Chief
Charles E. Curtis, Assistant Chief
Building Division

March 18, 2010

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

RECEIVED

MAR 28 2010

Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes/Building Division

THE HARTMAN CO.

P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

Building Permit No. B028709
Star International Academy/Team Building
24425 Hass Road
Dearborn Heights, Michigan
Wayne County

The above named building of Use Group A3B and Construction Type 3B is approved for use and occupancy.

THIS APPROVAL IS GRANTED UNDER THE AUTHORITY OF SECTIONS 13 OF ACT 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED, BEING §125.1513 OF THE MICHIGAN COMPILED LAWS, AND, IN ACCORDANCE WITH SECTION 110.0 OF THE STATE BUILDING CODE. THIS SHALL SUPERSEDE AND VOID ANY PREVIOUS APPROVAL OF USE AND OCCUPANCY.



Larry Lehman, Chief
Charles E. Curtis, Assistant Chief
Building Division

March 18, 2010

SCHEDULE 7

REQUIRED INFORMATION FOR PUBLIC SCHOOL ACADEMY

SCHEDULE 7

REQUIRED INFORMATION FOR PUBLIC SCHOOL ACADEMY

Required Information for Public School Academy. This Schedule contains information required by Part 6A of the Revised School Code ("Code"). The required information for the Academy is contained in this Schedule 7.

- Section a. Governance Structure. The governance structure of the Academy is set forth in Section a of this Schedule.
- Section b. Educational Goal and Related Measures. The educational goal and related measures of the Academy are set forth in Section b of this Schedule.
- Section c. Educational Programs. The educational programs of the Academy are set forth in Section c of this Schedule.
- Section d. Curriculum. The curriculum of the Academy is set forth in Section d of this Schedule.
- Section e. Methods of Pupil Assessment. The methods of pupil assessment of the Academy are set forth in Section e of this Schedule.
- Section f. Application and Enrollment of Students. The application and enrollment of students criteria of the Academy are set forth in Section f of this Schedule.
- Section g. School Calendar and School Day Schedule. The school calendar and school day schedule procedures are set forth in Section g of this Schedule.
- Section h. Age or Grade Range of Pupils. The age or grade range of pupils to be enrolled by the Academy are set forth in Section h of this Schedule.

SECTION A

GOVERNANCE STRUCTURE

GOVERNANCE STRUCTURE

WHEREAS, the People of Michigan through their Constitution have provided that schools and the means of education shall forever be encouraged and have authorized the Legislature to maintain and support a system of free public elementary and secondary schools; and all public schools are subject to the leadership and general supervision of the State Board of Education; and the Legislature has authorized an alternative form of public school designated a "public school academy" to be created to serve the educational needs of pupils and has provided that pupils attending these schools shall be eligible for support from the State School Aid Fund; and the Legislature has delegated to the governing boards of state public universities, community college boards, intermediate school district boards and local school district boards, the responsibility for authorizing the establishment of public school academies; and the Oakland University Board of Trustees ("University") has approved the issuance of a contract conferring certain rights, franchises, privileges, and obligations of a public school academy to the Academy through its Board ("Contract").

The Academy is incorporated as a Michigan nonprofit corporation, organized on a non-stock, directorship basis for the purpose of operating as a Michigan public school academy. The Academy shall conduct its affairs as a governmental entity exempt from federal income taxes under Section 115 of the United States Internal Revenue Code or any successor law. The Academy is a body corporate and is not a division or part of Oakland University. The relationship between the Academy and the University is based solely on the applicable provisions of the Code and the terms of this Contract.

The Academy Board shall have at least five (5), but no more than nine (9) members, as determined by the University. Academy Board members shall be appointed according to the terms of the Method of Selection, Appointment and Removal Resolution adopted by the University. The Academy Board has all the powers and duties permitted by law to manage the business, property and affairs of the Academy and for adopting policies by which the Academy shall be governed. The Academy Board is responsible for assuring that the Academy operates according to the Terms and Conditions of this Contract and Applicable Law. **Contract Schedule 2: Bylaws, set forth a further description of the Academy Board's governance structure.**

Academy Board members shall serve in their individual capacity, and not as a representative or designee of any other person or entity. **The Academy Board shall ensure compliance with Applicable Law relating to conflicts of interest and prohibited familial relationships, including Article IV, Sections 4.4 and 4.5 of this Contract.**

Pursuant to applicable law and the Terms and Conditions of this Contract, **including Article III, Section 3.6**, the Academy Board may employ or contract for personnel according to the position information outlined in **Schedule 5**. Before entering into an agreement with an educational service provider or an employee leasing company to provide services or to provide personnel to perform services or work at the Academy, the Academy Board must first comply with the Educational Service Provider Policies issued by the Public Schools Academy Office.

SECTION B

EDUCATIONAL GOAL AND RELATED MEASURES

EDUCATIONAL GOAL AND RELATED MEASURES

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article VI, Section 6.2, the Academy shall achieve or demonstrate measurable progress toward the achievement of the educational goal identified in this schedule. Upon request, the Academy shall provide The Office of Public School Academies (“PSA Office”) with a written report, along with supporting data, assessing the Academy’s progress toward achieving this goal. In addition, the University expects the Academy will meet the State of Michigan’s accreditation standards and achieve Adequate Yearly Progress (“AYP”) pursuant to state and federal law.

Educational Goal to Be Achieved

Prepare students academically for success in college, work and life.

Measures for Determining Goal Achievement

To determine whether the Academy is achieving or demonstrating measurable progress toward the achievement of this goal, The PSA Office will annually assess the Academy’s performance using the following measures.

Measure 1: Student Achievement

The academic achievement of all students in grades 2-11, who have been enrolled for three* or more years at the Academy, will be assessed using the following metrics and achievement targets:

Grade(s)	Metric	Achievement Targets
Grades 2-7	The average college readiness level based on scaled scores from the Performance Series® by Scantron® reading and math tests administered in the spring.	Students enrolled for three* or more years will on average achieve scaled scores equal to or greater than the grade-level achievement targets for reading and math identified in this schedule.
Grades 8-11	The average college readiness level based on subject scores from the Explore®, Plan® and ACT® tests by ACT, Inc. administered in the spring.	Students enrolled for three* or more years will on average achieve Explore, Plan and ACT subject scores equal to or greater than the achievement targets for reading, math, science, and English identified in this schedule.

*If the cohort of students enrolled for three or more years is not sufficient in size to conduct a valid analysis, the cohort of students enrolled for two or more years will be used.

Achievement Targets

Scantron Performance Series (PS) Targets

Grade	PS Reading Spring Target	PS Math Spring Target
2	2265	2191
3	2504	2380
4	2691	2497
5	2843	2615
6	2921	2733
7	2948	2800
8	3012	2890

EXPLORE, PLAN, and ACT Targets

Grade/Test	Reading	Math	Science	English
8 - EXPLORE	15	17	20	13
9 - EXPLORE	16	18	20	14
10 - PLAN	17	19	21	15
11 - ACT	21	22	24	18

Measure 2: Student Growth

The academic growth of all students in grades 3 through 11 at the Academy will be assessed using the following metrics and growth targets:

Grade(s)	Metric	Growth Targets
Grades 3-8	Growth made by students from fall-to-spring in reading and math as measured by scaled scores on the Performance Series by Scantron.	Students' fall-to-spring academic growth on average will demonstrate measurable progress toward the grade-level achievement targets for reading and math identified in the schedule.
Grades 8-11	Growth made by students in reading, math, science, and English as measured by subject scores on the Explore, Plan and ACT tests.	Students' academic growth between tests on average will demonstrate measurable progress toward the achievement targets for the grade-level subject scores in reading, math, science, and English identified in the schedule.

SECTION C

EDUCATIONAL PROGRAMS

Educational Program

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article VI, Section 6.3, the Academy shall implement, deliver, and support the educational programs identified in this schedule.

Mission

The mission of Star International Academy is to provide its students with quality education that focuses on the Michigan core curriculum and an emphasis on international cultures, including the study of a language, culture, and history different from one's own.

Star International Academy ("Academy") provides an education that enables various ethnic traditions, values, and experiences of students to enrich and nurture one another. Moreover, the Academy provides an education of the whole child by ensuring students are actively engaged with access to personalized learning experiences, are supported by highly qualified teachers, learn healthy habits, and are prepared for success in college, work and life in a global environment (www.ascd.org). The Academy prepares its students to be independent lifelong learners and productive working members of a global society through an academic program that supports and provides diversity, authentic learning experiences, and leadership skill development. The safe and orderly learning environment encourages students to become responsible decision-makers, who are reflective, equitable, respectful, and understanding. The Academy maximizes each individual's intellectual, physical, psychological and moral self by offering a rigorous curriculum with an emphasis on the International Baccalaureate ("IB").

The Academy focuses on preparing students for a successful transition to the workforce and life after high school with an emphasis on career and college readiness skills. The goal is to prepare all students to be committed to continuous learning through critical and analytical thinking. The Academy strives to provide an education that reaches the whole child by engaging students in challenging academics through the development of literacy and communication skills, problem-solving and conflict-resolution skills, morals, and values while molding members of a democratic society. Students learn how to make healthy and positive choices about health, life, family, education and their future role as an adult in a global society.

Values

As stated in the mission, and through the delivery of our unique internationally minded curriculum, co-curricular, and extra-curricular activities, the Academy endeavors to prepare its students to become contributing members of local, regional, and global communities. As future leaders, students recognize and participate in a free, democratic and market-driven society. They understand and participate in a global, ever-changing world by being verbally, visually and technologically literate life-long learners. The Academy teaches and embraces the value of diversity, differences and similarities between and among cultures, religions, countries and people of the world. Students demonstrate strong morals, sound character and a caring attitude toward humankind. The Academy's value system builds student confidence and needed fortitude to develop leadership skills.

Curriculum

The Academy's educational goals are driven by a strategically designed curriculum that is internationally minded and aligned to the National Common Core Standards which encompass the Grade Level Content Expectations (GLCEs) and High School Content Expectations (HSCEs) within the Michigan Curriculum Framework Standards. Following the International Baccalaureate (IB) Organization's inquiry approach to teaching and learning, the curriculum is designed by thematic and selected interdisciplinary units that highlight concepts and learner profile traits for every unit across the core subjects, a second language, the arts, and physical education all of which are heavily supported by instructional technologies.

An aspiring International Baccalaureate (IB) school, the Academy's kindergarten through fifth grade adheres to the IB's Primary Year's Program design with a curriculum that is engaging, relevant, rigorous and significant for learners (www.ibo.org). The curriculum, being broad and inclusive, embraces multiple intelligences through six transdisciplinary themes which provide the framework for exploration and study.

Teachers design units of inquiry that both transcend and articulate conventional boundaries of the following six subjects: English, foreign language (Arabic), social studies, mathematics, science, and physical education with technology integration among all subjects (Alvarado, 2003). Health standards are addressed with science while character education is embedded throughout the transdisciplinary units. The unit framework also incorporates five essential elements — concepts, knowledge, skills, attitudes, and action. These elements allow students to gain knowledge that is relevant and of global significance, as well as develop an understanding of concepts.

As students transition to the IB Middle Years Program (MYP), the inquiry approach to learning continues with units that are designed around a guiding question. Continuously revisited throughout the unit, the guiding question leads to essential questions that are more specific to content. The program consists of eight subject groups integrated through five areas of interaction that provide a framework for learning within and across the subjects (www.ibo.org). Students are scheduled in English, a second language (Arabic), humanities, sciences, mathematics, arts, physical education and health as well as a technology elective. Character education is delivered through Approaches To Learning (ATL) sessions which focus on the International Baccalaureate Learner Profile® traits of personal accountability to community and communication and organizational skills. In the final year of the program, students engage in a personal project. The project allows students to demonstrate understanding and exhibit skills developed throughout the program.

Aligning to the International Baccalaureate philosophy, the written curriculum, the taught curriculum, and the assessed curriculum are linked through the understanding that every teacher, student, and parent is a learner. While the expression of issues, concepts and ideas on paper are necessary, it is the interpretation of the commonalities of the written curriculum into daily practice by teachers that has a huge influence on the success of our students. The third and equally important component is the assessment of learned curriculum. The development of a range of authentic and targeted assessment strategies, focused on the learning, brings balance and integrity to the curriculum (Marzano, 2009).

English Language Arts

The Academy's English language arts curriculum is a research-based program that provides robust instruction in vocabulary and inquiry/investigations with a strong foundation of phonemic awareness, phonics, fluency, and comprehension strategy instruction. Leveled reading groups allow for differentiation of instruction, meeting the need for individualized advancement of every student.

Mathematics

The mathematics curriculum is the research-based EveryDay Mathematics program focusing on developing problem-solving skills along with basic skill practice and applications. Instructional delivery presents numerous methods (e.g. math games, mental math, learning centers) for students to learn basic skills and practice. Delivery is also balanced in that lessons may be whole group, small group, or individualized with occasion for hands-on and project-based learning opportunities.

Science

Science instruction emphasizes a research-based philosophy that students' best learn science through guided inquiry and concrete exploration. The Academy's science program provides for integrated science strand studies that include labs and the integration of technology. Additionally, the Michigan Model for Health is integrated within the science curriculum to reinforce health concepts.

Social Studies

The social studies curriculum includes the strands articulated by the National Council for Social Studies. The curriculum includes 1) culture; 2) time, continuity, and change; 3) people, places, and environment; 4) individual development and identity; 5) individuals, groups, and institutions; 5) power, authority, and governance; 6) production, distribution, and consumption; 7) science, technology, and society; 8) global connections; and 10) civic ideals and practices. Instruction incorporates the multiple intelligences, cooperative learning, and nonlinguistic activities (e.g. graphic organizers).

Technology

Technology instruction is integrated throughout curriculum with scheduled computer lab sessions and via Smartboards in the classroom. Students learn to use a variety of computer programs and their applications. Further, technology is used to conduct research, enhance critical thinking skills, and as a tool to communicate. At the middle school, students complete various cross disciplinary units implementing the technology design cycle and several electives are offered during the high school years to ensure students are technology literate at 21st century pace.

Physical Education

The Academy's physical education program promotes the teaching of knowledge, skills and attitudes that enable children to be active for life. Students are presented with activities that improve coordination, enhance motor skills, and encourage team building.

Arts

Visual arts and performing arts are integrated through inquiry units. The Academy's visual arts program emphasizes the elements of art, the principles of design, and color theory. The performing arts include music instruction that introduces and builds upon the elements of sounds, rhythms, tempos, through singing, chanting, listening, and performing.

Research-based instructional strategies/methodologies

As a non-linear model, the Academy's curriculum illustrates a process that is finely tuned, whereby the written, taught, and assessed curriculum are interwoven components. It requires consideration of the assessment of the learning to be thought about much sooner and in greater depth, than is traditionally the case. Beginning with the end in mind, we follow the backwards design model. The backwards design model centers on the idea that the design process should begin with identifying the desired results and then "work backwards" to develop instruction. The three main stages of the model are to identify desired outcomes and results, determine what constitutes acceptable evidence of competency in the outcomes and results, and then plan instructional strategies and learning experiences that bring students to these competency levels (Wiggins, 2005).

Highly qualified classroom subject area teachers lead the design and implementation of the Academy's curriculum units. In collaboration with experienced mentors and instructional leaders, proactive monitoring of student progress towards standards mastery is scheduled bi-weekly. As a result, individualized educational plans are devised to include differentiated instruction including project-based learning and authentic, formative as well as summative assessments (Irons, 2007). These researched best practices enable the Academy to fulfill its mission of ensuring that all learners have equity in attaining educational goals and maximizing individual potential.

Curriculum Flexibility

The Academy's curriculum is flexible in its foundation on differentiated instruction to meet the multiple intelligences and diverse learning styles of students. At the elementary level, student-centered instruction, founded on inquiry and flexible grouping, allows for teachers to extend learning and application of skills for gifted and talented students while providing support through interventions to students who may not be independently succeeding at grade level expectations. The Academy's leveled reading and mathematics programs are designed to provide higher order thinking applications that nurture the abilities of exceptional students whose interests are further enriched in after school math, science, and technology clubs. As gifted and talented students reach the middle school level, they are assessed for placement in math and/or English. The placement prepares students for earlier completion of core courses in the high school curriculum and to qualify for dual enrollment and Advanced Placement (AP) courses in either tenth or eleventh grade.

The differentiated instruction and differentiated assessment within the Academy's curriculum design serves the needs of both the advanced as well as the at-risk student population. The Academy identifies students eligible for special services such as Title I, at-risk, limited English language proficiency and special education during the enrollment process. As factors contributing to barriers to learning may arise subsequent to enrollment, student needs are also identified in regular monitoring of student progress towards standards mastery.

Instructional and support services for below grade level students and at-risk Section 31a students include full inclusion English Language Learner instructional programs following the Sheltered Instruction Observation Protocol (SIOP) components, tutoring, extended day/year, and a summer program. The Academy ensures all certified teachers and qualified paraprofessionals are scheduled shared planning and mentoring time (Short, 2008). Paraprofessionals are provided training in co-teaching strategies enabling them a more active role thus allowing teachers to alternate between groups of students (Fattig, 2007). Expertise is maximized in scheduling and development of optimal team teaching partnerships (Nevin, 2008).

Additional supports include a school nurse mental health and social work services. Counseling support for academic monitoring as well character development is scheduled to ensure each student has an Educational Development Plan aligned to student's pathway in preparation for timely completion of high school program and readiness for college.

When making educational placement decisions for students with disabilities, the Academy will ensure that parents are contributing members of the IEP team and together the team is making decisions that are subject to requirements regarding provision of the least restrictive environment. When determining how services will be delivered to students with disabilities, the Academy will follow all Special Education Rules as issued by the Michigan Department of Education. If a child with a current Individualized Educational Program ("IEP") enrolls in the Academy, the Academy will implement the existing IEP to the extent possible, or will provide an interim IEP agreed to by parents until a new IEP can be developed. IEP's will be developed, revised and implemented in accordance with the Individuals with Disabilities Educational Improvement Act ("IDEIA") and state law and regulations.

The Academy will fully comply with federal laws and regulations governing children with disabilities as follows:

1. The Academy is responsible for providing a free appropriate public education to children with disabilities enrolled in the Academy that have been determined through an IEP to require Special Education programs and services.
2. The Academy will ensure that children who are suspected of having disabilities are properly evaluated by a multidisciplinary team, as defined in the Michigan Special Education Rules, and that children who have already been identified are re-evaluated by the multidisciplinary team at least every three years.
3. When a multidisciplinary team determines that a special education student requires Special Education programs and services, the Academy will ensure that the IEP is fully implemented in accordance with IDEIA, and reviewed on an annual basis, or more frequently as determined by the IEP team.

The Academy provides a resource room program with supplemental services for students eligible for special education services depending upon student need. Supplemental services include, but are not limited to, teacher consultants for vision impaired, hearing impaired and occupational therapy, speech and language pathology, psychological and social work services. Additional programs and/or services are provided as needed and determined per the Individualized Education Program Team (“IEPT”) Report.

Child Support Teams are involved in the pre-referral process of students and are comprised of administration, school social worker, general education teacher and the special education teacher when applicable. Students are identified as eligible either upon new enrollment or with a pre-referral process. Students are serviced in compliance with all state and/or federal laws with the student’s needs/best interest as our continued focus. A full Response to Intervention (RTI) model is in effect to ensure students are placed based on need and interventions take place prior to removing students from general education classes. All students have equal access to general education curriculum, materials and resources so that they may pursue their education and graduate with a diploma meeting the Michigan Merit Curriculum (MMC) requirements and are prepared for success in college, work, and life.

Success in college, work and life

The Academy’s program is designed to provide its students with the education and skills needed to become successful adults who positively contribute to society. Delivery of teaching and learning activities aligned with the National Common Core Standards as well as the intentionally embedded mini-lessons on the IB Learner Profile traits (inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, reflective) Co-curricular activities as well as extra-curricular enrichment activities aligned to the Academy’s goals and objectives, ensure that the educational skills being taught are given application opportunities that are real and instrumental in preparing students for adulthood. This allows the Academy to focus on the student as a whole in implementing both core academics and curriculum beliefs and values.

Academy programs prepare students to become problem solvers and utilize conflict resolution strategies through character building activities, hands-on and project-based learning. Students develop leadership skills by cooperatively working in groups, collaborating amongst peers, and through applying the scientific method as an approach to problem solving. With a focus on planning, organizational, and communication skills, effective leadership roles emerge. Through integration of technology, across all subjects, students learn to use technology as a tool to conduct research and as another means of communication with others as aligned to national technology standards (Pitler, 2007). Technology integration allows students to explore information in order to find answers to inquiries, develop solutions to problems, pursue areas of interest, and develop a life-long love for learning (ISTE, 2008).

The Academy embraces diversity of culture. Students develop a strong self-value and identity through cultural awareness of the school community and the IB program. This awareness helps students understand their role in the school, community and world. Self-reflection is embedded throughout all students’ progress. Through reflection, students identify strengths and areas of interest/need for career planning and establishing academic goals.

Educational Development Plans

The Revised School Code (380.1278b (11)) states that the board of a school district or board of directors of a public school academy shall provide the opportunity for each pupil to develop an educational development plan during grade 7, and shall ensure that each pupil reviews his/her EDP during grade 8 and revises it as appropriate before he/she begins high school. An educational development plan shall be developed, reviewed, and revised by the pupil under the supervision of the pupil's school counselor or another designee qualified to act in a counseling role under section 1233 or 1233a selected by the school principal and shall be based on high school readiness scores and a career pathways program or similar career exploration program. An educational development plan shall be designed to assist pupils to identify career development goals as they related to academic requirements.

Assessment

Students are initially assessed in core academic areas using a nationally recognized standardized test, Iowa Test for Basic Skills ("ITBS"), in kindergarten and first grade. In second through eighth grades, the Scantron Performance Series standardized online assessments are administered in the fall and spring. English language learners ("ELL") are initially assessed in English language with the English Language Proficiency Assessment ("ELPA"). Additionally, students are assessed through the administration of the Michigan Educational Assessment Program ("MEAP") and teacher-created assessments. Teacher-created assessments include portfolios, observation, and foreign language placement (Ainsworth, 2007).

Student data is tracked electronically using PowerSchool as well as other state, federal, and/or Intermediate School District ("ISD") reporting systems, to assist in the identification of students with special needs, the implementation of the provision of services, monitoring, reporting and tracking progress.

Program Evaluation

Evaluation of the educational program is a collaborative effort among instructional staff and other stakeholders including students, parents, instructional leaders, curriculum leaders, and data/evaluation experts. Student reflections on instructional strategies, resources, and services are considered along with parent input in reviewing student progress data to identify level of mastery in standards and inform pacing of instruction (Epstein, 2009). Assessment data is analyzed by teachers and department leaders at least three times a year to drive recommendations on educational program effectiveness and enhancements needed during the year. Data from annual stakeholder surveys provide key data used during the consolidated needs assessment completed in the spring. These findings and recommendations are collaborated on within the school improvement team to analyze strategies and interventions, to identify effectiveness of resources and programs, and to establish goal and objectives for the upcoming school year (Zmuda, 2004). The Academy's school improvement committee includes staff, parents, students and community members who participate in curricular reviews and development to prepare students for achievement in the common core college and career readiness standards.

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SECTION D
CURRICULUM

Curriculum is located in a separate file due to size.

SECTION E

METHODS OF PUPIL ASSESSMENT

METHODS OF PUPIL ASSESSMENT

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article VI, Section 6.5, the Academy shall properly administer the academic assessments indentified in this schedule and in accordance with the requirements detailed in the Master Calendar of Reporting Requirements annually issued by the PSA Office.

The Academy shall authorize the PSA Office to have access to the Academy's Student/School Data Applications through the Center for Educational Performance and Information and to the electronic reporting system administered by the Michigan Department of Education to access the Academy's Michigan Educational Assessment Program ("MEAP"), Michigan Merit Exam ("MME") and other state assessment results, as applicable. The Academy shall ensure that those involved with the administration of these assessments are properly trained and adhere to the ethical standards and testing procedures associated with these assessments.

Academic Assessments to be Administered:

<u>Grade(s)</u>	<u>Academic Assessment(s)</u>
Grade K-1	Performance Series (PST) Reading and Math or other assessment approved by PSA Office
Grade 2	Performance Series (PST) Reading and Math
Grades 3-8	Michigan Educational Assessment Program ("MEAP") Performance Series (PST) Reading and Math
Grade 8	EXPLORE by ACT
Grade 9	Michigan Educational Assessment Program ("MEAP") EXPLORE by ACT
Grade 10	PLAN by ACT
Grade 11	Michigan Merit Exam ("MME")

SECTION F

APPLICATION AND ENROLLMENT OF STUDENTS

STUDENT APPLICATION AND ENROLLMENT

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article VI, Section 6.6, the Academy shall comply with the application and enrollment requirements identified in this Attachment.

Enrollment Limits

The Academy will offer Pre-kindergarten through 12th grade. **The Academy will annually adopt maximum enrollment figures prior to its application and enrollment period.**

Requirements

Section 504 of the Revised School Code states that public school academies will neither charge tuition nor discriminate in pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a student with a disability, or any other basis that would be illegal if used by a Michigan public school district.

- Academy enrollment will be open to all individuals who reside in Michigan. Except for a foreign exchange student who is not a United States citizen, the Academy will not enroll a pupil who is not a Michigan resident.
- Academy admissions may be limited to pupils within a particular age range/grade level or on any other basis that would be legal if used by a Michigan public school district.
- The Academy Board may establish a policy providing enrollment priority to siblings of currently enrolled pupils.
- The Academy may give enrollment priority to a child of a person who is employed by or at the public school academy or who is on the board of directors of the public school academy. 504(4)
- The Academy will allow any pupil who was enrolled in the immediately preceding academic year to re-enroll in the appropriate age range/grade level unless that grade is not offered.
- No student may be denied participation in the application process due to lack of student records.
- If the Academy receives more applications for enrollment than there are spaces available, pupils will be selected for enrollment through a random selection drawing.

Matriculation Agreement

- The Academy Board may enter into a matriculation agreement with another public school academy or public school pursuant to section 504(4) of the Revised School Code.

- However, before the Academy Board approves a matriculation agreement, the Academy shall provide a draft copy of the agreement to the Public School Academy Office for review.
- Any matriculation agreement entered into by the Academy shall be added to this attachment through a contract amendment in accordance with this Contract.
- Until this matriculation agreement is incorporated into this Contract, the Academy is prohibited from granting an enrollment priority to any student pursuant to that matriculation agreement.

Application Process

- The application period will be a minimum of two weeks in duration, with evening and/or weekend times available.
- The Academy will accept applications all year. If openings occur during the academic year, students will be enrolled. If openings do not exist, applicants will be placed on the official waiting list. The waiting list will cease to exist at the beginning of the next application period.
- In the event there are openings in the class for which students have applied, students will be admitted according to the official waiting list. The position on the waiting list will be determined by the random selection drawing. If there is no waiting list, students will be admitted on a first-come, first-served basis.
- **The Academy may neither close the application period nor hold a random selection drawing for unauthorized grades prior to receipt of written approval from the Public School Academy Office.**

Legal Notice or Advertisement

- The Academy will provide legal notice or advertisement of the application and enrollment process in a local newspaper of general circulation. **A copy of the legal notice must be forwarded to the Public School Academy Office.**
- At a minimum, the legal notice or advertisement must include:
 - A. The process and/or location(s) for requesting and submitting applications.
 - B. The beginning date and the ending date of the application period.
 - C. The date, time, and place the random selection drawing(s) will be held, if needed.
- The legal notice or advertisement of the application period will be designed to inform individuals that are most likely to be interested in attending the Academy.
- The Academy, being an equal opportunity educational institution, will be committed to good-faith affirmative action efforts to seek out, create and serve a diverse student body.

Re-enrolling Students

- The Academy will notify parents or guardians of all enrolled students of the deadline for notifying the Academy that they wish to re-enroll their child.
- If the Academy has a sibling preference policy, the re-enrollment notice must also request that the parent or guardian indicate whether a sibling(s) seeks to enroll for the upcoming academic year.
- An enrolled student who does not re-enroll by the specified date can only apply to the Academy during the application period for new students.
- An applicant on the waiting list at the time a new application period begins must re-apply as a new student.
- After collecting the parent or guardian responses, the Academy must determine the following:
 - A. The number of students who have re-enrolled per grade or grouping level.
 - B. The number of siblings seeking admission for the upcoming academic year per grade.
 - C. If space is unavailable, the Academy must develop a waiting list for siblings of re-enrolled students.
 - D. The number of spaces remaining, per grade, after enrollment of current students and siblings.

Random Selection Drawing

A random selection drawing is required if the number of applications exceeds the number of available spaces.

Prior to the application period, the Academy will:

- Establish written procedures for conducting a random selection drawing.
- Establish the maximum number of spaces available per grade or grouping level.
- Establish the date, time, place and person to conduct the random selection drawing.
- **Notify the Public School Academy Office of both the application period and the date of the random selection drawing, if needed.** The Public School Academy Office may have a representative on-site to monitor the random selection drawing process.

The Academy will use a credible, neutral “third party” such as a CPA firm, government official, ISD official or civic leader to conduct the random selection drawing. Further, the Academy will:

- Conduct the random selection drawing at a public meeting where parents, community members and the public may observe the process.

- Use numbers, letters, or another system that guarantees fairness and does not give an advantage to any applicant.

The Academy will notify applicants not chosen in the random selection drawing that they were not selected and that their name has been placed on the Academy's official waiting list for openings that may occur during the academic year. Students will appear on the official waiting list in the order they were selected in the random selection drawing.

SECTION G

SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE

SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article VI, Section 6.7, the Academy shall comply with the school calendar and school day schedule requirements identified in this schedule.

School Calendar

The Academy's school calendar shall comply with Sections 1175, 1284 and 1284a, if applicable, of the Code. The Academy's school calendar shall also comply with the minimum requirements set forth in Section 101 of the School Aid Act of 1979 (MCL 388.1701). The Academy Board must submit a copy of the Academy's school calendar to Office of Public School Academies ("PSA Office") in accordance with the Master Calendar of Reporting Requirements.

School Day Schedule

The Academy Board must structure the Academy's school day schedule to meet the required number of instructional days and hours. The Academy Board must submit the school day schedule to The PSA Office prior to the commencement of each academic year.

SECTION H

AGE OR GRADE RANGE OF PUPILS

AGE OR GRADE RANGE FOR PUPILS TO BE ENROLLED

Pursuant to Applicable Law and the Terms and Conditions of this Contract, including Article VI, Section 6.8, the Academy shall comply with the age or grade ranges as stated in this schedule.

The Academy will enroll students in PK - 12. The Academy may add grades with the prior written approval of the authorizing body.