

## Element 5 – Employee Qualifications

*“The qualifications to be met by individuals to be employed by the charter school.” (Ed. Code § 47605(b)(5)(E).)*

### **EQUAL EMPLOYMENT OPPORTUNITY**

Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.

### **ESEA/ESSA AND CREDENTIALING REQUIREMENTS**

Charter School shall adhere to all requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) that are applicable to teachers and paraprofessional employees. Charter School shall ensure that all teachers are appropriately assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including but not limited to the provisions of Education Code section 47605(l). Charter School shall maintain current copies of all teacher credentials and make them readily available for inspection.

## Employee Qualifications

In order to ensure the effectiveness of our programs and the success of students in meeting learning outcomes, all staff members must be committed to Ocean Charter School’s mission and vision.

# Administrators

## **Executive Director**

The Board of Trustees on an application and interview basis will select the Executive Director. The Executive Director serves as educational leader and administrator of the school. The Board of Trustees is responsible for evaluating the Executive Director. The Executive Director reports to the Board of Trustees and is responsible for the administration and the faculty. An evaluation rubric that correlates with the job description is used for the evaluation of the Executive Director.

Qualifications of Executive Director:

- A valid teaching credential and/or an administrative credential.
- Master's Degree in Education or public/charter school administration.
- At least five years of successful educational experience.
- At least five years of charter school administration experience.
- Certification or expertise in Public Waldorf Education.
- Interest/Knowledge of and Commitment to Public Waldorf Education.

The Executive Director:

- Provides leadership and support in implementing the educational vision, philosophy, goals, objectives, and course of study that is outlined in the Ocean Charter School charter.
- Plans, directs, implements, and evaluates the instructional program of the school.
- Provides leadership in the areas of campus life, school events, parent education, community outreach, and public relations.
- Functions as a primary liaison with Los Angeles Unified School District; prepare and submit necessary reports in a timely manner and oversee statistical analyses of Ocean Charter School programs and operations.
- Works as a member of a team for charter renewal, strategic planning, and problem solving.
- Is responsible for the fiscal management of the budget, including annual budget preparation.

- Oversees grant applications, fund raising, and donor development.
- Is responsible for all personnel matters, including recruitment and hiring of faculty and staff; maintains verification of NCLB compliance for all certificated employees as well as paraprofessionals.
- Assigns, supervises, and evaluates all employees.
- Coordinates and provides professional development for faculty and staff.
- Oversees daily operations, special education and implementation of student services, including discipline and crisis intervention.
- Manages the safety and operation of the school facilities.
- Meets the demands of the workload, including regularly scheduled evening hours.
- Attends all Ocean Charter School Board of Trustees meetings and participates as needed.
- Assists in labor negotiations with the union as needed.

## **Director**

The Executive Director on an application and interview basis will select the Director. The Director will assist the Executive Director in the day-to-day running of the school and meets the needs of the faculty and administration. The Executive Director is responsible for evaluating the Director. An evaluation rubric that correlates with the job description is used for the evaluation of the Director.

### Qualifications of Director:

- A valid teaching credential and/or an administrative credential.
- At least five years of successful educational experience.
- At least five years of charter school administration experience.
- Certification or expertise in Public Waldorf Education.
- Interest/Knowledge of and Commitment to Public Waldorf Education.

### The Director:

- Provides leadership and support in implementing the educational vision, philosophy, goals, objectives, and course of study that is outlined in the Ocean Charter School charter.
- Plans, directs, implements, and evaluates the instructional program of the school.
- Prepares Prop 39 application to LAUSD.
- Works as a member of a team for charter renewal, strategic planning, and problem solving.
- Evaluates faculty and staff effectiveness.
- Coordinates and provides professional development for faculty and staff.
- Oversees daily operations, special education and implementation of student services, including discipline and crisis intervention.
- Manages the safety and operation of the school facilities.
- Meets the demands of the workload, including regularly scheduled evening hours.
- Attends all Ocean Charter School Board of Trustees meetings and participates as needed.
- Assists in labor negotiations with the union as needed.

## **Certificated Faculty**

### **Teachers**

The Executive Director and Director on an application and interview basis will select teachers. Selection of teachers will be based on their current California credentials and Public Waldorf Certification and/or commitment to enroll in a certification program. Teachers must have the ability to impart the Common Core Standards using an arts integrated, Waldorf informed approach, while maintaining classroom management.

#### Qualifications of Teachers:

- California Commission on Teacher Credentialing credential, certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold
- Other credentials meeting NCLB "Highly-qualified" criteria

- Waldorf Teaching Certification (or commitment to enroll in a program and obtain certification)
- Ability and flexibility to teach mixed age TK/K or grades 1-8, looping with the same class for multiple years
- Experience in Public Waldorf class teaching preferred
- Interest/Knowledge of and Commitment to Public Waldorf Education

#### Teachers:

- Provide a Common Core standards-based, arts integrated, Waldorf informed curriculum.
- Provide continual assessment of student progress and maintain records.
- Continually evaluate classroom performance to meet the needs of all students.
- Provide an effective classroom environment that reflects and facilitates Public Waldorf Education.
- Provide peer assistance to fellow teachers.
- Continue professional growth in Common Core Standards, Public Waldorf Education, and other areas as needed.
- Maintain continuous and open communication with parents and community members.

## **Resource Teacher(s)**

The primary responsibility of the Resource teacher is to follow the guidelines and requirements set forth under IDEA. The Resource teacher will identify students with disabilities and will assist students who have already been identified as having disabilities and providing an individualized “push-in” or “pull-out” program.

#### Qualifications of Resource Specialist Teacher:

- California Commission on Teacher Credentialing Mild/Moderate Education Specialist Credential
- Verification of three or more years of teaching experience
- Knowledge and skills in education assessment, consulting, coordination, interpretation and implementation of laws and regulations, staff development, and parent

education

- Effective interpersonal skills and flexibility in meeting new and/or changing conditions
- Interest/Knowledge of and Commitment to Public Waldorf Education

The Resource Teacher:

- Provides a “push-in”, “pull-out” model of instruction that supports OCS special education students within the IEP service model.
- Plans and schedules IEP meetings with teachers, parents, and administrators in a compliant fashion with proper notice (ten day) written to all.
- Prepares a clear, accurate, well-written IEP that is signed and given to the parent upon the conclusion of the IEP meeting.
- Provides teachers with Present Level of Performance form prior to the meeting so they may gather appropriate work samples and provide the parents with the strengths and areas of concern.
- Ensures that all Cumulative Record folders of special education students have an inserted colored folder (green for IEP) that contain all IEPs (past and present) and attached to the outside of said folder is a sign-out log).
- Develops, maintains, and reviews assessments and IEPs in the format required by the District and enters assessment and IEP data into the District's designated data system in accordance with LAUSD policies and procedures.
- Tracks services in Welligent
- Develops Individual Transition Plans to help students with disabilities, age 14 and older, in transitioning to adult living.
- Conducts IEP team meetings with students transitioning from other schools to Ocean Charter School and executes contracts as necessary to facilitate the students' transition to Ocean Charter School.
- Develops assessment plans for students with suspected disabilities, or, in the alternative, provides appropriate written notices to parents when a request for assessment is denied.
- Ensures that teachers are knowledgeable of the content of the student's IEP.

## **Instructional Support Staff**

The Executive Director and Director on an application and interview basis will select the Instructional Support Employees, including teacher assistants and recess supervisors. Teacher assistants and recess supervisors must meet all of the legal qualifications required of public school employees, including a current live scan and TB clearance. Selection of these employees will be based on their educational experience, the degree of subject matter expertise, and their ability to demonstrate instructional support capabilities. All support staff must embrace Public Waldorf Education.

## **Paraprofessionals**

The Executive Director and Director on an application and interview basis will select the Special Education Paraprofessionals. Selection of these employees will be based on their educational experience, the degree of subject matter expertise, and their ability to demonstrate instructional support capabilities. Responsibilities of Special Education Paraprofessionals include: assisting teachers in maintaining discipline and encouraging acceptable behavior by the students, presenting lessons or portions of lessons to a student or a group of students, checking accuracy of work and presenting additional assignments as directed by the teacher, and implementing behavior management plans consistent with teacher implementation/instruction. Qualifications of Special Education Paraprofessionals include at least two years of experience working with students in a classroom setting or experience with special needs students, possession of an associate's or higher degree from a recognized college or university or proficiency in spoken and written language and basic math skills, and the ability to communicate and relate effectively with students and parents.

## **Substitute Teachers**

The Executive Director and Director on an application and interview basis will select substitute teachers. A pool of day-to-day substitutes will be established and a list of qualified substitutes will be maintained.

Qualifications of Substitute Teacher:

- Bachelor's degree
- Proof of passing CBEST
- Teaching credential preferred

- Interest in Public Waldorf Education

The Substitute Teacher:

- Follows the regular classroom teacher's lesson plan based on a Common Core standards-based, arts integrated, Waldorf informed curriculum
- Maintains classroom management

## **Classified Staff**

The Executive Director and Director on an application and interview basis will select the Human Resources Coordinator, Enrollment Coordinator, Business Manager, Compliance Coordinator, Campus Coordinator(s), and Administrative Assistants. The qualifications include sufficient related experience and skills to fully execute the duties and responsibilities of the positions. The Executive Director and Director are responsible for evaluating the Classified Administrative Staff. Evaluation rubrics that correlate with the job descriptions are used for the evaluations of the Classified Administrative Staff.

## **Human Resources Coordinator**

The Human Resources Coordinator manages all employee related documents. The qualifications include sufficient related experience and skills to fully execute the duties and responsibilities of the position.

Qualifications of Human Resources Coordinator:

- A minimum of 3 years administrative school work experience, preferably in a charter school
- Proficiency in Word
- Excellent and effective communication skills while speaking, reading, and writing
- Excellent interpersonal and collaborative skills (can work independently and in a team setting)
- Flexibility and Calmness to handle a stressful and changing daily work environment in order to accomplish short and long term assignments
- Interest/Knowledge of and Commitment to Public Waldorf Education



The Human Resources Coordinator:

- Distributes employment packets to all employees including (I9, W4's)
- Submits employee packets to Business Service provider
- Verifies all credentials
- Reviews all Live scan reports, validates and monitors
- Manages employee files
- Tracks employee attendance
- Manages employee benefits and employee handbook

## **Enrollment Coordinator**

The Enrollment Coordinator manages all student enrollment related communication and documentation. The qualifications include sufficient related experience and skills to fully execute the duties and responsibilities of the position.

Qualifications of Enrollment Coordinator:

- A minimum of 3 years administrative school work experience, preferably in a charter school
- Proficiency in Word and Excel
- Excellent and effective communication skills while speaking, reading, and writing
- Excellent interpersonal and collaborative skills (can work independently and in a team setting)
- Flexibility and Calmness to handle a stressful and changing daily work environment in order to accomplish short and long term assignments
- Interest/Knowledge of and Commitment to Public Waldorf Education

The Enrollment Coordinator:

- Conducts the school's annual enrollment lottery according to the current lottery guidelines outlined in our charter
- Maintains enrollment database

- Tracks enrollment openings in all grades
- Contacts applicants to fill any openings using the lottery waitlist and post-lottery waitlist
- Coordinates enrollment events and application timeline
- Orients new students and their families to OCS
- Answers enrollment related inquiries from the public and OCS community
- Provides new student information to new family support coordinator and faculty as needed
- Responds to enrollment inquiries through our website email
- Manages enrollment applications

## **Business Manager**

The Executive Director and Director on an application and interview basis will select the Business Manager. The qualifications include sufficient related school, bookkeeping, and administrative experience and skills to fully execute the duties and responsibilities of the position. The Business Manager is the primary liaison between the administration and the Business Service Provider. The Business Manager manages the day-to-day financial operations of the school, and oversees general supplies, purchases, including petty cash fund.

Qualifications of Business Manager:

- A minimum of 5 years administrative school bookkeeping/business/administrative experience, preferably in a charter school
- Proficiency in Excel and Word
- Excellent and effective communication skills while speaking, reading, and writing
- Excellent interpersonal and collaborative skills (can work independently and in a team setting)
- Flexibility and Calmness to handle a stressful and changing daily work environment in order to accomplish short and long term assignments
- Interest/Knowledge of and Commitment to Public Waldorf Education

### The Business Manager:

- Prepares bills, reimbursements, and deposits for approval from Executive Director and for submission to Business Service Provider
- Maintains petty cash
- Maintains files of all OCS inventory
- Tracks all open Purchase Orders
- Tracks individual class budgets and communicate current balances with teachers
- Reviews employee timesheets and approves for payroll report processing
- Tracks and provides payroll information to Business Service Provider
- Distributes paychecks
- Tracks and maintains all maintenance and service agreements
- Obtains bids for service contracts
- Oversees fundraising
- Assists the administration in monitoring adherence to the budget
- Participates in Budget creation process
- Attends and participates in Finance Committee meetings
- Attends and participates in Board meetings

## **Administrative Assistant(s)**

The Executive Director and Director on an application and interview basis will select the Administrative Assistants. The qualifications include sufficient related school, administrative, and organizational experience and skills to fully execute the duties and responsibilities of the position, including managing the front desk.

### Qualifications of Administrative Assistant(s):

- A minimum of 3 years administrative school experience, preferably in a charter school

- Proficiency in Word and Excel
- Excellent and effective communication skills while speaking, reading, and writing
- Excellent interpersonal and collaborative skills (can work independently and in a team setting)
- Flexibility and Calmness to handle a stressful and changing daily work environment in order to accomplish short and long term assignments
- On-going training required for all systems include: webinars, conference calls, live classes/conferences
- Interest/Knowledge of and Commitment to Public Waldorf Education

#### The Administrative Assistant(s):

- Manage the front desk of the main office, greet community members, disseminate information, answer questions, problem solve, relay messages, answer phone and door buzzer, assist with tardy slips
- Provide first aid
- Maintain daily attendance and complete regular attendance reports
- Track faculty attendance and sub coverage
- Assist with student safety, conflict resolution, and discipline issues as needed
- Maintain emergency preparedness plan and SERT roles
- Create and distribute notification of students Health conditions (medical conditions, allergies etc.) throughout the year
- Complete ongoing reporting and updating of student, parent, teacher and school data in Federal, State, District and School systems within allotted timelines
- Serve as school registrar and process, maintain and update data for new, returning and withdrawing students
- Complete records requests for transferring students
- Serve as Custodian of Records for Cumulative Files: Create and maintain cumulative file for every student

- Provide technological support during internal benchmark assessments (Easy CBM) and mandated state testing (CAASPP)
- Maintain and update all calendars, schedules, and flyers
- Collect, date stamp, and distribute mail
- Assist with preparation and organization of school events
- Collect repair requests and schedules repairs and maintenance
- Support Director(s) in administrative needs

## **Independent Contractors**

### **Special Education Service Providers**

The Executive Director and Director on an application and interview basis will select and contract with the Special Education other Service Providers, including Speech Therapists, Occupational Therapists, School Counselors, and Physical Therapists. Selection of these providers will be based on their educational experience, the degree of subject matter expertise, and their ability to demonstrate instructional support capabilities.

The qualifications for Speech Therapists include an earned Master's degree from an accredited college or university in Speech-Language Pathology or Communicative Disorders, and a California License as a Speech-Language Pathologist. Speech Therapist responsibilities include developing and implementing educationally based IEP communication goals using a variety of service delivery models to support the classroom curriculum. School-based speech-language therapy focuses on oral communication activities to support the student's ability to access his/her educational program in the following communication domains: receptive/expressive/pragmatic language, articulation/phonology, voice, fluency, augmentative and alternate communication.

The qualifications for Occupational Therapists include an earned bachelor's or master's degree from an accredited college or university in Occupational Therapy, a certificate from National Board for Certification in Occupational Therapy, and a California Occupational Therapy License. Occupational Therapist responsibilities include purposeful, goal-directed activities to improve student function within the educational environment, in the following areas: postural stability, fine motor skills, visual perception and integration, activities of daily living, motor planning, coordination, sensory processing, self-help activities, social and play abilities, environmental adaptations, and use of assistive devices.

The qualifications for School Counselors include an earned bachelor's or master's degree from an accredited college or university, and a California General Pupil Services Credential, or a Pupil Personnel Services Credential authorizing service in school counseling. School Counselors responsibilities include providing school based counseling on such matters as conflict resolution, self-esteem issues, peer interactions, and crisis intervention to individual students or groups for the early intervention of and/or intervention for barriers to academic achievement or social interactions with peers, and to promote and encourage a healthy learning environment.

The qualifications for Physical Therapists include an earned bachelor's or master's degree from an accredited college or university, and a California Physical Therapy License. Physical Therapist responsibilities include purposeful, goal-directed activities to improve student function within the educational environment, in the following areas: motor planning, sensorimotor coordination, posture, balance, functional mobility, activities of daily living, accessibility, environmental adaptations, and use of assistive devices.

## **Business Service Provider**

In order to run the administrative financial and compliance functions of the school, Ocean Charter School contracts with Excellence in Education (ExED), a business service provider for charter schools.

## **Substitute Teacher Providers**

Ocean Charter School contracts with independent Substitute Teacher Providers to provide substitutes in the event that the internal substitute pool is exhausted.