

## **Attachment 7**

### **Leadership Job Descriptions**

The **Head of School**, working within the parameters defined by the Board of Directors and within the guidelines set by ACCEL Schools, is responsible for the day-to-day management of the school, including academics, operations, and finance. The Head of School will preferably have master's degrees in both Education and Business and will have previously served as the Principal of a similarly sized school in Nevada. Prior online experience is also preferred, but not required.

The **Principal** will be responsible for the regular education program at the school, which includes, but is not limited to, ensuring that the defined instructional model is successfully implemented at the school, and supervising and evaluating the teaching staff. The Principal will have prior experience as a principal or assistant principal, preferably within the state of Nevada.

The **Operations Manager** will be responsible for managing the day-to-day operations and reporting at the school. This person will be responsible for ensuring that students are properly enrolled in the school and that the ACCEL Management Platform (AMP) is successfully implemented and maintained at the school. The Operations Manager is also responsible for ensuring that school reporting requirements are met in an accurate and timely fashion.

The **Special Education Director** will be responsible for overseeing the special education program for the school. This position will ensure that the school special education program conforms to state and federal laws and is implemented with fidelity. Special Education teachers will report to the Special Education Director for supervision and evaluation. The Special Education Director will have appropriate licensure for the state of NV and will have had prior supervisory experience in an online school and experience with the provision of special education services in an online setting.

The **Guidance Counselor** will be responsible for ensuring that students are progressing through all elementary and middle school grades to be academically prepared for high school. The Guidance Counselor supports overall student success by partnering with staff members and families. The Guidance Counselor will be a school resource to identify community services throughout the state.

The **K-8 Teacher** is responsible for providing instruction to students including curriculum implementation and personalization, evaluation of students' progress, and accurate maintenance of all students' records. Classroom instruction should be interactive and incorporate a variety of teaching techniques, materials and resources.

The **Special Education Teacher** supports the educational and behavioral goals of all students with a focus on students with an Individualized Education Program. The Special Education Teacher assists with the implementation of the Individualized Education Plan (IEP) for each student served, writes IEPs in a timely manner, participates in the Multi-Tiered System of Supports (MTSS) and maintains student records and files according to federal, state and local mandates.

The **English Language Learner Teacher** is responsible for providing ELL K-8 program administration, professional support and training, and student and family services. The ELL teacher applies sound language acquisition principles to program development, teacher support, and student education. In addition, the ELL Teacher advises administration in order to ensure state and federal compliance.

The **Student Success Coach** serves as the primary point of contact for new students and families throughout the onboarding process, communicating frequently and addressing questions or concerns to ensure a strong start to school.

The **Advisor** manages the delivery and implementation of core interventions and services for assigned students in accordance with Student Services initiatives and guidelines. Provides oversight of educational interventions and supports to targeted student populations to assist with increased engagement, student learning outcomes, and successful completion of school (or grade level standards).

Other Accel shared service positions such as a business/financial analyst, a technology manager, an HR/payroll manager, and a community/marketing manager will be assigned to the school to help with finance, technology, HR, and marketing functions for VPA of Nevada.