

### ***Careers with High Performing School Services***

HPSS encourages a working environment based on a partnership of parents, students, faculty, administration, and staff to establish a mutual trust and vision of success for all. Every employee is considered a member of our company team. Our success as a company is built on the recognition of the skills and efforts made by each employee and our policy is to work with all members of this team in a professional manner, treating each team member with fairness, dignity and respect. It is the goal of HPSS to hire staff members who are dedicated to our mission and vision for our schools, which include:

1. Our Mission: Create and Sustain High Performing Schools
2. Our Goal: Increase Student Achievement
3. Our Focus: Student Success

Professionalism, Character, and Competence are amongst the qualities we seek in our employees. The management, as part of this team, will continuously work together with all employees for the benefit of our present and prospective students and families in order to improve the educational quality of the school.

HPSS will provide an environment in which employees can achieve their fullest potential. General conditions such as safety, cleanliness and employee accommodations will be evaluated for improvement. HPSS is always available to meet with any team member to discuss suggested improvements in working conditions.

*Interested parties please email inquiries and resumes to [businessoffice@hpschoolservices.com](mailto:businessoffice@hpschoolservices.com)*

## **K-8 PRINCIPAL/SCHOOL DIRECTOR**

**Reports To: High Performing School Services, (“HPSS”)**

**Employed by: HPSS**

### **Summary of Functions:**

As a year-round employee, the Principal/School Director is an Academy position, which oversees the K-8 student services provided by the individual Academy under contract with HPSS. The Principal/School Director is the chief building and facility officer of the Academy on a daily basis. The Principal/School Director reports to the Director of Educational Programs for all matters regarding fiscal, student and non-instructional administrative matters. The Principal/School Director directly supervises K-8 staff members located in the Academy building.

### **Qualifications:**

- Shall possess a valid State of Michigan Teaching Certificate with the appropriate endorsement(s).
- Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
- Must possess a master’s degree or post graduate degree in educational administration.
- Must assume responsibility for following state guidelines to keep certification current and valid.
- Criminal background check and criminal history check required.
- To the extent this position is deemed to be an administrator of instructional programs (including the supervisor of certified teachers) and/or a chief business official, this position is required to meet one of the following: (1) if the individual held a school administrator position before January 4, 2010, then evidence of maintaining continuing education is required; or (2) if the individual was hired as school administrator after January 4, 2010, then either: (a) an Administrator Certificate is required; OR (b) enrollment in an MDE-approved Principal Preparation Program within 6 months of employment (and completion within 3 years) is required. [Public Act 205 section 380.1246].

### **Physical Requirements:**

Capable of performing the physical requirements of the position which include, but are not limited to:

- Lifting up to 30 pounds (such as textbooks, moving student desks, working security fence, lifting boxes of Xerox paper, etc.).
- Standing and moving about the school building, which may be as much as four-six hours per day to adequately monitor and interact with staff, parents, vendors and students.
- Sitting for extended periods of time such as test taking, staff meetings and other staff or student activities.
- Ability to maintain consistent and regular attendance as an essential function of the position.
- Adequate vision, hearing and speaking levels in order to hear staff, parents and students, see and edit documents and speak clearly and with sufficient volume for all parties to hear.

### **Essential Duties and Responsibilities:**

The Principal/School Director must have the ability to perform the following job duties and responsibilities on a regular and consistent basis:

- Oversee the implementation of quality student services at the school level including orientations, graduations and student functions (sports, yearbook, pictures, clubs, special events, Academy newsletters, etc.).
- Meet with students and parents concerning behavioral, academic, safety and other issues as needed.
- Provide immediate supervision and assistance to Academy student services staff, both employed and contracted, such as the School Records and Office Coordinator, special education staff, catering and lunch contractors, janitorial staff and contractors, building and maintenance staff and contractors.
- Maintain and update the student handbook on a yearly basis.
- Assist in student scheduling.
- Monitor student enrollment on an on-going basis, with primary emphasis on obtaining enrollment goals for fall.
- Maintain the student recordkeeping procedures and practices to ensure accuracy, timeliness and long-term safekeeping.
- Coordinate all school-wide student testing activities.
- Assist in the compiling of reports required of the Academy's Board and attending Academy Board meetings.
- Assist in all audits, reviews and inspections from the various agencies and entities that regulate public school academies.
- Assist in school-wide projects (i.e., accreditation, school improvement efforts, etc.).

- Manage building and facilities, including opening/closing arrangements, fire drills and maintenance.
- Represent the Academy as the building and facility officer with regards to police or emergency matters.
- Oversee the implementation of quality educational services at the school level, including curriculum and delivery of educational services.
- Ensure that curriculum meets Michigan core standards.
- Interview, hire and supervise all academic staff and faculty.
- Conduct faculty meetings on a weekly basis and as needed.
- Develop and implement a faculty review/evaluation process and evaluate faculty at least two to three times yearly, as required.
- Maintain accurate and up-to-date personnel files on all faculty and school academic personnel, which documents professional credentials, in-service training and professional development and includes current job descriptions.
- Coordinate all summer plan activities with faculty.
- Work with Office Manager to coordinate all substitute teachers.
- Enforce and monitor Skyward Policy as outlined in handbook
- Enforce and monitor Homework Policy as outlined in handbook
- Enforce and monitor Grading Policy as outlined in handbook

### **Student Discipline**

- Coordinate student discipline and referrals.
- Follow processes in student handbook.
- Maintain disciplinary files on all students as assigned.
- Consult and coordinate with Responsibility Management Officer (RMO), and staff regarding recommendations for suspensions.
- Monitor staff referrals to identify areas of need, students at-risk, and ensure discipline issues are dealt with according to established policy.

### **Student Attendance**

- Follow up on student attendance and provide notification to students and parents regarding status of attendance.

### **Curriculum**

- Review and strengthen alignment of the Academy curriculum with Michigan benchmarks and grade level expectations.
- Coordinate improvements with Teachers to address content and strands in lesson plans.

- Review lesson plans for alignment, paying close attention to projects and assignments that support the knowledge and skills required to meet standards as published by the Michigan Department of Education (“MDE”) and Common Core State Standards (CCSS).
- Regularly observe classes for curriculum relevance and connections to support standards and benchmarks.
- Coordinate with staff and participate in all curriculum initiatives.

### **School Improvement**

- Develop and promote ideas for increasing student achievement.
- Active member and leader with NCA process.
- Participate in professional development activities.
- Coordinate, monitor and participate in School Improvement Meetings and processes.

### **Testing**

- Coordinate Performance Series, MEAP and all other school-wide testing schedules and procedures for administering the tests.
- Coordinate staff proctors for administering the tests.
- Contact person for NCS and MDE MEAP office.
- Ensure appropriate communication between MDE, or authorizer regarding assessment processes and procedures is followed.

### **Student Activities**

- Assist with the supervision of all student activities (i.e., clubs, classes, sport teams and all school-wide activities.)
- Act as liaison for student groups at the Academy.
- Coordinate with staff for the planning of year-end activities for students.

### **Building Safety and Supervision**

- Monitor and assess safety drill procedures and crisis management.
- Coordinate safety procedures with security and crisis response team.
- Ensure crisis response team is well-versed and trained in all related activities and procedures.
- Hallways, lunchroom, parking lots, after-school events and general student supervision on the campus and at Academy functions.

\*The employee shall remain free of any alcohol or non-prescribed, controlled substance in the workplace throughout his/her employment in the Academy.

## **TEACHER**

**Reports To: Principal/School Director**

**Employed by: HPSS**

### **Summary of Functions:**

As a year-round employee, the Teacher creates and facilitates a learning environment that meets the needs of all students assigned to the classroom by the Academy. The Teacher delivers the planned curriculum to students during the school day; participates actively as a member of professional learning communities and NCA committees; attends Academy events such as orientation and Parent/Teacher conferences; attends planned professional development sessions; tutors after school twice per week; sponsors an after-school activity one day per week; and performs administrative tasks as directed. As an employee of HPSS, assigned to the faculty of Eaton Academy, The Teacher will follow all procedures and policies as established in the HPSS Employee Handbook.

### **Qualifications:**

- Shall possess a valid State of Michigan Teaching Certificate with the appropriate endorsement(s) for all subject area(s) being taught.
- Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
- Must assume responsibility for following state guidelines to keep certification current and valid.
- Criminal background check and criminal history check required.

### **Physical Requirements:**

Capable of performing the physical requirements of the position which include, but are not limited to:

- Lifting up to 30 pounds (such as textbooks, moving student desks, working security fence, lifting boxes of Xerox paper, etc.).
- Standing and moving about the classroom during class time, which may be as much as four-six hours per day to adequately monitor and interact with students.
- Sitting for extended periods of time such as test taking, staff meetings and student activities.
- Ability to maintain consistent and regular attendance as an essential function of the position.

- Adequate vision, hearing and speaking levels in order to hear students, see and grade documents and speak clearly and with sufficient volume for all students in class to hear.

### **Essential Duties and Responsibilities:**

Teachers must have the ability to perform the following job duties and responsibilities on a regular and consistent basis:

- Provide instruction that is consistent with the planned curriculum, which is aligned to the Common State Core Standards and Michigan Grade Level Content Expectations/ Benchmarks, as set forth in the Academy's curriculum guide.
- Teach all required subjects and encourage students in the classroom environment.
- Maintain a clean and safe classroom.
- Allow students time to use lavatory during times that minimize disruption of instructional program.
- Deliver classroom instruction and student activities, including course syllabi, development of lesson plans and classroom materials and regular homework assignments under the direction of the Principal/School Director.
- Create an exciting and challenging learning environment that addresses the various needs of students using multiple learning styles, differentiation and addressing the ability levels for all children including modifications and accommodations for the identified special education students; middle school Teachers must be prepared to engage students in blocked periods or in a self-contained classroom environment.
- Communicate pertinent student information regarding special circumstances with support staff and Encore Class teachers (i.e., birth or death in family, change in marital status, custodial care etc.).
- Possess proficiency in use of technology as a tool for learning and communicating.
- Represent a positive role model to students.
- Relate well with an urban student population and be able to lead, instruct and motivate urban students to learn.
- Care about students and be enthusiastic about student success.
- Monitor all children before, after and throughout the school day, both inside and outside the classroom, to ensure their safety, health and well-being.
- Prepare attendance records, grades, report cards and progress reports as directed, accurately and by established deadlines.
- Supervise classroom activities, maintaining appropriate classroom management and discipline.

- Attend Academy activities such as orientation, parent/teacher conferences and school events such as dances, plays, choir performances, etc., as requested or directed by the Principal/School Director.
- Collaborate with peers as a member of assigned professional learning team to plan and assess curriculum and improve student achievement; meet on a regular basis and provide input, research and other such activities to the assigned Professional Learning Committee; and be a teacher-leader who works cooperatively and successfully with students, staff and parents and is a team player.
- Actively participate in the NCA process by serving on committees as directed.
- Actively participate in professional development days scheduled by the Academy, as well as attend professional development workshops and opportunities required to maintain certification.
- Maintain a tutoring session for students from 3:15 p.m. to 4:00 p.m. on two (2) regularly scheduled days per week throughout the school year.
- Sponsor one (1) after-school activity (club), which has been approved by the Principal/School Director, for students that meets on a regularly scheduled weekly basis.
- Respond to administrative requests such as parent homework requests, discipline referrals, administrative paperwork, etc., in a timely manner.
- Respond to school-related phone calls and emails within twenty-four hours of the time the call or email was made.
- Check faculty mailbox and email at least three times a day (i.e. before school, during prep, after school).
- Attend weekly scheduled staff meetings.
- Enforce Academy policies and discipline procedures.
- Communicate both positive and negative behaviors and classroom achievement to parents/guardians of students through phone calls, written communications, arranged individual conferences, etc.
- Maintain consistent and regular attendance as an essential function of the position and follow proper procedures for absenteeism/tardiness from work.
- Maintain a professional demeanor in appearance and interaction with peers, administrators, parents, students, etc., both during the school day and when representing the Academy at outside activities.
- Respect the confidentiality of students in the classroom, in discussions with peers, in parent conferences, etc.
- Maintain availability for summer projects as approved/directed/assigned by the Principal/School Director.
- Follow all procedures and policies as established in the HPSS employee handbook.
- Maintain a clean and safe classroom.



- Will be accountable for student achievement as measured on standardized tests.
- Adhere to Skyward Policy as outlined in handbook
- Adhere to Homework Policy as outlined in handbook
- Adhere to Grading Policy as outlined in handbook

\*The employee shall remain free of any alcohol or non-prescribed, controlled substance in the workplace throughout his/her employment in the Academy.

## **PARAPROFESSIONAL**

**Reports To: Principal/School Director**

**Employed By: HPSS**

### **Summary of Functions:**

As a part-time hourly employee, the Paraprofessional will help the classroom Teacher maintain a learning environment that meets the needs of all students assigned/designated to that classroom by the Academy. As an employee of HPSS, assigned to the faculty of Eaton Academy, the Paraprofessional will follow all procedures and policies as established in the HPSS Employee Handbook.

### **Qualifications:**

- Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or obtain an associate's degree (or higher); or meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment:
  - Knowledge of and the ability to assist in, instructing reading, writing and mathematics; or
  - Knowledge of and the ability to assist in, instructing reading readiness, writing readiness and mathematics readiness, as appropriate.
- Criminal background check and criminal history check required.

### **Primary Focus:**

- Assist students as directed by classroom Teacher.
- Supervise student lavatory use.
- Supervise students before school, during lunch and lunch recess and after school, as needed.
- Assist classroom Teacher with documenting student progress.
- Assist Principal/School Director or designee with other duties as needed.

### **Physical requirements:**

Capable of performing the physical requirements of the position which include, but are not limited to:

- Lifting up to 30 pounds (examples of materials that might require lifting include textbooks, student desks, boxes of Xerox paper, etc.).

- Standing and moving about the classroom during class time which may be as much as 4-6 hours per day to adequately monitor and interact with students.
- Sitting for extended periods of time (during activities such as test taking, staff meetings and student activities).
- Ability to maintain consistent and regular attendance as an essential function of the position.
- Adequate vision, hearing and speaking levels in order to hear students, see and grade documents and speak clearly with sufficient volume for all students in class to hear.

**Essential Duties and Responsibilities:**

Paraprofessional must have the ability to perform the following job duties and responsibilities on a regular and consistent basis:

- Sign in and sign out on time sheet in main office each work day.
- Punctually follow work schedule provided by the Principal/School Director.
- Assist classroom Teacher with small group Guided Practice of Essential Skills.
- Supervise before school, lunch and lunch recess, and after school activities as requested by administration or management.
- Clean classroom tables after lunch and supervise disposal of trash after lunch.
- Supervise bathroom and water breaks.
- Escort students to and from specials.
- Assist classroom Teacher with student projects and extra-curricular activities.
- Check staff email and mailbox at least three times every school day (i.e. before school, lunchtime, after school).
- Maintain a professional demeanor in appearance and interaction with coworkers, parents, students, etc., both during the school day and when representing the school at outside activities.
- Maintain punctual, consistent and regular attendance.
- Telephone Principal/School Director before 7:00 am or notify Principal/School Director in writing when you are going to be absent or late.
- Represent a positive role model to students.

\*The employee shall remain free of any alcohol or non-prescribed, controlled substance in the workplace throughout his/her employment in the Academy.

## **HUMAN RESOURCES COORDINATOR**

### **Job Description**

The Human Resources Coordinator reports directly to the Human Resources Director and provide advice and counsel to the Chief Executive Officer (CEO), managers, supervisors, and employees relative to the human resources policies and procedures and employee benefits. Listens to employee problems and provides feedback on employee morale to Chief Executive Officer, indicating suggested corrective action to resolve any problems areas. Makes recommendations to and assists CEO and managers relative to personnel processes (recruitment, selection, hiring, terminations, layoffs, and recalls, etc.) Fill all open positions with qualified personnel as needed. Ensures that all operating components of the personnel division are in compliance with personnel manuals, policies, guidelines, rules regulations, and laws.

### **Required Skills:**

Must have excellent writing, and verbal communication skills. This position works with a Charter school, candidate should be familiar with Michigan Department of Education requirements. Candidate must know FLMA requirements. Must have excellent computer skills.

### **Required Experience:**

The candidate must have a Master's degree in a related field. Must have at least 2 years' experience in Human Resources.

### **Job Location**

Detroit, Michigan, United States

### **Position Type**

Full-Time/Regular

### **Job Description**

## **BUSINESS MANAGER/SCHOOL ACCOUNTANT**

### Job Description:

Responsible for overall financial operations of the district, including development and maintenance of annual budgets and long range financial projects. This includes the receipt, safe keeping and accounting for, and disbursement of all public funds as required by state and federal law and in accordance with board regulations and district policies as well as applicable professional and ethical standards.

### Essential Duties and Responsibilities:

- Responsible for ensuring compliance with board policies, district policies and guidelines, governing statutes/regulations and applicable professional and ethical standards with regard to all financial matters.
- Responsible for the development, implementation and oversight of internal controls and effective and efficient accounting practices relating to payroll, purchasing, accounts payable, accounts receivable, risk management, budget development and financial forecasting.
- Responsible for budget development, administration and long-range financial planning to maintain the fiscal integrity of the district.
- Responsible for accounting and collection of all district revenues and receipts, deposit of funds, and disbursements/expenditures for payment of the district' legal obligations and preparation of reports for these functions for the superintendent and board.
- Responsible for all legal and financial aspects of millage and bond elections; preparing documents, managing accounts, monitoring tax appeals and SEV adjustments, reconciling debt service accounts with county treasurer records, and ensuring timely transfer of funds from taxing authorities to the district.
- Responsible for establishing and maintaining district financial records and reports in a timely manner to ensure compliance with district, state and federal policies and reporting requirements. Reporting oversight includes but is not limited to: retirement, social security earnings, cafeteria plan, sales tax, general fund expenditures, state and federal grants, local grants, escheats, and other monthly, quarterly or annual reports as required.
- Responsible for executing the annual audit by independent auditors and preparing annual financial statements to fulfill local, state and federal requirements.
- Responsible for planning and ensuring the implementation of all financial and fringe benefit provisions of district employment contracts and insurance programs. Oversees the provision of information to all staff regarding insurance benefits, retirement provisions, sick leave policy and other pertinent fringe benefit information. Ensures maintenance of proper personnel and employee absentee records as they relate to such items.

- Responsible for preparing and maintaining procedures for the control of purchasing, fixed assets and supplies inventory.
- Responsible for managing all aspects of the district's debt issues in conjunction with bond counsel, financial advisors, swap advisors, underwriters and other pertinent professionals with whom the district seeks expert advice.
- Responsible for projecting and maintaining cash flow requirements for the district, exercises authorized investment methods for the most advantageous return and provides for the safe keeping of invested funds and securities.
- Responsible for the review and maintenance of all district service contracts.
- Other duties as assigned or requested by the superintendent.

### **Required Skills**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Regular, dependable attendance is a critical performance factor to ensure consistent, high quality services to children and families. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Experience**

- Bachelor's degree in business administration, accounting, finance or related field from an accredited educational institution
- Three (3) years or more of demonstrated experience as a Chief Financial Officer (CFO) or financial manager in a complex organization or any satisfactory combination of additional experience and technical training which demonstrates the knowledge, skills, and abilities to perform the essential responsibilities
- Knowledge of theory, principles, practices and techniques of public administration including budgeting, financial planning and management, and budget and procurement law
- Skilled in managing projects and providing leadership and direction towards a common objective
- Ability to think strategically and develop both short and long-term plans to meet an objective
- Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Excellent oral and written communication skills, including the ability to communicate complex ideas to audiences with varying levels of financial background or expertise
- Must be highly ethical
- Strong sense of service and passion for the district's mission

- A proactive leader who anticipates issues and successfully manages change, action and accountability
- Strong organizational, administrative and supervisory skills
- Possesses or is eligible to possess, Michigan School Business Officials CFO certification