



FRONTERAS' ADMINISTRATOR'S STANDARDS

Fronteras Spanish Immersion Charter School (Fronteras) is a Spanish Immersion K-8 academic center that promotes high academic success in a nurturing, creative, multiage environment, and fosters increased cultural understanding, communication and citizenship in our community, nation and world. Fronteras maintains high and rigorous standards for student academic and social learning and provides ambitious academic content to all students in core academic subjects.

The Fronteras Administrator will provide strategic and instructional leadership and will oversee management of the day to day operations of the school. The Administrator will work with the Fronteras Academic Policy Committee Governing Board (the Board) and will implement the priorities and direction identified by the Board. The Administrator is responsible for leading the day-to-day operations of a school that is committed to the ongoing development and well-being of the students, teachers and staff. In addition to the requirements outlined in this document, the Administrator shall meet the requirements applicable to all elementary and middle school Administrators in the State of Alaska as defined by the Alaska Department of Education and Early Development.

Specific duties of the Administrator are defined below and the Administrator may be asked to perform other duties as assigned by the Board.

EDUCATIONAL LEADERSHIP:

The school administrator is an educational leader who promotes the success of all students. The administrator has knowledge and understanding of, as well as demonstrates and incorporates the following values:

1. Effective communication.
2. Effective consensus-building and negotiation skills.
3. The educability of all.
4. A school vision of high standards of learning.
5. Continuous school improvement.
6. The inclusion of all members of the school community.
7. Ensuring that students have the knowledge, skills, and values needed to become successful adults.
8. A willingness to continuously examine one's own assumptions, beliefs, and practices.
9. Doing the work required for high levels of personal and organization performance.

SPECIFICALLY THE ADMINISTRATOR WILL PROMOTE THE SUCCESS OF ALL STUDENTS AND WILL:

1. Facilitate the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and staff professional growth.
3. Ensure management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborate with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Act with integrity, fairness, and in an ethical manner.
6. Remain current and updated, respond to, and influence the larger political, social, economic, legal, and cultural context.
7. Ensure individual, team, and school goals for rigorous student academic and social learning.

ADDITIONAL DUTIES:

1. Operations
 - a) Ensure maintenance of school buildings and grounds to provide a safe school environment.
 - b) Oversee all contracted services (cleaning, facilities maintenance, etc.).
 - c) Maintain state of the art information technology similar to other schools in the District and ensure its working order.
 - d) Ensure terms of the Fronteras Charter contract are being met.
 - e) Carry out all directives from the Associate Superintendent and comply with all applicable laws, Board policies, collective bargaining agreements, and administrative regulations of the District.
2. Financial Management
 - a) Develop and manage the annual school budget with input from staff and Finance/Budget Committee of the Board.
 - b) Analyze and control expenditures with an understanding of the relationship between school objectives and the budget process and use cost/benefit analysis for budgetary decisions.
 - c) Give presentation of monthly financial reports to the Board at monthly Board meetings.
 - d) Keep current financial records.
 - e) Inform Finance/Budget Committee on any budget changes over \$2,500.00.
 - f) Obtain approval from the Board on any budget changes that require approval by the District.
 - g) Maintain accurate and up to date records as required by law, district policy, and administrative regulations.
 - h) Develop site based school budget and prudently monitor all school expenditures.
3. Personnel
 - a) Work collaboratively with all staff to strengthen the instructional program.
 - b) Recommend hiring, retention and non-retention of teachers together with the Board Hiring Committee for the improvement of the school system.
 - c) Hire and assign all staff within the school according to personnel procedures.
 - d) Evaluate staff according to district approved practices and applicable bargaining agreement.
 - e) Participate in a mid-year and annual review process for the Administrator with the Board as defined by the Board.

4. Staff Management

- a) Supervise and evaluate employees of Fronteras and participate with the Board to recruit and select employees.
- b) Provide daily supervision, training, and evaluation of all staff that are part of the school.
- c) Maintain positive staff morale and a healthy staff team environment.
- d) Support ongoing education and maintenance of professional teaching standards for staff.

5. Student Management

- a) Ensure that Student Data Management is current and meeting district goals and students are being effectively evaluated for their progress.
- b) Ensure that overall and individual student educational needs are being met and, when needed, additional resources provided to meet educational and development goals.
- c) Provide availability to students and parents for education-related purposes outside the instructional day.
- d) Encourage students to set and maintain standards of behavior.
- e) Develop and implement an effective discipline policy that is understood by students, staff and the greater Fronteras community by:
 - i. Implementing policies and rules governing student life and conduct in school;
 - ii. Developing reasonable rules of behavior and procedures for discipline; and
 - iii. Maintaining order in the school in a fair and just manner.

6. Communication

- a) Submit appropriate information as required by the district and the Board.
- b) Provide the district with names of students who have pre-registered prior to the starting date of each school year ("Waiting List" information shall be provided to the district upon request).
- c) Participate in all monthly Board meetings with few exceptions to monitor progress and achieve Board policies and goals.
- d) Communicate information, explanations, justifications, expectations, directions and evaluations to students, teachers, parents, other district staff, and community members with efficiency and clarity.
- e) Promote positive image of school district, Fronteras and maintain positive public relations at all times.

7. Curriculum

- a) Work with Academic Curriculum Committee to plan a program of study to meet the individual needs, interests, and abilities of all students and adhere to the Fronteras and District curricular objectives.

8. Health and Safety

- a) Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.