

BAY MILLS COMMUNITY COLLEGE

A
**CONTRACT TO CHARTER A PUBLIC SCHOOL ACADEMY
AND RELATED DOCUMENTS**

ISSUED BY

**BAY MILLS COMMUNITY COLLEGE
BOARD OF REGENTS
(AUTHORIZING BODY)**

TO

**STAR INTERNATIONAL ACADEMY
(A PUBLIC SCHOOL ACADEMY)**

July 1, 2018

TABLE OF CONTENTS

Contract Documents

Tab

Resolution Authorizing the Academy and Establishing the Method of Selection, Length of Term, and Number of Members of Board of Directors	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 Goals	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 Academy7

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

Tab A

RESOLUTION

**BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS
PUBLIC SCHOOL ACADEMY AUTHORIZING BODY**

RESOLUTION NO. 18-11

**Approval of Charter School Application for Star International Academy,
Selection of Initial Board Members, Authorization to Organize
and Consideration of Issuance of a Public School Academy Contract**

WHEREAS, the Michigan Legislature has provided for the establishment of public school academies as part of the Michigan public school system by enacting Act No. 362 of the public Acts of 1993; and

WHEREAS, according to this legislation, the Bay Mills Community College Board of Regents ("College Board"), as the governing body of a tribally controlled community college, is an authorizing body empowered to issue contracts to organize and operate public school academies; and

WHEREAS, the Michigan Legislature has mandated that public school academy contracts be issued on a competitive basis taking into consideration the resources available for the proposed public school academy, the population to be served by the proposed public school academy, the educational goals to be achieved by the proposed public school academy; and

WHEREAS, the College Board has adopted a Resolution 12-01, providing for a method of selection, length of term, number of members, and other relevant provisions governing the operation of public school academies as is required by law; and

WHEREAS, the College Board, having received an application from Star International Academy for organizing a public school academy as well as the qualifications of potential board members the College Board and/or its designee having reviewed the application and potential board member qualifications according to the provisions set forth by the Michigan Legislature;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Academy's application, submitted under the Revised School Code, meets the College Board's requirements and the requirements of applicable law is therefore approved;
2. The College Board declares that the method of selection, length of term, and number of board members shall be as follows:
 - A. Method of Selection and Appointment. The College Board shall prescribe the methods of appointment for members of an academy's board of directors. The College Charter Schools Director (the "CSO Director") is authorized to develop and administer an academy board selection and appointment process that includes an *Application for Academy Board Appointment* and is in accord with these policies:

- (i) The College Board shall appoint the initial and subsequent academy board of directors by resolution. The CSO Director shall thereafter recommend nominees to the College Board based upon a review of the *Application for Academy Board Appointment*.
 - (ii) The academy board of directors, by resolution and majority vote, shall nominate its subsequent members, except as provided otherwise. The academy board of directors shall recommend to the College Board at least one nominee for each vacancy. Nominees shall submit the *Application for Academy Board Appointment* for review by the CSO Director. The College Board shall appoint the subsequent members of the academy board of directors by resolution, except as prescribed by subparagraph A (iv) of this resolution.
 - (iii) An individual appointed to fill a vacancy created other than by the expiration of a term shall be appointed for the unexpired term of that vacant position.
 - (iv) Under exigent conditions, and with the approval of the College Board's president, the CSO Director may appoint a qualified individual to an academy's board of directors. All appointments made under this provision must be presented to the College Board for final determination at its next regularly scheduled meeting. The College Board reserves the right to review, rescind, modify, ratify, or approve any appointments made under this provision.
- B. Length of Term. The term of each position of the academy board of directors shall be for a period of three (3) years, except the terms of the initial positions of the academy board of directors which shall be staggered in accordance with the policies established and administered by the CSO Director. All appointments shall be for a period of three (3) years, except appointments made to fill the positions of the initial academy board of directors and an appointment made to complete the unexpired term of a vacant position.
- C. Number of Directors. The number of member positions on the academy board of directors shall not be less than five (5). If the academy board of directors fails to maintain its full membership by making appropriate and timely nominations, the College Board or its designee may deem that failure an exigent condition.
- D. Prerequisite Qualifications of Members. Before individuals become members of an academy's board of directors, the nominee must: (a) be recommended by a resolution and majority vote of the academy board, except as prescribed in subparagraph A(iv) of this; (b) submit the *Application for Academy Board Appointment* which must include authorization to process a criminal background check; (c) be recommended for appointment by the CSO Director; (d) be appointed by the College Board or its designee; (e) take the oath of office; (f) sign and file the *Oath*

of Public Office with the CSO Director. Prerequisites qualifications (a), (b), and (c) shall not apply to the initial board of directors.

The members of an academy board of directors shall not include: (a) employees of the academy; (b) any director, officer, or employee of a service provider or management company that contracts with the academy; (c) any Bay Mills Community College official or employee, as a representative of the Bay Mills Community College Board of Regents.

- E. Oath and Acceptance of Public Office – All members of the Academy Board must take the constitutional oath of public office and file an acceptance of office in a form prescribed by the office of the CSO Director. A person appointed to membership on the Academy Board shall be administered the oath at an Academy Board meeting by an existing Academy Board member or other public official.
- F. Removal of Members – Any academy board member may be removed by two-thirds (2/3) vote of the academy board or as directed by the College Board.
- G. Initial Members of the Academy Board – The College Board appoints the following persons to serve as the initial members of the Academy Board for the designated term of office set forth below:

Kalid Kaid 4758 Westland Street Dearborn, MI 48126	3 Year Term
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Sabah Yassine 234 N. Rosevere Dearborn, MI 48128	3 Year Term
--	-------------

Lina Tamim 6422 Reuter Dearborn, MI 48126	2 Year Term
---	-------------

Fadek Alsaeed 1860 North Denwood Street Dearborn, MI 48128	2 Year Term
--	-------------

Wassim Mahfouz 29839 Bobrich Street Livonia, MI 48152	1 Year Term
---	-------------

- 3. The College Board approves and authorizes the execution of a contract to charter a public school academy to the Academy not to exceed a term of eight (8) years and authorizes the CSO Director to issue a contract to charter a public school academy and related documents to the Academy, provided that, before execution of the Contract, the CSO Director affirms that:

- A. all terms of the contract have been agreed upon and the Academy is able to comply with all terms and conditions of the contract and Applicable Law;
- B. the Academy has submitted all due diligence required by the CSO Director and the College Board's legal counsel and the CSO Director is satisfied that the Academy will be able to operate successfully;
- C. the Academy has identified and secured a facility deemed appropriate by the CSO Director; and
- D. the Contract is substantially similar to previous charter contracts approved by the College Board, with the only changes being those: (i) that are consistent with the Application; or (ii) made by the CSO Director, in consultation with the College Board's legal counsel that are in the best interest of the College Board.

4. This resolution shall be incorporated in and made part of the Contract.

I, the undersigned, as Secretary of the Bay Mills Community College Board of Regents, do hereby certify the foregoing resolution was adopted by the Bay Mills Community College Board of Regents at a public meeting held on the 27th day of April, 2018 with a vote of 5 for, 0 opposed, and 1 abstaining.

By: _____

Brian Kinney, Secretary

BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS
PUBLIC SCHOOL ACADEMY AUTHORIZING BODY

RESOLUTION NO. 12-01

**Public School Academy, School of Excellence and Strict Discipline
Academy Board of Director Method of Selection Resolution**

WHEREAS, MCL 380.503 of the Revised School Code ("Code"), MCL 380.553, and MCL 380.1311e provide that an authorizing body "shall adopt a resolution establishing the method of selection, length of term, and number of members of the board of directors" of each public school academy, school of excellence, and strict discipline academy, respectively, subject to the authorizing body's jurisdiction; and

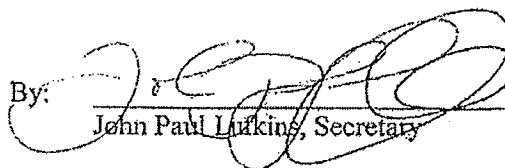
WHEREAS, the Bay Mills Community College Board of Regents (the "College Board") desires to establish a standard method of selection resolution related to appointments and service of the directors of the governing board of its authorized public school academies, schools of excellence, and strict discipline academies, and

WHEREAS, the College Board has determined that changes to the method of selection process are in the best interest of the College and that such changes be incorporated into all charter contracts issued by the College Board;

NOW, THEREFORE, BE IT RESOLVED, that the policy titled Public School Academy Board of Director Method of Selection dated January 20, 2012, is adopted; and

BE IT FURTHER RESOLVED, that these provisions shall be implemented with new charter contracts and shall be phased in for existing schools as new charter contracts are issued. As of this date, the College Board has not issued any charter contracts for schools of excellence and strict discipline academies, but the method of selection process established by this resolution shall apply to any future school that is authorized. The College's Director of Charter Schools is authorized to implement changes in the terms and conditions of charter contracts to fully execute these provisions.

I, the undersigned, as Secretary of the Bay Mills Community College Board of Regents, do hereby certify the foregoing resolution was adopted by the Bay Mills Community College Board of Regents at a public meeting held on the 20th day of January, 2012, with a vote of 12 for, 0 opposed, and 1 abstaining.

By: 
John Paul Lukins, Secretary

Dated: January 20, 2012

Public School Academy Board of Director Method of Selection

The Bay Mills Board of Regents ("College Board") declares that the method of selection, length of term, number of board members and other criteria shall be as follows:

Method of Selection and Appointment

The College Board shall prescribe the methods of appointment for members of the Academy Board. The College's Director of Charter Schools is authorized to develop and administer an Academy Board selection and appointment process that includes a *Public School Academy Board Member Appointment Questionnaire* and is in accord with these provisions:

1. Except as provided in paragraph 4 below, the College Board shall appoint the initial and subsequent Academy Board of Directors by formal resolution. The College's Director of Charter Schools shall recommend nominees to the College Board based upon a review of the nominees' *Public School Academy Board Member Appointment Questionnaire* and resume. Each nominee shall be available for interview by the College Board or its designee. The College Board may reject any and all Academy Board nominees proposed for appointment.
2. The Academy Board, by resolution and majority vote, shall nominate its subsequent members, except as provided herein. The Academy Board shall recommend to the Director of Charter Schools at least one nominee for each vacancy. Nominees shall submit the *Public School Academy Board Member Appointment Questionnaire* for review by the College's Charter Schools Office. The Director of Charter Schools may or may not recommend appointment of a nominee submitted by the Academy Board. If the Director of Charter Schools does not recommend the appointment of a nominee submitted by the Academy Board, he/she may select and recommend another nominee or may request the Academy Board submit a new nominee for consideration.
3. 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.
4. Under exigent conditions, and with the approval of the College Board's Chair, the College's Director of Charter Schools may appoint a qualified individual to serve as a member of the Academy Board. All appointments made under this provision must be presented to the College Board for final determination at its next regularly scheduled meeting. The College Board reserves the right to review, rescind, modify, ratify, or approve any appointments made under the exigent conditions provision.

Dated: January 20, 2012

Length of Term

The director of an Academy Board shall serve at the pleasure of the College Board. Terms of the initial position of an Academy's Board of Directors shall be staggered in accordance with *The Academy Board of Director Table of Staggered Terms and Appointments* established and administered by the College's Charter Schools Office. Subsequent appointments shall be for a term of office not to exceed three (3) years, except as prescribed by *The Academy Board of Director Table of Staggered Terms and Appointments*.

Number of Directors

The number of board member positions shall never be fewer than five (5) nor more than nine (9), as determined from time to time by the College Board. If the Academy Board fails to attain or maintain its full membership by making appropriate and timely nominations, the College Board or the College's Director of Charter Schools may deem that failure an exigent condition.

A vacancy may be left on the initial Academy Board for a parent or guardian representative to allow sufficient time for the Academy Board to interview and identify potential nominees.

Qualifications of Members

To be qualified to serve on an Academy's Board of Directors, a person shall, among other things: (a) be a citizen of the United States; (b) be a resident of the State of Michigan; (c) submit all materials requested by the College's Charter Schools Office including, but not limited to, the *Public School Academy Board Member Appointment Questionnaire* which must include authorization to process a criminal background check of the nominee; and (d) submit annually a conflicts of interest disclosure as prescribed by the College's Charter Schools Office.

The member of the Academy Board of Directors shall include (1) at least one parent or guardian of a child attending the school; and (2) one professional educator, preferably a person with school administrative experience. The Academy's Board of Directors shall include representation from the local community in which the Academy serves.

The members of the Academy's Board of Directors shall not include (1) any member appointed or controlled by another profit or non-profit corporation; (2) Academy employees or independent contractors performing services for the Academy; (3) any current or former director, officer, or employee of a management company that contracts with the Academy; and (4) College officials or employees.

Oath of Public Office

Before beginning their service, all members of the Academy's Board of Directors shall take and sign the constitutional oath of office before a justice, judge, or clerk of a court, or before a notary public. The Academy shall cause a copy of such oath of office to be

Dated: January 20, 2012

filed with the College's Charter Schools Office. No appointment shall be effective prior to the taking, signing and filing of the oath of public office.

Removal and Suspension

If at anytime the College Board determines that an Academy Board member's service is no longer necessary, then the College Board may remove an Academy Board member with or without cause by notifying the affected Academy Board member. The notice shall specify the date when the Academy Board member's service ends. Any Academy Board member may also be removed by a two-thirds (2/3) vote of the Academy Board for cause.

With the approval of the College Board Chair, the College's Director of Charter Schools may suspend an Academy Board member's service, if in his/her judgment the member's continued presence would constitute a risk to persons or property, or would seriously impair the operations of the Academy. Any suspension made under this provision must be presented to the College Board for final determination at its next regularly scheduled meeting. The College Board reserves the right to review, rescind, modify, ratify, or approve any suspension made under this provision.

Tenure

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

Resignation

Any Academy Board member may resign at any time by providing written notice to the Academy or the College's Charter Schools Office. 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, the College Board, or the College's Director of Charter Schools, 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 of selection adopted by the College Board.

Board Vacancies

An Academy Board vacancy shall occur because of death, resignation, replacement, removal, failure to maintain United States citizenship or residency in the State of Michigan, disqualification, enlargement of the Academy Board, or as specified in the Code.

Compensation

Academy Board members shall serve as volunteer directors and without compensation for their respective services. By resolution of the Academy Board, the Academy Board

Dated: January 20, 2012

members may be reimbursed for their reasonable expenses incidental to their duties as Academy Board members.

Dated: January 20, 2012

Tab B

**CONTRACT TERMS
AND CONDITIONS**

TERMS AND CONDITIONS

OF CONTRACT

DATED: JULY 1, 2018

ISSUED BY

THE BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS

TO

STAR INTERNATIONAL ACADEMY

CONFIRMING THE STATUS OF

STAR INTERNATIONAL ACADEMY

AS A

MICHIGAN PUBLIC SCHOOL ACADEMY

TABLE OF CONTENTS

Page

ARTICLE I

DEFINITIONS

Section 1.1.	Certain Definitions.....	1
Section 1.2.	Captions	5
Section 1.3.	Gender and Number.....	5
Section 1.4.	Statutory Definitions.....	5
Section 1.5.	Schedules	5
Section 1.6.	Application.....	5
Section 1.7.	Conflicting Contract Provisions.....	5

ARTICLE II

RELATIONSHIP BETWEEN THE ACADEMY AND THE COLLEGE BOARD

Section 2.1.	Independent Status of Bay Mills Community College	5
Section 2.2.	Independent Status of the Academy	6
Section 2.3.	Financial Obligations of the Academy Are Separate From the State of Michigan, College Board and the College.....	6
Section 2.4.	Academy Has No Power To Obligate or Bind State of Michigan, the College Board or the College.....	6

ARTICLE III

ROLE OF THE COLLEGE BOARD AS AUTHORIZING BODY

Section 3.1.	College Board Resolutions	6
Section 3.2.	College Board as Fiscal Agent for the Academy.....	6
Section 3.3.	Oversight Responsibilities of the College Board.....	7
Section 3.4.	Reimbursement of College Board Expenses.....	7
Section 3.5.	College Board Approval of Condemnation	7
Section 3.6.	Authorization of Employment	7
Section 3.7.	Code Requirements for College Board to Act as Authorizing Body.....	7
Section 3.8.	College Board Subject to Open Meetings Act.....	8
Section 3.9.	College Board Authorizing Body Activities Subject to Freedom of Information Act.....	8
Section 3.10.	College Board Review of Certain Financing Transactions.....	8
Section 3.11.	Authorizing Body Contract Authorization Process	8
Section 3.12.	College Board's Invitation to Academy to Apply For Conversion to Schools of Excellence	9

ARTICLE IV

REQUIREMENT THAT THE ACADEMY ACT SOLELY AS GOVERNMENTAL ENTITY

Section 4.1.	Limitation on Actions in Performance of Governmental Functions.....	9
Section 4.2.	Other Permitted Activities	9
Section 4.3.	Academy Board Members Serve In Their Individual Capacity.....	9
Section 4.4.	Incompatible Public Offices and Conflicts of Interest Statutes	9
Section 4.5.	Prohibition of Identified Family Relationships.....	10
Section 4.6.	Dual Employment Positions Prohibited.....	11
Section 4.7.	Oath of Public Office.....	11

ARTICLE V

CORPORATE STRUCTURE OF THE ACADEMY

Section 5.1.	Nonprofit Corporation	11
Section 5.2.	Articles of Incorporation.....	11
Section 5.3.	Bylaws.....	11
Section 5.4.	Quorum	11

ARTICLE VI

OPERATING REQUIREMENTS

Section 6.1.	Governance Structure.....	11
Section 6.2.	Educational Goals	12
Section 6.3.	Educational Programs	12
Section 6.4.	Curriculum	12
Section 6.5.	Method of Pupil Assessment	12
Section 6.6.	Application and Enrollment of Students.....	12
Section 6.7.	School Calendar and School Day Schedule.....	12
Section 6.8.	Age or Grade Range of Pupils	12
Section 6.9.	Collective Bargaining Agreements	13
Section 6.10.	Accounting Standards	13
Section 6.11.	Annual Financial Statement Audit.....	13
Section 6.12.	Address and Description of Physical Plant; Process for Expanding Academy's Site Operations.....	13
Section 6.13.	Contributions and Fund Raising	13
Section 6.14.	Disqualified Organizational or Contractual Affiliations.....	14
Section 6.15.	Method for Monitoring Academy's Compliance with Applicable Law and Performance of its Targeted Educational Outcomes.....	14
Section 6.16.	Matriculation Agreements	14
Section 6.17.	Postings of Accreditation Status	14
Section 6.18.	Academy Site Is Former Site of Closed Community District School; State School Reform/Redesign Officer Approval Required.....	14

Section 6.19.	Section 6.19. New Public School Academies Located Within The Boundaries of A Community District.....	14
Section 6.20.	Community District Accountability Plan.....	15

ARTICLE VII

TUITION PROHIBITED

Section 7.1.	Tuition Prohibited; Fees and Expenses.....	15
--------------	--	----

ARTICLE VIII

COMPLIANCE WITH APPLICABLE LAWS

Section 8.1.	Compliance with Applicable Law	15
--------------	--------------------------------------	----

ARTICLE IX

AMENDMENT

Section 9.1.	Amendments	15
Section 9.2.	Process for Amendment Initiated by the Academy	16
Section 9.3.	Process for Amendment Initiated by the College Board	16
Section 9.4.	Final Approval of Amendments.....	16
Section 9.5.	Change in Existing Law.....	16
Section 9.6.	Emergency Action on Behalf of College Board	16

ARTICLE X

CONTRACT TERMINATION, SUSPENSION, AND REVOCATION

Section 10.1.	Statutory Grounds for Revocation	17
Section 10.2.	Other Grounds for Revocation.....	17
Section 10.3.	Automatic Amendment Of Contract; Automatic Termination of Contract If All Academy Sites Closed Or Placed In State School Reform/Redesign District; Economic Hardship Termination.....	18
Section 10.4.	Material Breach of Contract; Termination of Contract By College Board Caused By State School Reform/Redesign Officer Order	19
Section 10.5.	Grounds and Procedures for Academy Termination of Contract	20
Section 10.6.	Grounds and Procedures for College Termination of Contract	20
Section 10.7.	College Board Procedures for Revoking Contract.....	20
Section 10.8.	Contract Suspension.....	23
Section 10.9.	Venue; Jurisdiction	24
Section 10.10.	Appointment of Conservator/Trustee	24
Section 10.11.	Academy Dissolution Account	25

ARTICLE XI

PROVISIONS RELATING TO PUBLIC SCHOOL ACADEMIES

Section 11.1. The Academy Budget; Transmittal of Budgetary Assumptions; Budget Deficit; Enhanced Deficit Elimination Plan	25
Section 11.2. Insurance	27
Section 11.3. Legal Liabilities and Covenant Against Suit	32
Section 11.4. Lease or Deed for Proposed Single Site	32
Section 11.5. Occupancy and Safety Certificates	32
Section 11.6. Criminal Background and History Checks; Disclosure of Unprofessional Conduct; Compliance with School Safety Initiative	33
Section 11.7. Special Education	33
Section 11.8. Deposit of Public Funds by the Academy	33
Section 11.9. Nonessential Elective Courses	33
Section 11.10. Required Provisions for ESP Agreements	33
Section 11.11. Management Agreements	35
Section 11.12. Administrator and Teacher Evaluation Systems	35

ARTICLE XII

GENERAL TERMS

Section 12.1. Notices	35
Section 12.2. Severability	36
Section 12.3. Successors and Assigns	36
Section 12.4. Entire Contract	36
Section 12.5. Assignment	36
Section 12.6. Non Waiver	36
Section 12.7. Governing Law	37
Section 12.8. Counterparts	37
Section 12.9. Term of Contract	37
Section 12.10. Indemnification	37
Section 12.11. Construction	37
Section 12.12. Force Majeure	37
Section 12.13. No Third Party Rights	37
Section 12.14. Non-agency	38
Section 12.15. College Board or CSO General Policies on Public School Academies Shall Apply	38
Section 12.16. Survival of Provisions	38
Section 12.17. Information Available to the Public	38
Section 12.18. Termination of Responsibilities	38
Section 12.19. Disposition of Academy Assets Upon Termination or Revocation of Contract.	39
Section 12.20. Student Privacy	39
Section 12.21. Disclosure of Information to Parents and Legal Guardians	39

Section 12.22. List of Uses for Student Directory Information; Opt Out Form;
Notice to Student's Parent or Legal Guardian 40

Section 12.23. Partnership Agreement..... 41

Section 12.24. Data Breach Response Plan 41

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 Michigan 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 Michigan 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 Bay Mills Community College Board of Regents 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 College Board 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) "Accountability Plan" means a Community District accountability plan established, implemented and administered by the State School Reform/Redesign Officer under section 390 of the Code, MCL 380.390.
- (d) "Applicable Law" means all state and federal law applicable to public school academies.

- (e) “Application” means the public school academy application and supporting documentation submitted to the College Board for the establishment of the Academy and supplemented by material submitted pursuant to the College Board’s requirements for reauthorization.
- (f) “Authorizing Resolution” means the Resolutions adopted by the College Board on April 27, 2018.
- (g) “Charter Schools Office Director” or “CSO Director” means the person designated by the College Board to administer the operations of the Charter Schools Office.
- (h) “Charter Schools Office” or “CSO” means the office designated by the College Board as the initial point of contact for public school academy applicants and public school academies authorized by the College Board. The Charter Schools Office is also responsible for administering the College Board’s responsibilities with respect to the Contract.
- (i) “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.
- (j) “College” means Bay Mills Community College, a federally tribally controlled community college that is recognized under the tribally controlled colleges and universities assistance act of 1978, 25 USC 1801 et seq., and which has been determined by the Michigan Department of Education to meet the requirements for accreditation by a recognized regional accreditation body.
- (k) “College Board” means the Bay Mills Community College Board of Regents, an authorizing body as designated under Section 501 of the Code, MCL 380.501 et seq.
- (l) “College Board Chairperson” means the Chairperson of the Bay Mills Community College Board of Regents or his or her designee. In Section 1.1(m) below, “College Board Chairperson” means the Board Chairperson of the Bay Mills Community College Board of Regents.
- (m) “College Charter Schools Hearing Panel” or “Hearing Panel” means such person(s) as designated by the College Board Chairperson.
- (n) “Community District” means a community school district created under part 5B of the Code, MCL 380.381 et seq.
- (o) “Conservator” means the individual appointed by the College President in accordance with Section 10.10 of these Terms and Conditions.

- (p) “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.
- (q) “Director” means a person who is a member of the Academy Board of Directors.
- (r) “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 CSO Director for review as provided in Section 11.11 and has not been disapproved by the CSO Director, and is consistent with the CSO Educational Service Provider Policies, as they may be amended from time to time, and Applicable Law.
- (s) “Educational Service Provider Policies” or “ESP Policies” means those policies adopted by the Charter Schools Office Director that apply to a Management Agreement. The Charter Schools Office Director may, at any time 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.
- (t) “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 by the Academy or a 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.
- (u) “Lease Policies” means those policies adopted by the Charter Schools Office Director that apply to real property lease agreements entered into by the Academy. The Charter Schools Office Director may, at any time and at his or her sole discretion, amend the Lease Policies. Upon amendment, changes to the Lease Policies shall automatically be incorporated into this Contract and shall be exempt from the amendment procedures under Article IX of these Terms and Conditions.
- (v) “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 CSO Director for review as provided in Section 11.11, and has not been disapproved by the CSO Director.

- (w) “Master Calendar” or “MCRR” means the Master Calendar of Reporting Requirements developed and administered by the Charter Schools Office setting forth a reporting time line for certain governance, financial, administrative, facility and educational information relating to the Academy. The Charter Schools Office Director may, at any time 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.
- (x) “President” means the President of Bay Mills Community College or his or her designee.
- (y) “Resolution” means the resolution adopted by the College Board on January 20, 2012, establishing the standard method of selection, length of term and number of members format for public school academies issued a Contract by the College Board, as amended from time to time.
- (z) “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, Schedule 7: Required Information for Public School Academies and Schedule 8: Partnership Agreement.
- (aa) “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.
- (bb) “State School Reform/Redesign Office” means the office created within the Michigan Department of Technology Management and Budget by Executive Reorganization Order 2015-02, codified at MCL 18.445, and transferred from the Michigan Department of Technology Management and Budget to the Michigan Department of Education by Executive Reorganization Order 2017-02, codified at MCL 388.1282.
- (cc) “State School Reform/Redesign Officer” means the officer described in Section 1280c(9) of the Code, MCL 380.1280c(9), and authorized to act as the superintendent of the State School Reform/Redesign District under Section 1280c(6)(b) of the Code, MCL 380.1280c(6)(b).
- (dd) “Superintendent” means the Michigan Superintendent of Public Instruction.

- (ee) “Terms and Conditions” means this document entitled “Terms and Conditions of Contract, Dated July 1, 2018, Issued by the Bay Mills Community College Board of Regents to Star International Academy Confirming the Status of Star International Academy as a Michigan Public School Academy.”

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 College Board 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 COLLEGE BOARD

Section 2.1. Independent Status of Bay Mills Community College. The College Board is an authorizing body as defined by the Code. In approving this Contract, the College Board voluntarily exercises additional powers given to the College Board under the Code. Nothing in this Contract shall be deemed to be any waiver of the College Board’s autonomy or powers and the Academy shall not be deemed to be a part of the College Board or the College. If applicable, the College Board has provided to the State School Reform/Redesign Officer the accreditation notice required under Section 502 of the Code, MCL 380.502.

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 the College Board or the College. The relationship between the Academy and the College Board is based solely on the applicable provisions of the Code and the terms of this Contract or other agreements between the College Board and the Academy, if applicable.

Section 2.3. Financial Obligations of the Academy Are Separate From the State of Michigan, College Board and the College. 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 College Board, or the College. 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 College Board or the College 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 College Board or the College. The Academy has no authority whatsoever to enter into any contract or other agreement that would financially obligate the State of Michigan, College Board or the College, nor does the Academy have any authority whatsoever to make any representations to lenders or third parties, that the State of Michigan, College Board or the College 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 COLLEGE BOARD AS AUTHORIZING BODY

Section 3.1. College Board Resolutions. The College Board has adopted the Resolution providing for the method of selection, length of term, number of Directors and the qualification of Directors. The College Board 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 College Board may amend the Resolution. Upon College Board 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. College Board as Fiscal Agent for the Academy. The College Board is the fiscal agent for the Academy. As fiscal agent, the College Board assumes no responsibility for the financial condition of the Academy. The College Board 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 College Board shall promptly, within five (5) business days of receipt, forward to the Academy all state school aid funds or other public or private funds received by the College Board for the benefit of the Academy. The responsibilities of the

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

Section 3.4. Reimbursement of College Board Expenses. The Academy shall pay the College Board an administrative fee to reimburse the College Board 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. College Board 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 College Board. The Academy shall submit a written request to the College Board describing the proposed acquisition and the purpose for which the Academy desires to acquire the property. Provided the Academy Board submits the written request at least sixty (60) days before the College Board's next regular meeting, the College Board shall vote on whether to give express written permission for the acquisition at its next regular meeting.

Section 3.6. Authorization of Employment. The College Board 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. Additionally, the Academy Board shall require each individual who works at the Academy to disclose to the Academy Board any other public school or educational service provider at which that individual works or to which that individual provides services. An employee hired by the Academy shall be an employee of the Academy for all purposes and not an employee of the College 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. The Academy shall ensure that the term or length of any employment contract or consultant agreement does not extend beyond the term of this Contract and shall terminate in the event this Contract is revoked or terminated. In no event may an Academy employee's employment contract term, inclusive of automatic renewals, extend beyond the term of this Contract.

Section 3.7. Code Requirements for College Board to Act as Authorizing Body. The College Board has complied with the requirements of Section 1475 of the Code, MCL 380.1475, and will continue to comply with the Code during the term of this Contract.

Section 3.8. College Board Subject to Open Meetings Act. As required by Section 1475 of the Code, MCL 380.1475, College Board meetings conducted for the purpose of carrying out or administering any authorizing body function shall be administered in accordance with the Open Meetings Act, MCL 15.261 et seq.

Section 3.9. College Board Authorizing Body Activities Subject to Freedom of Information Act. As required by Section 1475 of the Code, MCL 380.1475, all authorizing body functions performed by the College Board shall be subject to public disclosure in accordance with the Freedom of Information Act, MCL 15.231 et seq.

Section 3.10. College Board Review of Certain Financing Transactions. In the event that the Academy desires to finance the acquisition, by lease, purchase, or other means, of facilities or equipment, 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., then Academy shall obtain prior review for such financing from the College Board. The Academy shall submit a written request to the College Board describing the proposed financing transaction, and the facilities or equipment to be acquired with the proceeds thereof. Provided the Academy submits the written request at least sixty (60) days before the College Board's next regular meeting, the College Board shall vote on whether to disapprove the proposed financing transaction at the next meeting. If the proposed transaction is not disapproved, the College Board may still condition the decision not to disapprove on compliance by the Academy and any lender, lessor, seller or other party with such terms as the College Board deems appropriate under the circumstances. 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 by the Academy if the proposed transaction is disapproved by the College Board. By not disapproving a proposed transaction, the College Board is in no way giving approval of the proposed transaction, or representing that the Academy has the ability to meet or satisfy any of the terms or conditions thereof.

Section 3.11. Authorizing Body Contract Authorization Process. Pursuant to the Code, the College Board 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 College Board. The Academy shall seek a new contract by making a formal request to the College Board in writing at least two years prior to the end of the Contract term. The College Board 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 College Board. 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 College Board as the most important factor of whether to issue or not issue a new contract. The College Board, 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 College Board 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 3.12. College Board's Invitation to Academy to Apply For Conversion to Schools of Excellence. If the College Board is interested in accepting applications to issue contracts to charter Schools of Excellence under Part 6E of the Code, and the College Board determines that the Academy meets the College Board's and the Code's eligibility criteria for applying to convert the Academy to a School of Excellence, then the College Board 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 College Board 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 Schedule 2: Bylaws. As set forth in the Resolution, a Director serves at the pleasure of the College Board, and may be removed with or without cause by the College Board 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 as an owner, officer, director, employee or consultant of or independent contractor to 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 College official, employee, or paid consultant, as a representative of the College.
- (f) An individual simultaneously serving as an Academy Board member and having an ownership or financial interest in any school building leased or subleased to the Academy.

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, spouse or same-sex domestic partner:
 - (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; or
 - (iv) Has an ownership or financial interest in any school building lease or sublease agreement with the Academy.
- (b) The Academy Board shall require each individual who works at the Academy to annually disclose any familial relationship with any other individual who works at, or provides services to, the Academy. For purposes of this sub-section, familial relationship means a 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, spouse or same-sex domestic partner.

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, sign and file the constitutional oath of office with the Charter Schools 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. 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. 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 Authorizing 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, pupil performance at the Academy shall be assessed using both the mathematics and reading portions of the Michigan Student Test of Educational Progress ("M-STEP") or the Michigan Merit Examination ("MME") designated under the Code. The Academy shall provide the Charter Schools 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 Charter Schools Office;
- (b) an assessment of student performances at the end of each academic school year or at such other times as the College Board may reasonably request;
- (c) an annual education report in accordance with the Code;
- (d) an annually administered nationally recognized norm-referenced achievement test for the Academy's grade configuration, or a program of testing approved by the Charter Schools Office; 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 Charter Schools 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 Code, this Contract, 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 timeframes set forth in 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 Charter Schools 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 College Board, 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 College Board'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 CSO a contract amendment, in a form and manner determined by the CSO. The contract amendment shall include all information requested by the CSO, 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. Upon receipt of a complete contract amendment, the CSO Director shall review the contract amendment and make a recommendation to the College Board on whether the Academy's request for site expansion should be approved. A positive recommendation by the CSO Director of the contract amendment shall include a determination by the CSO Director that the Academy is operating in compliance with the Contract and is making measureable progress toward meeting the Academy's educational goals. The College Board may consider the Academy Board's site expansion request contract amendment following submission by the CSO Director of a positive recommendation. If the College Board approves the Academy Board's site expansion request contract amendment, the Contract shall be amended in accordance with Article IX of these Terms and Conditions. The College Board 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 College or the College Board.

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 College Board and outlined in the Oversight Agreement set forth as Schedule 4. In addition to the College Board'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 Charter Schools 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 Accreditation Status. The Academy shall post notices to the Academy's homepage of its website disclosing the accreditation status of each school as required by the Code.

Section 6.18. Academy Site Is Former Site of Closed Community District School; State School Reform/Redesign Officer Approval Required. If the Academy's proposed site is located within the geographical boundaries of a Community District and is a site that was a former site of a Community District school closed by the State School Reform/Redesign Office within the last 3 school years, then the College Board shall not issue the Contract unless (a) the new Academy site has a substantially different leadership structure and curricular offering than the previous Community District school that operated at the site; and (b) the State School Reform/Redesign Officer has approved the Academy's use of the site. A copy of the State School Reform/Redesign Officer's approval shall be provided to the Charter Schools Office as part of the Application process.

Section 6.19. Section 6.19. New Public School Academies Located Within The Boundaries of A Community District. If the circumstances listed below in (a) and (b) or (c) apply to the Academy's site, the Academy represents to the College Board, intending that the College Board rely on such representation as a precondition to issuing this Contract, that the Academy will have a substantially different governance, leadership and curriculum than the public school previously operating at the site:

(a) The Academy's proposed site is the same location as a public school that (i) is currently on the list under Section 1280c(1), MCL 380.1280c(1), of the public schools in this State that the State School Reform/ Redesign Office has determined to be among the lowest achieving 5% of all public schools; or (ii) has been on the list during the immediately preceding 3 school years.

(b) If an Accountability Plan has been in effect for at least 3 full school years, the Academy's proposed site is at the same location as a public school that has been assigned a grade of "F" under the Accountability Plan for 3 of the preceding 5 school years; or

(c) The Academy's proposed site is the same location of another public school academy, urban high school academy, school of excellence or strict discipline academy whose contract was revoked or terminated by an authorizing body.

Section 6.20. Community District Accountability Plan. If any part of the Academy's proposed site is located within the geographical boundaries of a Community District, then the Academy shall comply with the Accountability Plan. This provision shall not apply if a statewide accountability system is enacted into law replacing the Accountability Plan.

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 APPLICABLE LAWS

Section 8.1. Compliance with Applicable Law. The Academy shall comply with all applicable state and federal laws, including, but not limited to, to the extent applicable, the Code, the State School Aid Act of 1979, the Open Meetings Act, the Freedom of Information Act ("FOIA"), the Public Employees Relation Act, the Prevailing Wage on State Contracts statute, the Uniform Budgeting and Accounting Act, the Revised Municipal Finance Act of 2001, the Elliott-Larsen Civil Rights Act, , the Michigan Handicappers' Civil Rights Act, , 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. Additionally, the Academy shall comply with other state and federal laws which are applicable to public school academies. Nothing in this Contract shall be deemed to apply any other state or federal law to the Academy.

ARTICLE IX

AMENDMENT

Section 9.1. Amendments. The College Board 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 College Board 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 College Board through its designee. Except as provided in Section 6.12 of these Terms and Conditions, the College Board delegates to the CSO Director the review and approval of changes or amendments to this Contract. In the event that a proposed change is not accepted by the CSO Director, the College Board shall consider and vote upon a change proposed by the Academy following an opportunity for a presentation to the College Board by the Academy.

Section 9.3. Process for Amendment Initiated by the College Board. The College Board, 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 College Board delegates to the CSO Director the review and approval of changes or amendments to this 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 College Board upon a majority vote of the Academy Board.

Section 9.4. Final Approval of Amendments. Amendments to this Contract take effect only after they have been approved by the Academy Board and by the College Board or the CSO Director. If the proposed amendment conflicts with any of the College Board's general policies on public school academies, the proposed amendment shall take effect only after approval by the Academy and the College Board.

Section 9.5. 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 College Board, 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 College Board shall conform to and be carried out in accordance with the change in Applicable Law.

Section 9.6. Emergency Action on Behalf of College Board. Notwithstanding any other provision of this Contract to the contrary, the contents of this Section shall govern in the event of an emergency situation that arises between meetings of the College Board. An emergency situation shall be deemed to occur if the Charter Schools Office Director, in his or her sole discretion, determines that the facts and circumstances warrant that emergency action take place before the next meeting of the College Board. Upon the determination that an emergency situation exists, the Charter Schools Office Director may temporarily take action on behalf of the College Board with regard to the Academy or the Contract, so long as such action is in the best interest of the College Board and the Charter Schools Office Director consults with the College Board Chairperson or the College President prior to taking the intended actions. When acting during an emergency situation, the Charter Schools Office Director shall have the authority to act

in place of the College Board, and such emergency action shall only be effective in the interim before the earlier of (a) rejection of the emergency action by the Chairperson of the College Board; or (b) the next meeting of the College Board. The Charter Schools Office Director shall immediately report such action to the College Board for confirmation at the next meeting so that the emergency action continues or, upon confirmation by the College Board, becomes permanent.

ARTICLE X

CONTRACT TERMINATION, SUSPENSION, AND REVOCATION

Section 10.1. Statutory Grounds for Revocation. In addition to the other grounds for revocation in Section 10.2 and the automatic revocation in Section 10.3 of these Terms and Conditions, the College Board may revoke this Contract, pursuant to the procedures set forth in Section 10.7, upon a determination that one or more of the following has occurred:

- (a) Failure of the Academy to demonstrate improved pupil academic achievement for all groups of pupils or meet the educational goals and related measures set forth in this 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 10.2. Other Grounds for Revocation. In addition to the statutory grounds for revocation set forth in Section 10.1 and the grounds for an automatic revocation set forth in Section 10.3, the College Board may revoke this Contract, pursuant to the procedures set forth in Section 10.7, upon a determination that one or more of the following has occurred:

- (a) The Academy fails to achieve or demonstrate measurable progress toward achieving the educational goals and related measures identified in this Contract;
- (b) The Academy fails to properly implement, consistently deliver, and support the educational programs or curriculum identified in this Contract;
- (c) The Academy is insolvent, has been adjudged bankrupt, or has operated for two or more school fiscal years with a fund balance deficit;
- (d) 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;

(e) The Academy fails to fulfill the compliance and reporting requirements or defaults in any of the terms, conditions, promises or representations contained in or incorporated into this Contract or, during the term of this Contract, it is discovered by the Charter Schools Office that the Academy failed to fulfill the compliance and reporting requirements or there was a violation of a prior Contract issued by the College Board;

(f) 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 Charter Schools Office's approval;

(g) The Charter Schools Office discovers grossly 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

(h) The Academy's applicant(s), directors, officers, employees or agents have provided false or misleading information or documentation to the Charter Schools Office in connection with the College Board's approval of the Application, the issuance of this Contract, or the Academy's reporting requirements under this Contract or Applicable Law.

Section 10.3. Automatic Amendment Of Contract; Automatic Termination of Contract If All Academy Sites Closed Or Placed In State School Reform/Redesign District; Economic Hardship Termination.

Except as otherwise provided in this Section 10.3, if the College Board is notified by the State School Reform/Redesign Officer that either (i) an Academy site is subject to closure under section 507 of the Code, MCL 380.507 ("State's Automatic Closure Notice"), or (ii) an Academy site is being placed in the State School Reform/Redesign District ("State's Reform District Notice") pursuant to section 1280c(6) of the Code, MCL 380.1280c(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 or the State's Reform District Notice. If the State's Automatic Closure Notice or State's Reform District Notice includes all of the Academy's existing sites, then this Contract shall automatically be terminated at the end of the current school year in which either the State's Automatic Closure Notice or the State's Reform District Notice is received without any further action of the College Board or the Academy.

If the Charter Schools Office Director determines, in his or her discretion, that either the closure of one or more sites, or the placement of one or more sites in the State School Reform/Redesign District, creates a significant economic hardship for the Academy as a going concern, then the Charter Schools Office Director may recommend to the College Board that the Contract be terminated at the end of the current school year (hereinafter "Economic Hardship Termination"). If the College Board approves the Economic Hardship Termination

recommendation, then this Contract shall terminate at the end of the current school year without any further action of the parties. The College Board's revocation procedures set forth in Section 10.7(c) do not apply to an automatic termination initiated by the State's Automatic Closure Notice, the State's Reform District Notice, or an Economic Hardship Termination under this Section 10.3.

Following receipt of the State's Automatic Closure Notice or the State's Reform District Notice, the Charter Schools Office shall forward a copy of the notice to the Academy Board and may request a meeting with the 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 that 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 Closure Notice or the State's Reform District Notice, including the granting of any hardship exemption rescinding the State's Automatic Closure Notice, shall be directed to the State School Reform/Redesign Officer, in a form and manner determined by the State School Reform/Redesign Office or the Michigan Department of Technology Management and Budget.

If the State School Reform/Redesign Officer rescinds the State's Automatic Closure Notice or the State's Reform District Notice for an Academy site or sites, the Academy is not required to close the identified site(s), but shall present to the Charter Schools Office a proposed Contract amendment incorporating the State School Reform/Redesign Officer's school improvement plan, if applicable, for the identified site(s).

Section 10.4. Material Breach of Contract; Termination of Contract By College Board Caused By State School Reform/Redesign Officer Order. If the College Board receives notice that (i) an order has been issued by the State School Reform/Redesign Officer under Section 1280c(2) of the Code, MCL 380.1280c(2), placing an Academy site or sites under the supervision of the State School Reform/Redesign Officer; or (ii) an order is issued by the State School Reform/Redesign Officer appointing a Chief Executive Officer to take control of an Academy site or sites pursuant to Section 1280c(7) of the Code, MCL 380.1280c(7), the Charter Schools Office Director may, at his or her discretion, deem such actions a material breach of this Contract. If the Charter Schools Office Director determines that the issuance of such an order constitutes a material breach of this Contract, the Charter Schools Office Director 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 within thirty (30) days that is acceptable to the Charter Schools Office Director. In addition to other matters, the corrective action plan shall include the Academy's redesign plan, if applicable, prepared pursuant to section 1280c of the Code, MCL 380.1280c.

The development of a corrective action plan under this Section 10.4 shall not in any way limit the rights of the College Board to revoke, terminate, or suspend this Contract. If the Charter Schools Office Director determines that the Academy is unable to develop a corrective action plan that can remedy the material breach and that is acceptable to the College, the Charter Schools Office Director shall recommend that the College Board terminate the Contract at the end of the current school year. If the College Board approves to terminate the Contract under

this Section 10.4, the Contract shall be terminated at the end of the current school year without any further action of either party. If this Contract is terminated pursuant to this Section 10.4, the termination and revocation procedures in Section 10.6 and Section 10.7 shall not apply.

Section 10.5. Grounds and Procedures for Academy Termination of Contract. The Academy Board, by majority vote of its Directors, may, at any time and for any reason, request termination of this Contract. The Academy Board's request for termination shall be made to the Charter Schools Office Director not less than six (6) calendar months in advance of the Academy's proposed effective date of termination. Upon receipt of an Academy request for termination, the Charter Schools Office Director shall present the Academy Board's request for termination to the College Board. A copy of the Academy Board's resolution approving of the Contract termination, including a summary of the reasons for terminating the Contract, shall be included with the Academy Board's request for termination. Upon receipt of the Academy Board's request for termination, the College Board shall consider and vote on the proposed termination request. The College Board may, in its sole discretion, waive the six (6) month advance notice requirement for terminating this Contract.

Section 10.6. Grounds and Procedures for College Termination of Contract. The College Board, in its sole discretion, reserves the right to terminate the Contract (i) for any reason or for no reason provided that such termination shall not take place less than six (6) months from the date of the College Board's action; or (ii) if there is a change in Applicable Law that the College Board, in its sole discretion, determines impairs its rights and obligations under the Contract or requires the College Board to make changes in the Contract that are not in the best interest of the College Board or the College, then such termination shall take effect at the end of the current Academy fiscal year. Following College Board approval, the Charter Schools Office Director shall provide notice of the termination to the Academy. If during the period between the College Board action to terminate and the effective date of termination, the Academy has violated the Contract or Applicable Law, the Contract may be revoked or suspended sooner pursuant to this Article X. If this Contract is terminated pursuant to this Section 10.6, the revocation procedures in Section 10.7 shall not apply.

Section 10.7. College Board Procedures for Revoking Contract. The College Board's process for revoking the Contract is as follows:

(a) Notice of Intent to Revoke. The Charter Schools Office 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 Charter Schools Office 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 Charter Schools Office Director prior to a review of the Academy Board's response.

(c) Plan of Correction. Within fifteen (15) days of receipt of the Academy Board's response or after a meeting with Academy Board representatives, the Charter Schools Office Director shall review the Academy Board's response and determine whether a reasonable plan for correcting the deficiencies can be formulated. If the Charter Schools Office Director determines that a reasonable plan for correcting the deficiencies set forth in the Notice of Intent to Revoke can be formulated, the Charter Schools Office Director shall develop a plan for correcting the non-compliance ("Plan of Correction") which may include reconstitution pursuant to 10.7(d) of these Terms and Conditions. In developing a Plan of Correction, the Charter Schools Office Director is permitted to adopt, modify or reject some or all 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 Charter Schools Office 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) College Board's Contract Reconstitution Provision. The Charter Schools Office Director may reconstitute the Academy in an effort to improve student educational performance or to avoid interruption of the educational process. Reconstitution 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 in accordance with the Resolution; (iii) withdrawing approval of a contract under Section 506 of the Code; or (iv) the appointment of a new Academy Board of Directors or a conservator/trustee to take over operations of the Academy.

Except as otherwise provided in this subsection, reconstitution of the Academy does not restrict the State School Reform/Redesign Officer from issuing an order under section 507 of the Code, MCL 380.507, directing the automatic closure of the Academy's site(s). If, however, the Academy is located within the boundaries of a Community District and an Accountability Plan is in place, the Charter Schools Office shall notify the State School Reform/Redesign Officer that the Plan of Correction includes a reconstitution of the Academy to ensure that the Academy is not subject to automatic closure by the State School Reform/Redesign Officer under section 507 of the Code, MCL 380.507.

(e) Request for Revocation Hearing. The Charter Schools Office Director may initiate a revocation hearing before the College Charter Schools Hearing Panel if the Charter Schools Office Director determines that any of the following has occurred:

- (i) the Academy Board has failed to respond to the Notice of Intent to Revoke as set forth in Section 10.7(b);

(ii) the Academy Board's response to the Notice of Intent to Revoke is non-responsive;

(iii) the Academy Board's response admits violations of the Contract or Applicable Law which the Charter Schools Office Director deems cannot be remedied or cannot be remedied in an appropriate period of time, or for which the Charter Schools Office Director determines that a Plan of Correction cannot be formulated;

(iv) the Academy Board's response contains denials that are not supported by sufficient documentation or other evidence showing compliance with the Contract or Applicable Law;

(v) the Academy Board has not complied with part or all of a Plan of Correction established in Section 10.7(c);

(vi) the Academy Board has engaged in actions that jeopardize the financial or educational integrity of the Academy; or

(vii) the Academy Board has been issued multiple or repeated Notices of Intent to Revoke.

The Charter Schools Office Director shall send a copy of the request for revocation hearing to the Academy Board at the same time the request is sent to the Hearing Panel. The request for revocation shall identify the reasons for revoking the Contract.

(f) Hearing before the College Charter Schools Hearing Panel. Within thirty (30) days of receipt of a request for revocation hearing, the Hearing Panel shall convene a revocation hearing. The Hearing Panel shall provide a copy of the notice of hearing to the Charter Schools Office and the Academy Board at least ten (10) days before the hearing. The purpose of the Hearing Panel is to gather facts surrounding the Charter Schools Office Director's request for Contract revocation, and to make a recommendation to the College Board on whether the Contract should be revoked. The revocation hearing shall be held at a location, date and time as determined by the Charter Schools Office Director and shall not last more than three hours. The hearing shall be transcribed and the cost shall be divided equally between the College and the Academy. The Charter Schools Office Director or his or her designee, and the Academy Board or its designee, shall each have equal time to make their presentation to the Hearing Panel. Although each party is permitted to submit affidavits and exhibits in support of their positions, the Hearing Panel will not hear testimony from any witnesses for either side. The Hearing Panel may, however, question the Charter Schools Office Director and the Academy Board. Within thirty (30) days of the revocation hearing, the Hearing Panel shall make a recommendation to the College Board concerning the revocation of the Contract. For good cause, the Hearing Panel may extend any time deadline set forth in this subsection. A copy of the Hearing Panel's recommendation shall be provided to the Charter Schools Office and the Academy Board at the same time that the recommendation is sent to the College Board.

(g) College Board Decision. If the Hearing Panel's recommendation is submitted to the College Board at least fourteen (14) days before the College Board's next regular meeting, the College Board shall consider the Hearing Panel's recommendation at its next regular meeting

and vote on whether to revoke the Contract. The College Board reserves the right to modify, reject or approve all or any part of the Hearing Panel's recommendation. The College Board shall have available to it copies of the Hearing Panel's recommendation and the transcript from the hearing. The College Board may waive the fourteen (14) day submission requirement or hold a special board meeting to consider the Hearing Panel's recommendation. A copy of the College Board's decision shall be provided to the Charter Schools Office, the Academy Board and the Michigan Department of Education.

(h) Effective Date of Revocation. If the College Board votes to revoke the Contract, the revocation shall be effective on the date of the College Board's act of revocation, or at a later date as determined by the College Board.

(i) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the College Board after a recommendation is made by the Hearing Panel to revoke the Contract, or a decision by the College Board to revoke the Contract, may be withheld by the College Board or returned to the Michigan Department of Treasury upon request.

Section 10.8. Contract Suspension. The College Board's process for suspending the Contract is as follows:

(a) The Charter Schools Office Director Action. If the Charter Schools Office Director determines, in his or her sole discretion, that certain conditions or circumstances exist such 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 10.2(g) or (h), then the Charter Schools Office Director may immediately suspend the Contract, pending completion of the procedures set forth in Section 10.7. A copy of the suspension notice, setting forth the grounds for suspension, shall be sent to the Academy Board and to the Hearing Panel. If this subsection is implemented, the notice and hearing procedures set forth in Section 10.7 shall be expedited as much as possible.

(b) Disposition of State School Aid Funds. Notwithstanding any other provision of the Contract, any state school aid funds received by the College Board after a decision by the Charter Schools Office Director to suspend the Contract, shall be retained by the College Board

for the Academy until the Contract is reinstated, or shall be returned to the Michigan Department of Treasury upon the State's request.

(c) Immediate Revocation Proceeding. If the Academy Board, after receiving a notice of Contract suspension from the Charter Schools Office Director, continues to engage in conduct or activities that are covered by the suspension notice, the Hearing Panel may immediately convene a revocation hearing in accordance with the procedures set forth in section 10.7(e) of this Contract. The Hearing Panel has the authority to accelerate the time line for revoking the Contract, provided that notice of the revocation hearing shall be provided to the Charter Schools Office and the Academy Board at least five (5) days before the hearing. If the Hearing Panel determines that the Academy Board has continued to engage in conduct or activities that are covered by the suspension notice, the Hearing Panel may recommend revocation of the Contract. The College Board shall proceed to consider the Hearing Panel's recommendation in accordance with Sections 10.7(f) through (h).

Section 10.9. 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 Chippewa County, Michigan, the Michigan Court of Claims or the Federal District Court for the Western District of Michigan. 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 10.9. This Section 10.9 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 10.10. Appointment of Conservator/Trustee. Notwithstanding any other provision of the Contract, in the event that the College President, in his or her sole discretion, determines that the health, safety and welfare of Academy students, property or funds are at risk, the College President, after consulting with the College Board Chairperson, may appoint a person to serve as the Conservator of the Academy. Upon appointment, the Conservator shall have all the powers of a Board of Directors of a Public School Academy and act in the place and stead of the Academy Board. The College President shall appoint the Conservator for a definite term which may be extended in writing at his or her discretion. During the appointment, the Academy Board members and their terms in office are suspended and all powers of the Academy Board are suspended. All appointments made under this section must be presented to the College Board for final determination at its next regularly scheduled meeting. During their appointment, the Conservator shall have the following powers:

- (a) take into his or her possession all Academy property and records, including financial, Academy Board, employment and student records;
- (b) institute and defend actions by or on behalf of the Academy;

(c) continue the business of the Academy including entering into contracts, borrowing money, and pledging, mortgaging, or otherwise encumbering the property of the Academy as security for the repayment of loans. However, the power shall be subject to any provisions and restrictions in any existing credit documents;

(d) hire, fire and discipline employees of the Academy;

(e) settle or compromise with any debtor or creditor of the Academy, including any taxing authority;

(f) review all outstanding agreements to which the Academy is a party and to take those actions which the Academy Board may have exercised to pay, extend, rescind, renegotiate or settle such agreements as needed; and

(g) perform all acts necessary and appropriate to fulfill the Academy's purposes as set forth under this Contract or Applicable Law.

Section 10.11. Academy Dissolution Account. If the College Board terminates, revokes or fails to issue a new Contract to the Academy, the CSO Director shall notify the Academy that, beginning thirty (30) days after notification of the College Board's decision, the College Board 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 CSO Director's notice, the Academy Board Treasurer shall provide the CSO Director, in a form and manner determined by the CSO, 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.

ARTICLE XI

PROVISIONS RELATING TO PUBLIC SCHOOL ACADEMIES

Section 11.1. The Academy Budget; Transmittal of Budgetary Assumptions; Budget Deficit; Enhanced Deficit Elimination Plan. The Academy agrees to comply with all of the following:

- (a) 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. Within ten (10) days after adoption by the Academy Board (but not later than July 1st) each year, the Academy Board shall submit to the Charter Schools 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 days after Academy Board approval, revisions or amendments to the Academy's budget shall be submitted to the Charter Schools Office.

- (b) Unless exempted from transmitting under section 1219 of the Code, MCL 380.1219, the Academy, on or before July 7th of each school fiscal year, shall transmit to the Center for Educational Performance and Information ("CEPI") the budgetary assumptions used when adopting its annual budget pursuant to the Uniform Budgeting and Accounting Act, MCL 141.421 et seq.
- (c) The Academy shall not adopt or operate under a deficit budget, or incur an operating deficit in a fund during any fiscal year. At any time during the term of this Contract, the Academy shall not have an existing deficit fund balance, incur a deficit fund balance, or adopt a current year budget that projects a deficit fund balance. If the Academy has an existing deficit fund balance, incurs a deficit fund balance in the most recently completed school fiscal year, or adopts a current year budget that projects a deficit fund balance, all of the following apply:
 - (i) The Academy shall notify the Superintendent and the State Treasurer immediately upon the occurrence of the circumstance, and provide a copy of the notice to the Charter Schools Office.
 - (ii) Within 30 days after making notification under subdivision (c)(i), the Academy shall submit to the Superintendent in the form and manner prescribed by the Department an amended budget for the current school fiscal year and a deficit elimination plan approved by the Academy Board, with a copy to the State Treasurer. The Academy shall transmit a copy of the amended budget and the deficit elimination plan to the Charter Schools Office.
 - (iii) After the Superintendent approves Academy's deficit elimination plan, the Academy shall post the deficit elimination plan on the Academy's website.
- (d) If the Academy is required by the State Treasurer to submit an enhanced deficit elimination plan under section 1220 of the Code, MCL 380.1220, the Academy shall do all of the following:
 - (i) The enhanced deficit elimination plan shall be approved by the Academy Board before submission.
 - (ii) After the State Treasurer approves an enhanced deficit elimination plan for the Academy, the Academy shall post the enhanced deficit elimination plan on the Academy's website.

- (iii) As required, submit to the Superintendent and State Treasurer an enhanced monthly monitoring reports in a form and manner prescribed by the State Treasurer and post such monthly reports on the Academy's website.

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 required by the Michigan Universities Self-Insurance Corporation ("M.U.S.I.C.") for public school academies authorized by university board authorizing bodies:

M.U.S.I.C. INSURANCE COVERAGE REQUIREMENTS

for Public School Academies (PSA), Strict Discipline Academies (SDA) Urban High Schools (UHS) & Schools of Excellence (SOE)

NOTE: Insurance carriers must have an AM Best Rating of "A - VII" or better

EFFECTIVE DATE: 07/01/12 -- MUSIC Board Approval Date: 12/15/2011

COVERAGE	REQUIREMENTS
General or Public Liability (GL)	Must be Occurrence form
	Must include Sexual Abuse & Molestation coverage which can be Occurrence or Claims Made. If this coverage is Claims Made the Retroactive Date must be the same or before date of original College PSA/SDA/UHS/SOE contract. If this coverage is Claims Made, and the PSA/SDA/UHS/SOE goes out of business, the PSA/SDA/UHS/SOE needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the PSA/SDA/UHS/SOE.
	Must include Corporal Punishment coverage.
	\$1,000,000 per occurrence & \$2,000,000 aggregate.
	In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured.
	College must be included as an Additional Insured with Primary and Non-Contributory Coverage.
	NOTE: SDA must also have Security/Police Professional Liability coverage with MINIMUM of \$1,000,000 limit which can be Occurrence or Claims Made. If this coverage is Claims Made, and the SDA goes out of business, the SDA needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the SDA.
COVERAGE	REQUIREMENTS
Errors & Omissions (E&O)	Must include Employment Practices Liability.
	Must include Corporal Punishment coverage.
	Must include Sexual Abuse & Molestation coverage.
	Must include Directors' & 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 College - PSA/SDA/UHS/SOE Charter Contract. If this coverage is Claims Made, and the PSA/SDA/UHS/SOE goes out of business, the PSA/SDA/UHS/SOE needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the PSA/SDA/UHS/SOE.

\$1,000,000 per occurrence & \$3,000,000 aggregate.

In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured.

College must be included as an Additional Insured with Primary and Non-Contributory Coverage.

M.U.S.I.C. INSURANCE COVERAGE REQUIREMENTS

for Public School Academies (PSA), Strict Discipline Academies (SDA) Urban High Schools (UHS) & Schools of Excellence (SOE)

NOTE: Insurance carriers must have an AM Best Rating of "A - VII" or better

COVERAGE	REQUIREMENTS
Automobile Liability (AL) for Owned and -Owned Autos	<p>\$1,000,000 per accident.</p> <p>In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured.</p> <p>College must be included as Additional Insured with Primary and Non-Contributory Coverage.</p>
See Umbrella section for higher limit	Higher limits are required if PSA/SDA/UHS/SOE has its own buses.
COVERAGE	REQUIREMENTS
Workers' Compensation	<p>Must be Occurrence form.</p> <p>Statutory Limits with \$1,000,000 Employers Liability Limits.</p>
Requirement for PSA/SDA/UHS/SOE when leasing employees from Educational Service Provider (ESP) or Management Firm (MF)	NOTE: Must have Alternate Employer Endorsement from ESP/MF. Schedule PSA/SDA/UHS/SOE location on the ESP/MF Contract.
	NOTE: If PSA/SDA/UHS/SOE is leasing employees from ESP/MF and the PSA/SDA/UHS/SOE name does not have payroll, PSA/SDA/UHS/SOE still must carry Workers' Compensation coverage including Employers' Liability
COVERAGE	REQUIREMENTS
Crime	<p>Must include Employee Dishonesty coverage.</p> <p>Must include third party coverage.</p> <p>\$500,000 limit.</p>
COVERAGE	REQUIREMENTS

Umbrella	Can be Claims Made or Occurrence form. If this coverage is Claims Made, and the PSA/SDA/UHS/SOE goes out of business, the PSA/SDA/UHS/SOE needs to purchase the longest-available tail coverage. This requirement could be stated in the exit language of the Charter Contract with the PSA/SDA/UHS/SOE.
	Umbrella is acceptable with a \$4,000,000 limit and aggregate. Also, an Umbrella policy with an unlimited aggregate is acceptable at a \$2,000,000
	If PSA/SDA/UHS/SOE has its own buses AND/OR has more than 1,000 students, must have MINIMUM \$5,000,000 per occurrence.
	If PSA/SDA/UHS/SOE purchases additional Umbrella limits to meet the \$1,000,000/\$3,000,000 for E&O then they must be in addition to the required Umbrella limit.
	In the event of name changes, mergers, etc., every past and present PSA/SDA/UHS/SOE name must be listed on the policy with the new entity as the First Named Insured.
	College must be included as Additional Insured with Primary and Non-Contributory Coverage.
	All coverages have to be included in the Umbrella that are in General Liability, Automobile and E&O.

M.U.S.I.C. INSURANCE COVERAGE REQUIREMENTS

for Public School Academies (PSA), Strict Discipline Academies (SDA) Urban High Schools (UHS) & Schools of Excellence (SOE)

NOTE: Insurance carriers must have an AM Best Rating of "A - VII" or better

ADDITIONAL RECOMMENDATIONS

COVERAGE	RECOMMENDATION
Property	Limits to cover replacement for PSA/SDA/UHS/SOE's property exposures, including real and personal, owned or leased.
Cyber Risk Coverage	Cyber Liability addresses the first- and third-party risks regarding Internet business, the Internet, networks and other assets. Cyber Liability Insurance coverage offers protection for exposures from Internet hacking and notification requirements.
Automobile Physical Damage	Coverage for damage to the owned or used vehicle.

DISCLAIMER:

By requiring such minimum insurance, the College shall not be deemed or construed to have assessed the risks that may be applicable to every PSA/SDA/UHS/SOE's operation and related activities. Each PSA/SDA/UHS/SOE should assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage.

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 list the College and the College Board on the insurance policies as an additional insured on insurance coverages listed in (b), (c) and (e) above.

The Academy shall have a provision included in all policies requiring notice to the College Board, at least thirty (30) days in advance, upon termination or non-renewal of the policy. In addition, the Academy shall provide copies of all insurance policies required by this Contract on site for inspection by the College Board or its designee.

All insurance certificates must accurately reflect the coverage provided under the Academy's policy. Certificate must expressly list or state the coverage for each item specified in the Contract. Policy and corresponding certificates, should reflect an annual expiration date of June 30th to correspond with the Contract, unless a different date provides an economic advantage to the Academy, so long as such date does not create a gap in coverage at any time during the term of the Contract.

When changing insurance programs or carriers, the Academy must provide copies of the proposed policies to the College 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 Charter Schools Office. In the event the Academy fails to purchase the insurance coverage required by this Section 11.2, the College Board may purchase on the Academy's behalf the insurance required under this Section 11.2 and subtract the total cost for placed insurance from the next state school aid payment received by the College Board for forwarding to the Academy.

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
	Must include Corporal Punishment coverage
	\$1,000,000 per occurrence & \$2,000,000 aggregate
	PSA must be included as First Named Insured
	College must be included as Additional Insured with Primary 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 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 College-PSA contract \$1,000,000 per occurrence & \$3,000,000 aggregate PSA must be included as First Named Insured College must be included as Additional Insured with Primary 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
	College must be included as Additional Insured with Primary Coverage
	Higher limits may be required if PSA has its own buses
COVERAGE	REQUIREMENTS
Workers' Compensation	Must be Occurrence Form
	Statutory 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 be Occurrence form
	\$500,000 per occurrence
	PSA must be included as First Named Insured
COVERAGE	REQUIREMENTS
Umbrella	Can be Claims Made or Occurrence form
	\$2,000,000 per occurrence & \$4,000,000 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
	College must be included as Additional Insured with Primary Coverage
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 College's insurance carrier periodically reviews the types and amounts of insurance coverages that the Academy must secure in order for the College to maintain insurance coverage

for the authorization and oversight of the Academy. In the event that the College's insurance carrier requests additional changes in coverage identified in this Section 11.2, or M.U.S.I.C requires changes in coverage and amounts for public school academies authorized by university board public school academy authorizing bodies, the Academy agrees to comply with any additional changes in the types and amounts of coverage requested by the College's insurance carrier or adopted by M.U.S.I.C. 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 College Board, the College or any other authorizing body, or to enter into a contract that would bind the College Board or the College. The Academy is also 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 College Board, the College, or any of its Regents, officers, employees, agents or representatives for any matters that arise under this Contract. The College Board and the College 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 College Board or the College, or any of its Regents, 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. Prior to entering into any lease agreement for real property, the Academy shall provide to the Charter Schools Office copies of its lease or deed for the premises in which the Academy shall operate in a form and manner consistent with the Lease Policies, which are incorporated into and be deemed part of this Contract. A copy of the final executed Lease Agreement shall be included in this Contract under Schedule 6. The Charter Schools Office may, from time to time during the term of this Contract, amend the Lease Policies and such amended lease policies shall automatically apply to the Academy without the need for a Contract amendment under article IX of these Terms and Conditions. The Charter Schools Office may disapprove the proposed lease agreement submitted by the Academy if the lease agreement is contrary to this Contract, the Lease Policies, or Applicable Law. Any subsequent amendment to a lease agreement shall be submitted for review by the Charter Schools Office in the same form and manner as a new lease agreement.

A copy of the Academy's amended lease or deed shall be incorporated into this Contract under Schedule 6. Any subsequent amendments to any Academy lease 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 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 the Code concerning the disclosure of unprofessional conduct by persons applying for Academy employment. This Section 11.6 shall apply to such persons irrespective of whether they are employed by the Academy or employed by an ESP 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. Upon receipt, the Academy shall notify the Charter Schools Office of any due process or state complaint filed against 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. Only Academy Board members or designated Academy employees may be a signatory on any Academy bank account.

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 Bay Mills Community College. The parties acknowledge and agree that the Bay Mills Community College Board of Regents, Bay Mills Community College and its respective members, officers, employees, agents or representatives (all collectively referred to as “Bay Mills Community College”) are deemed to be third party beneficiaries for purposes of this Agreement. As third party beneficiaries, the parties hereby promise to indemnify, defend, and hold harmless Bay Mills Community College against all claims, demands, actions, suits, causes of action, losses, judgments, damages, fines, penalties, demands, forfeitures, or any other liabilities or losses of any kind, including costs, attorney fees, and related expenses, imposed upon or incurred by Bay Mills Community College 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 Bay Mills Community College, which arise out of or are in any manner connected with Bay Mills Community College Board of

Regents' approval of the Academy's application, Bay Mills Community College Board of Regents' consideration of or issuance of a Contract, the Academy Board's or [insert the name of Educational Service Provider] preparation for and operation of the Academy, or which are incurred as a result of the reliance by Bay Mills Community College upon information supplied by the Academy Board or [insert the name of Educational Service Provider], or which arise out of the failure of the Academy Board or [insert the name of Education Service Provider] to perform its obligations under the Contract or Applicable Law. The parties expressly acknowledge and agree that Bay Mills Community College, Bay Mills Community College Board of Regents 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 Bay Mills Community College Board of Regents 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 the Bay Mills Community College Board of Regents. 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 388.1618, 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."

"Amendment Caused By Academy Site Closure or Reconstitution. In the event that the Academy is required (i) to close an Academy site pursuant to a notice issued by the State School Reform/Redesign Officer under Section 507 of the Code, MCL 380.507; or (ii) to undergo a reconstitution pursuant to Section 507 of the Code, MCL 380.507, and Section 10.7 of the Contract Terms and Conditions, and such closure of an Academy site or reconstitution causes an amendment to or termination of this ESP Agreement, the parties agree that this ESP Agreement shall be amended or terminated to implement the Academy site closure or reconstitution, with no cost or penalty to the Academy, and the Educational

Service Provider shall have no recourse against the Academy or the College Board for implementing such site closure or reconstitution.”

“Compliance with Section 12.17 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 under Section 12.17(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. Any ESP agreement shall state that the ESP must acquire insurance in addition to the insurance the Academy must obtain under the Contract. The coverage must be similar to the insurance coverage required for the Academy and the ESP agreement must detail the amount of such required coverage. Prior to entering any Management Agreement with an ESP, the Academy shall submit a copy of the final draft Management Agreement to the Charter Schools Office in a form and manner consistent with the ESP policies of the Charter Schools 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 Charter Schools Office may, from time to time during the term of this Contract, amend the ESP policies and the amended ESP policies shall automatically apply to the Academy without the need for a Contract amendment under article IX of these Terms and Conditions. The Charter Schools 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 Charter Schools Office in the same form and manner as a new Management Agreement.

Section 11.12. Administrator and Teacher Evaluation Systems. The Academy Board shall adopt and implement for all individuals employed by or contracted for the Academy as teachers or school administrators a rigorous, transparent, and fair performance evaluation system that complies with Applicable Law. If the Academy enters into an agreement with an Educational Service Provider, the Academy Board shall ensure that the Educational Service Provider complies with this section.

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 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 College Board:	President Bay Mills Community College 12214 West Lakeshore Drive Brimley, Michigan 49715
If to the Tribal Office:	Tribal Attorney's Office Bay Mills Indian Community 12140 West Lakeshore Drive Brimley, Michigan 49715
If to Outside Counsel:	Leonard C. Wolfe Dykema Gossett PLLC 201 Townsend Street, Suite 900 Lansing, Michigan 48933
If to Academy:	Academy Board President 6919 Waverly Dearborn Heights, MI 48127
If to Academy Counsel:	Samuel McCargo Lewis & Munday PC 535 Griswold St Ste 2300 Buhl Bldg Detroit, MI 48226-3683

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 Applicable 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 College 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 College 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 eight (8) years until July 1, 2026, unless sooner revoked or terminated according to the terms hereof.

Section 12.10. Indemnification. As a condition to receiving a grant of authority from the College Board to operate a public school pursuant to the terms and conditions of this Contract, the Academy agrees to indemnify, defend and hold the College Board, the College and its Board of Regents members, officers, employees, agents or representatives harmless 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 the College, which arise out of or are in any manner connected with the College Board's receipt, consideration or approval of the Application, the College Board's approval of the Resolution or Authorizing Resolution, legal challenges to the validity of Part 6A of the Code or actions taken by the College Board as an authorizing body under Part 6A of the Code, the College Board'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 College Board, the College and its Board of Regents 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 College Board 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 College.

Section 12.15. College Board or CSO General Policies on Public School Academies Shall Apply. Notwithstanding any provision of this Contract to the contrary, and with the exception of existing College Board or CSO policies regarding public school academies which shall apply immediately, College Board or CSO 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. Before issuing general policies under this Section, the College Board or the CSO shall provide a draft of the proposed policies to the Academy Board. The Academy Board shall have at least thirty (30) days to provide comment to the CSO on the proposed policies before such policies shall become effective.

Section 12.16. 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 12.17. 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 12.18. Termination of Responsibilities. Upon termination or revocation of the Contract, the College Board 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. Upon termination or revocation of the Contract, the Academy may amend its articles of incorporation or bylaws as necessary to allow the Academy Board to: (a) take action to appoint Academy Board members in order to have a quorum necessary to take Academy Board action; or (b) effectuate a dissolution, provided that the Academy Board may not amend any

provision in the Academy's articles of incorporation or bylaws regarding the disposition of assets upon dissolution.

Section 12.19. Disposition of Academy Assets Upon Termination or Revocation of Contract. Following termination or revocation of the Contract, the Academy shall follow the applicable wind-up and dissolution provisions set forth in the Academy's articles of incorporation and in accordance with Part 6A of the Code.

Section 12.20. Student Privacy. In order to protect the privacy of students enrolled at the Academy, the Academy Board shall not:

(a) sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a pupil's education records. This subsection does not apply to any of the following situations:

(i) for students enrolled in the Academy, providing such information to an educational management organization that has a contract with the Academy and whose contract has not been disapproved by the College;

(ii) providing the information as necessary for standardized testing that measures a student's academic progress and achievement; or

(iii) providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with either the Academy or an educational management organization that has a contract with the Academy and whose contract has not been disapproved by the College.

(b) The terms "education records" and "personally identifiable information" shall have the same meaning as defined in MCL 380.1136.

Section 12.21. Disclosure of Information to Parents and Legal Guardians.

(a) Within thirty (30) days after receiving a written request from a student's parent or legal guardian, the Academy shall disclose without charge to the student's parent or legal guardian any personally identifiable information concerning the student that is collected or created by the Academy as part of the student's education records.

(b) Except as otherwise provided in this subsection (b) and within thirty (30) days after receiving a written request from a student's parent or legal guardian, the Academy shall disclose to a student's parent or legal guardian without charge any personally identifiable information provided to any person, agency or organization. The Academy's disclosure shall include the specific information that was disclosed, the name and contact information of each person, agency, or organization to which the information has been disclosed; and the legitimate reason that the person, agency, or organization had in obtaining the information. The parental disclosure requirement does not apply to information that is provided:

- (i) to the Department or CEPI;
- (ii) to the student's parent or legal guardian;

- (iii) by the Academy to the College Board, College, Charter Schools Office or to the educational management organization with which the Academy has a management agreement that has not been disapproved by the College;
- (iv) by the Academy to the Academy's intermediate school district or another intermediate school district providing services to Academy or the Academy's students pursuant to a written agreement;
- (v) to the Academy by the Academy's intermediate school district or another immediate school district providing services to pupils enrolled in the Academy pursuant to a written agreement;
- (vi) to the Academy by the College Board, College, Charter Schools Office
- (vii) to a person, agency, or organization with written consent from the student's parent or legal guardian, or from the student if the student is 18 years of age;
- (viii) to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
- (ix) to a person, agency, or organization as necessary for standardized testing that measures a student's academic progress and achievement; or
- (x) in the absence of, or in compliance with, a properly executed opt-out form, as adopted by the Academy in compliance with section 1136(6) of the Code, pertaining to uses for which the Academy commonly would disclose a pupil's "directory information."

(c) If the Academy considers it necessary to make redacted copies of all or part of a student's education records in order to protect personally identifiable information of another student, the Academy shall not charge the parent or legal guardian for the cost of those redacted copies.

(d) The terms "education records," "personally identifiable information," and "directory information" shall have the same meaning as defined in MCL 380.1136.

Section 12.22. List of Uses for Student Directory Information; Opt Out Form; Notice to Student's Parent or Legal Guardian.

- (a) The Academy shall do all of the following:
 - (i) Develop a list of uses (the "Uses") for which the Academy commonly would disclose a student's directory information.
 - (ii) Develop an opt-out form that lists all of the Uses and allows a student's parent or guardian to elect not to have the student's directory information disclosed for 1 or more Uses.
 - (iii) Present the opt-out form to each student's parent or guardian within the first thirty (30) days of the school year and at other times upon request.
 - (iv) If an opt-out form is signed and submitted to the Academy by a student's parent or guardian, then the Academy shall not include the student's

directory information in any of the Uses that have been opted out of in the opt-out form.

(b) The terms “directory information” shall have the same meaning as defined in MCL 380.1136.

Section 12.23. Partnership Agreement. If an Academy site is listed as a Priority School on the list of lowest performing schools prepared by the Michigan Department of Education, and the Superintendent proposes a Partnership Agreement with the Academy, the Academy shall work with the Charter Schools Office to finalize an agreement that is acceptable to the Michigan Department of Education, the Academy and the Charter Schools Office. The Partnership Agreement shall be incorporated into this Contract by amendment pursuant to Article IX of these Terms and Conditions and shall be included as Schedule 8. The Contract amendment shall also include any other amendments to this Contract that are required to ensure the Partnership Agreement is consistent with this Contract.

Section 12.24. Data Breach Response Plan. Within one year after the effective date of this Contract, the Academy Board shall design and implement a comprehensive data breach response plan. The data breach response plan should be made available to Academy personnel and any Educational Service Provider contracting with the Academy. The data breach response plan should be updated periodically by the Academy Board to address changes in data threat assessments and changes in applicable state and federal privacy laws.

As the designated representative of the Bay Mills Community College Board of Regents,
I hereby issue this Contract to the Academy on the date set forth above.

BAY MILLS COMMUNITY COLLEGE
BOARD OF REGENTS

By: Michael C. Parish
Michael Parish, College Board Designee

Date: July 1, 2018

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: [Signature]

Date: July 1, 2018

Tab C

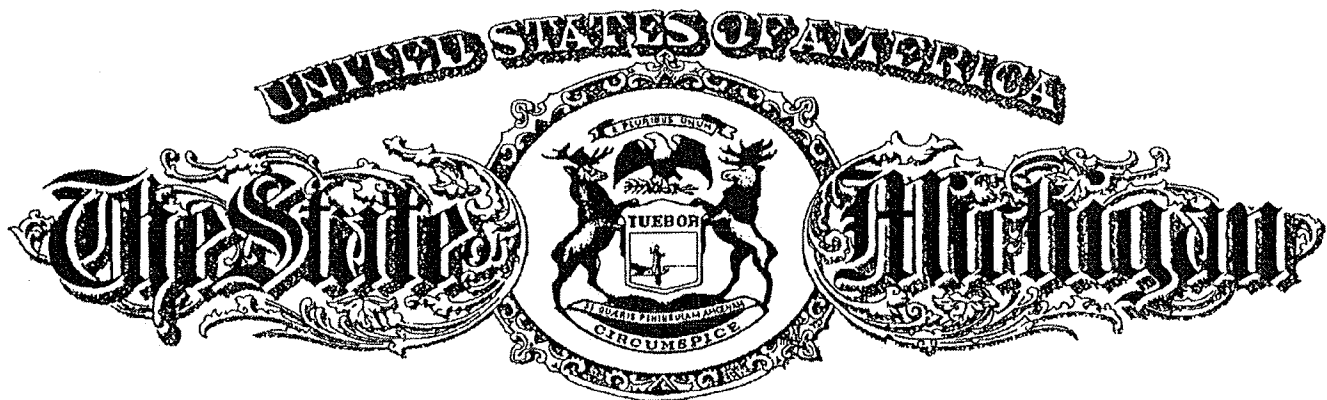
CONTRACT SCHEDULES

Schedules

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

Tab 1

CONTRACT SCHEDULE 1
ARTICLES OF INCORPORATION



Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify That

STAR INTERNATIONAL ACADEMY

was validly incorporated on August 11, 1998 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1982 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

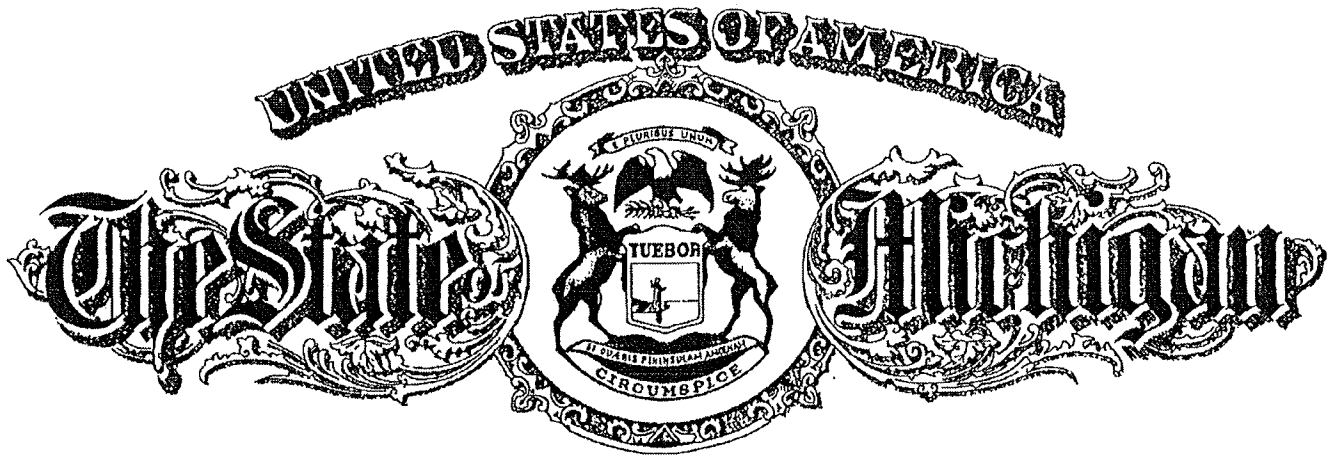
This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

*In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 23rd day of May, 2018.*

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau



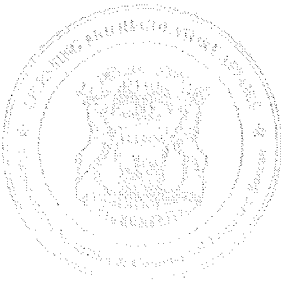


Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify that the annexed copy has been compared by me with the record on file in this Department and that the same is a true copy thereof.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



*In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 23rd day of May, 2018.*

Julia Dale

Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau

GOLD SEAL APPEARS ONLY ON ORIGINAL

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:

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**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

511

MICHIGAN DEPARTMENT OF CONSUMER & INDUSTRY SERVICES BUREAU OF COMMERCIAL SERVICES	
Date Received JAN 15 2003	(FOR BUREAU USE ONLY)
	<p>FILED</p> <p>JAN 15 2003</p> <p>Administrator BUREAU OF COMMERCIAL SERVICES</p> <p>EFFECTIVE DATE:</p>
<p>This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.</p>	
<p>Name Rhonda D. Welburn, Esq.</p> <p>Address 38525 Woodward Ave, Suite 2000</p> <p>City Bloomfield Hills, Michigan 48304-2970</p> <p>State Zip Code</p>	

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RESTATED ARTICLES OF INCORPORATION For Use by Domestic Nonprofit Corporations

OF

STAR INTERNATIONAL ACADEMY

Pursuant to the provisions of Act 162, Public Acts of 1982 (the "Act"), the undersigned corporation executes the following Restated Articles of Incorporation:

1. The present 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 original Articles of Incorporation was: **August 11, 1998**

The following Restated Articles of Incorporation supersede the Articles of Incorporation as amended and shall be the Articles of Incorporation for the corporation:

ARTICLE I

The name of the school is: **Star International Academy**

The authorizing body for the school is: **Board of Trustees of Oakland University.**

ARTICLE II

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

12-50 OK-1100 28

1. The school is organized for the purposes of operating as a public school academy in the State of Michigan pursuant to Part 6A of the Revised School Code (the "Code"), being Sections 380.501 to 380.507 of the Michigan Compiled Laws.

2. The school, 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 of Incorporation, the school shall not carry on any other activity not permitted to be carried on by a governmental instrumentally exempt from federal income tax under Section 115 of the IRC or by a nonprofit school organized under the laws of the State of Michigan and subject to a contract between the school and authorizing body allowing the school to operate as a public school academy as authorized under the Code.

3. Additionally, the school is organized for the purposes of 1) improving pupil achievement for all pupils including, but not limited to, educationally disadvantaged students, by enhancing the learning environment; 2) stimulating innovative teaching methods; 3) creating 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; 4) achieving school accountability outcomes by placing full responsibility for performance at the school site level; and 5) providing parents and pupils with greater choices among public schools both within and outside their existing school districts.

ARTICLE III

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

The value of assets which the school possesses is:

Real Property: \$579,361

Personal Property: \$99,163 (furniture, equipment and vehicles)

The school 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; and
- e. Other funds lawfully received.

ARTICLE IV

The address of the registered office is: 5423 Deerfield Village, West Bloomfield, Michigan 48322.

The mailing address of the registered office is the same.

The name of the initial resident agent at the registered office is: Nawal Hamadeh

ARTICLE V

The name and address of the Incorporator is as follows:

Nawal Hamadeh
5423 Deerfield Village
West Bloomfield, Michigan 48322

ARTICLE VI

The school is a governmental entity.

ARTICLE VII

Before execution of a contract to charter a public school academy between the school and the Board of Trustees of Oakland University ("University Board"), the method of selection, length of term, and the number of members of the Board of Directors of the school shall be approved by a resolution of the University Board as required by the Code.

The members of the Board of Directors of the school shall be selected by the following method:

1. Method of Selection. The initial Board of Directors shall be the individuals named in the resolution approved by the University Board. Subsequently, the Board of Directors of the school shall nominate a list of potential members of the Board of Directors equaling at least twice the number of vacancies on the Board. Provided the Board of Directors submits the list of nominees at least forty-five (45) days before the University Board's next regular meeting, the University Board shall select members from the list of nominees at its next regular meeting; provided, however, that the University Board may reject any or all of the proposed nominees on the initial list or any subsequent list submitted by the Board of Directors and, in such event, the Board of Directors shall continue to submit additional nominees, at least two for each remaining vacancy, until such time as the University Board selects members to fill all vacancies. When the nominations are forwarded to the University Board, they shall be accompanied by the nominees' resume and each nominee shall be available for interview by the University Board or its designees. A member appointed to fill a vacancy created other than by expiration of a term shall be appointed for the unexpired term of the vacating member in the same manner as the original appointment. The University Board may select a member that is not proposed by the Board of Directors.

2. Length of Term. The term of each member of the Board of Directors shall be three (3) years.

3. Number of Directors. The number of members of the Board of Directors of the school shall not be fewer than five (5) nor more than nine (9) as determined from time-to-time by the University Board.

4. Qualifications. To the extent possible, the members of the Board of Directors shall include (i) a representative of the parents of children attending the school and (ii) at least one professional educator, preferably a person with school administrative experience. Members of the Board of Directors shall not include: (i) members appointed or controlled by a profit or another non-profit corporation; (ii) employees of the school; (iii) directors, officers and employees of a management company that contracts with the school; or (iv) Oakland University officials, as representative of Oakland University.

5. Oath. All members of the Board of Directors of the school must file an acceptance of office with the University Board.

6. Removal. Any Director may be removed from office with cause by a two-thirds (2/3) vote of the Board of Directors of the school or without cause by a two-thirds (2/3) vote of the University Board.

ARTICLE VIII

No part of the net earnings of the school shall inure to the benefit of or be distributable to its directors, Board of Directors, officers or other private persons, or organization organized and operated for profit (except that the school 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 of Incorporation, the school 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. In the event of the dissolution of the school, and after making provision for the payment of all liabilities of the school, all of the school's assets, real and personal, shall be distributed to the authorizing body for forwarding to the state school aid fund established under Article IX Section 11 of the constitutions of the State of Michigan of 1963, as amended.

ARTICLE IX

The school and its incorporators, members of its Board of Directors, officers, employees, and volunteers have governmental immunity as provided in Section 7 of Act No. 170 of the Public Acts of 1964, as amended, being Section 691.1407 of the Michigan Compiled Laws.

ARTICLE X

The school, by a majority vote of its Board of Directors, may, at any time, propose specific changes to these Articles of Incorporation or may propose a meeting to discuss potential revisions to these Articles of Incorporation. The proposal will be made to the University Board through its designee. The University Board delegates to the President of Oakland University the review and approval of changes or amendments to these Articles of Incorporation. In the event that a proposed change is not accepted by the President, the University Board shall consider and vote upon a change proposed by the school following an opportunity for a written and oral presentation to the University Board by the school.

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

Amendments to these Articles of Incorporation take effect only after they have been approved by the school's Board of Directors and by the University Board or its designee and filed with the Michigan Department of Consumer and Industry Services, Corporation, Securities and Land Development Bureau.

ARTICLE XI

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

ARTICLE XII

The powers and duties of the school's officer are as follows:

Section 1. Number. The officers of the school shall be a President, Vice-President, Secretary and a Treasurer, each of whom shall be selected by the Board of Directors. All such officers shall be members of 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 officers and agents as they may deem necessary for the transaction of the business of the school.

Section 2. President. The President of the school shall be a member of the Board of Directors of the school. At all meetings of the Board of Directors, the President shall preside. 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 Board members, shall preside. The President shall be an ex officio member of all standing committees and may be designated Chairperson of certain committees by the Board of Directors. The President shall, in general, perform all duties incident to the office of President of the school as may be prescribed by the Board of Directors from time to time.

Section 3. Vice-President. The Vice-President of the school shall be a member of the Board of Directors of the school. 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 the 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 Board of Directors.

Section 4. Secretary. The Secretary of the school shall be a member of the Board of Directors of the school. The Secretary shall: (a) keep the minutes of the Board of Directors meetings in one or more books provided for that purpose; (b) see that all notices, including those notices required under the Open Meetings Act, being Sections 15.261 to 15.275 of the Michigan Compiled Laws, are duly given in accordance with the provisions of these Articles of Incorporation or as required by law; (c) be custodian of the corporate records and of the seal of

the school and see that the seal of the school is affixed to all authorized documents; (d) keep a register of the post office address of each member of the Board of Directors; and (e) perform all duties incident to the office of Secretary and other duties assigned by the President or by the Board of Directors.

Section 5. Treasurer. The Treasurer of the school shall be a member of the Board of Directors of the school. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the school; (b) keep accurate books and records of corporate receipts and disbursements; (c) deposit all moneys and securities received by the school in such banks, trust companies or other depositories as shall be selected by the Board; (d) complete all required corporate filings; (e) assure that the responsibilities of the fiscal agent of the school 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 Board of Directors.

Section 6. Assistants and Acting Officers. The Assistants to the Secretary and Treasurer, if any, selected by the Board of Directors, 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 President of the Board of Directors. The Board of Directors 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 Board of Directors may by resolution otherwise determine.

ARTICLE XIII

These Restated Articles of Incorporation are hereby duly adopted on this 17th day of December, 2002 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 17 day of December, 2002

By

Jumana Zimbalatti
Jumana Zimbalatti, President

Tab 2

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

Tab 3

CONTRACT SCHEDULE 3
FISCAL AGENT AGREEMENT

SCHEDULE 3

FISCAL AGENT AGREEMENT

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

Preliminary Recitals

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

WHEREAS, the College Board 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 College Board or an officer or employee of Bay Mills Community College as designated by the College Board.

"Other Funds" means any other public or private funds which the Academy receives and for which the College 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 College Board is the Fiscal Agent for the Academy for the limited purpose of receiving State School Aid Payments. By separate agreement, the College Board and the Academy may also agree that the College Board 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 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 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, disbursements, allocations and application 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.

Section 5.02. Reports. The Fiscal Agent shall prepare and send to the Academy within thirty (30) days of September 1, 2018, and annually thereafter, a written report dated as of August 31 summarizing all receipts, deposits and transfers made on behalf or for the benefit of the Academy during the period beginning on the latter of the date hereof or the date of the last such written report and ending on the date of the report, including without limitation, State School Aid Payments received on behalf of the Academy from the State Treasurer and any Other Funds which the College Board receives under this Agreement.

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 its own action, neglect or default, nor for any loss unless the same shall have been 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 Bay Mills Community College Board of Regents to the Star International Academy.

BY: Mary G. Martin
Mary G. Martin, Executive Director
Bureau of State and Authority Finance
Michigan Department of Treasury

Date: 5-23-18

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 Bay Mills Community College Board of Regents to the Star International Academy.

BY:

Mary G. Martin
Mary G. Martin, Executive Director
Bureau of State and Authority Finance
Michigan Department of Treasury

Date: 5-23-18

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 Bay Mills Community College Board of Regents to the Star International Academy.

BY: Mary G. Martin
Mary G. Martin, Executive Director
Bureau of State and Authority Finance
Michigan Department of Treasury

Date: 5-23-18

Tab 4

CONTRACT SCHEDULE 4
OVERSIGHT AGREEMENT

SCHEDULE 4

OVERSIGHT AGREEMENT

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

Preliminary Recitals

WHEREAS, the College Board, 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.

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

"Oversight Responsibilities" means the College Board'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 Charter Schools Office, as it deems necessary to fulfill the College Board's 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 College Board 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 College Board to determine compliance with the Contract and Applicable Law.
- d. Institute action pursuant to the terms of the Contract to suspend, revoke or reform 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 College Board or its designee.
- j. Evaluate whether the Academy appropriately administers all optional or statutorily mandated assessments pursuant 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 Charter Schools Office in accordance with the Master Calendar of Reporting Requirements adopted by the Charter Schools Office. The Master Calendar may be amended from time to time as deemed necessary by the Charter Schools Office Director.
- b. Submit quarterly financial reports to the Charter Schools Office in a form and manner determined by the Charter Schools Office. Submit other financial reports as established by the Charter Schools Office.
- c. Permit inspection of the Academy's records and/or premises at any reasonable time by the Charter Schools Office.
- d. Report any litigation or formal proceedings alleging violation of any Applicable Law by the Academy to counsel for the College Board as designated in Article XII of the Terms and Conditions.
- 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 Charter Schools Office.
- f. Provide proposed minutes of all Academy Board of Directors' meetings to the Charter Schools Office no later than ten (10) business days after such meeting, and provide approved final minutes to the Charter Schools Office within five (5) business days after the minutes are approved.
- g. Submit to the Charter Schools Office prior to the issuance of the Contract, copies of insurance policies evidencing all insurance as required by the Contract.
- h. Submit to the Charter Schools 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 Charter Schools Office, copies of all fire, health and safety approvals required by Applicable Law for the operation of a school.
- j. Submit annually to the Charter Schools 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 Charter Schools 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 Charter Schools 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 Charter Schools Office of any changes to the Academy Board public meeting schedule.

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 thirty (30) 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. Unless the College Charter Schools Office submits, within 5 days of submission, a copy of the budgetary assumptions submitted by the Academy to the Center for Educational Performance and Information (CEPI) and confirm that the submitted budgetary assumptions were used in the adoption of the Academy's annual budget.

p. Submit copies to the College Charter Schools Office of any periodic financial status reports required of the Academy by the Department of Treasury.

q. Provide copies of notices, reports and plans, including deficit elimination or enhanced deficit elimination plans, to the College Charter Schools Office under Section 1220 of the Code.

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 College Board or its designee and the Academy may agree to modify or waive any of the Oversight Duties or Compliance Certification Duties. The College Board may delegate its Oversight Duties, or any portion of its Oversight Duties, to an officer of the College 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 Charter Schools Office.

ARTICLE IV

MISCELLANEOUS

Section 4.01. Administrative Fee. The Academy agrees to pay to the College Board an administrative fee of 3% of the State School Aid Payments received by the Academy. This fee shall be retained by the University Board from each State School Aid Payment received by the University Board for forwarding to the Academy. This fee shall compensate the University Board for overseeing the Academy's compliance with the Contract and all Applicable Law and other related activities for which compensation is permissible. If the Academy elects to enter into a contract for an administrative review with the [University/ College/ District] Charter Schools Office, the costs of performing an administrative review shall not be part of the administrative fee under this section but shall be an added service provided by the [University/ College/ District] Charter Schools Office to the Academy on a fee for service basis, as authorized under the Code.

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 College Board by this Agreement.

Section 4.03. Audit and Evaluation. The Academy:

- a. hereby authorizes the Charter Schools Office to perform audit and evaluation studies using Academy data including, but not limited to, personally identifiable information about the Academy's students and staff submitted by the Academy to agencies including, but not limited to, Center for Educational Performance and Information ("CEPI"), Office of Educational Assessment and Accountability ("OEAA") and the Michigan Department of Education ("MDE"). Pursuant to this authorization, the Charter Schools Office shall abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99), the Michigan Identity Theft Protection Act of 2004, and the Privacy Act of 1974.

b. shall upon request, provide the Charter Schools Office with copies or view access to data, documents or information submitted to the Michigan Department of Education, the Superintendent of Public Instruction, the State Board of Education, the Center for Educational Performance and Information, or any other state or federal agency.

Section 4.04. Fiscal Stress Notification from State Treasurer. If the State Treasurer notifies the Academy that the State Treasurer has declared the potential for Academy financial stress exists, the Academy shall provide a copy of the notice to the College Charter Schools Office. Within fifteen (15) days of receipt of the notification from the Academy, the College Charter Schools Office Director shall notify the Academy whether the College Charter Schools Office is interested in entering into a contract to perform an administrative review for the Academy. The parties shall consult with the Department of Treasury on the development of the contract and the contract for administrative review shall comply with the Code. If the College is not interested in performing an administrative review or the parties are unable to reach agreement on an administrative review, the Academy shall consider entering into a contract for an administrative review with an intermediate school district. Nothing in this section shall prohibit the Academy from electing to enter into a contract for an administrative review with an intermediate school district. Nothing in this section shall require the Academy from electing to enter or not enter into a contract for an administrative review with the University or an intermediate school district.

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 Charter Schools 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 Charter Schools Office
11. Copy of curriculum and other educational materials given to the Charter Schools 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

Tab 5

CONTRACT SCHEDULE 5

DESCRIPTION OF STAFF RESPONSIBILITIES

STAR INTERNATIONAL ACADEMY

STAFF RESPONSIBILITIES

TABLE OF CONTENTS

Accounting Assistant	5-1
Accounting Generalist	5-3
Administrative Assistant and Coordinator of Substitute Services.....	5-5
Administrative Assistant.....	5-7
Administrative Assistant – Support Center/Central Office	5-9
Administrative Assistant – Support Center/Central Office	5-11
Administrative Assistant to the Superintendent.....	5-13
Administrative Assistant.....	5-15
Assistant Cook and Lunch Server.....	5-17
Assistant Principal and District Coordinator of Curriculum.....	5-19
Assistant Principal and Instructional Coach	5-22
Bus Driver, Custodial and Hallway Monitor.....	5-25
Chief Cook and Lunch Aide	5-31
Chief Operating Officer	5-33
Coordinator of Curriculum Improvement and Instructional Coach.....	5-36
Coordinator of Curriculum, Instruction and Title I	5-38
Coordinator of Special Programs.....	5-40
Coordinator of Arabic Language Program	5-42
Coordinator of Tutorial, ESL and Title III Programs	5-44
Counselor	5-46
Custodian	5-48

Dean of Student Affairs and Family Engagement Liaison and Instructional Coach.....	5-50
Director of Accounting	5-53
Director of Athletic Program	5-55
Director of Buildings, Facilities and Transportation	5-57
Director of Data Analysis	5-59
Director of Food Services Program	5-61
Director of Human Resources.....	5-63
Director of Instructional Improvement	5-65
Director of Staff Mentoring and Coaching	5-67
Director of Talent Acquisition	5-69
District Support Liaison.....	5-71
Early Childhood Associate Teacher.....	5-73
Early Childhood Specialist SIA, UA, ULA	5-75
Family and Community Engagement Liaison	5-77
Family and Community Engagement Liaison	5-79
Food Service and Hallway Supervisor.....	5-81
Food Service Supervisor	5-83
Human Resources Compliance Administrator.....	5-85
Human Resources Data Generalist	5-87
Human Resources Data Specialist	5-89
Human Resources Generalist – Payroll	5-91
Interventionist Teacher	5-93
Lead Library Supervisor	5-95
Lead Nurse Aide	5-97
Library Aide.....	5-99

Lunch Aide and Monitor	5-101
Lunch Aide	5-103
Nurse Aide and Administrative Assistant	5-105
Nurse Aide – SIA	5-107
Office Manager and Pupil Accountant	5-109
Paraprofessional	5-111
PreK Support Aide	5-113
Principal and Assistant Superintendent	5-115
Principal	5-118
School Social Worker	5-120
Speech and Language Pathologist	5-122
Student Monitor	5-124
Substitute/Paraprofessional	5-126
System Administrator and Technical Support Specialist	5-128
Talent Acquisition Specialist	5-130
Teacher and Instructional Coach	5-132
Teacher	5-134
Technical Support and Implementation Assistant	5-136
Technical Support Coordinator	5-138
Technical Support Specialist	5-140
ESP Agreement	5-142



Hamadeh Educational Services, Inc.

Job Description

Job Title: Accounting Assistant	Department: Accounting
Supervisor: Director of Accounting	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Director of Accounting and Superintendent and HES President, performs a variety of quality accounting activities related to the payment and receipt of money, the maintenance of records, and the issuance of reports. The Accounting Assistant computes, classifies, records, and reconciles transactions into the Academies' financial accounting systems.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Assists in preparation and monitoring of budget; supports project and task management.
- Diligently reviews invoices and matches with purchase orders, packing lists, and shipping documents against vendor's invoices to ensure proper valid invoicing and proper receipt of materials or services prior to issuing payment.
- Prepares and tracks Account Payable and Account Receivable payment vouchers invoices to ensure the timely payment of outstanding invoices to prevent late fees or delayed services.
- Timely coordinates, compiles, and deposits accounts receivables as may be necessary to ensure compliance with the district policies and State requirements.
- Assists in developing effective methods of managing, compiling, organizing and tracking department documentation and performs related tasks as assigned by Supervisor

SUPERVISION AND IMPLEMENTATION

- Compiles and generates reports, spreadsheets, databases, and presentations as assigned by Supervisor.
- Maintains up-to-date records of projects, assignments and upcoming events/tasks.
- Follows up and ensure timely submission of assignments and reports.
- Internalizes and reflects upon Supervisor directives and stakeholder feedback to improve individual performance
- Participates in department improvement planning by sharing ideas and input to enhance operational procedures and internal controls

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends and/or plans the coordination and facilitation of staff meetings, training sessions, and school activities as may be needed.
- Plans goals for self-improvement consistent with the job requirements and/or Academy or HES needs.
- Utilizes training knowledge to implement new and effective strategies.
- Reflects upon supervisor directives and stakeholder feedback to improve performance.
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or the Academies' needs.
- Follows department guidelines and ensures effective implementation of all HES and Academy policies.

RESULTS AND DATA MANAGEMENT

- Accurately completes invoices and deposits coding and account assignments consistent with the Academies' Accounting Manual.
- Selects correct account posts, verifies and balances debt and credit entries.
- Timely and efficient completion of tasks, payment of invoices, and making deposits.
- Timely follows through on outstanding transactions.
- Exercises time management, monitors deadlines, and ensures timely completion of assignments.

REPORTING AND COMPLIANCE

- Maintains accurate and updated records and files.
- Organizes and preserves paper and computer files for ready reference and efficient operation of the
- Prepares spreadsheets for various expenses, deposits and transactions, including credit card and money handling transactions.
- Accurately prepares journal entries, including all bank deposits/wire transfers, accruals, vouchers, adjustments etc.
- Utilizes detail-oriented approach to record expenditures, income, fund balances, reserves, and appropriations.

PROFESSIONAL QUALITIES

- Performs clerical duties, not limited to drafting letters, bookkeeping, copying, mailing, faxing, sending correspondence via email, and filing accounting documents.
- Collaborates with supervisor, staff, and stakeholder in a positive environment in the best interest of the staff and organization.
- Upholds the confidentiality of all and any information pertaining to the Academies, Board, Management, staff, vendors, contractors, and students.
- Represents the best possible impression of our organization when interacting with the community, prospective employees, current employees, and other industry professionals.
- Attends to assignments punctually and considers the impact of his/her attendance on organization efficiency.
- Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Performs other duties as may be assigned by the Supervisor, Superintendent 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operations Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 Covenant may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary/Information").

SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting, Business Administration or similar field.
- 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 ability to perform the functions by sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title :	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Accounting Generalist	Department: Accounting
Supervisor: Director of Accounting	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Director of Accounting and Superintendent and HES President, schedules, plans, organizes, assigns, and reviews HES Academies' accounting activities; performs related work as required; establishes and revises accounting procedures; conducts accounting analysis and prepares financial statements; and assists the Director of Accounting and Superintendent and the HES President in the Academies' budget preparation, planning, analysis, and monitoring as needed.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Plans and organizes the accounting services department work load, including but not limited to budget control records, proper receipt and disbursement of funds, cafeteria accounting, pupil attendance, special projects, internal auditing, and other fiscal activities.
- Assists in preparing financial reports and documents needed by the Academies' CPA firm.
- Plans, organizes, and coordinates a variety of technical business, accounting, and financial functions.
- Assists in preparing and reviewing the Annual Budgets and Budget Amendments as required by the Supervisor and the Board of Directors.
- Plans and implements automated systems for maintaining inventory and purchase orders using MIP modules.

SUPERVISION AND IMPLEMENTATION

- Recommends and assists in the formulation and implementation of policies and procedures related to fiscal activities including the completion of analytical studies required to assess performance.
- Assists in the processing of budget control records, and the proper receipt and disbursement of funds, cafeteria accounting, pupil attendance, special projects, internal auditing and other fiscal activities. Recommends updates to the department and procedures to ensure cost effective and timely accomplishment of goals and objectives.
- Identifies and recommends methods to improve operational procedures and internal control.
- Tracks invoices to ensure the timely payment of outstanding invoices to prevent late fees or delayed services.
- Works collaboratively with others engaged in various school business activities.
- Develops effective methods of managing, compiling, organizing and tracking department documentation. Performs related tasks as assigned by Supervisor.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Participates in financial meetings and activities as required.
- Collaborates in evaluating and recommending staff development needs.
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or the Academy's needs.
- Fosters professional growth and provides professional assistance to staff as required.
- Attends staff meetings and training sessions as may be needed and implements new strategies accordingly.
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.

RESULTS AND DATA MANAGEMENT

- Maintains records of expenditures and income, fund balances, reserves and appropriations.
- Assists in compiling data needed to prepare regular reports concerning district financial conditions.
- Prepares journal vouchers and entries and makes adjustments and closing entries.
- Prepares, plans, and supervises activities related to year-end closing and processes bank deposits and reconcile bank accounts and balance sheets with schools' accounting system.
- Enters accounts payable check requests and cash disbursements and tracks invoices to ensure prompt payments are made to prevent late fees or delayed services.
- Prepares general journal adjustments and accruals all in MIP, reviews trial balance in order to prepare monthly Financial Statements.

REPORTING AND COMPLIANCE

- Maintains uniformity in the use of the accounting systems/application by strictly using the MIP/SAGE application.
- Organizes all electronic records, databases, and supporting documentation all by year and category so that information is easily accessed.
- 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, and regulations and requirements and that HES and Districts policies and procedures are met;
- Assists the Director of Accounting in the preparation and monitoring of the Academies' budgets.
- Assists in preparing a variety of district financial statements, conducts special audits or analytical studies to insure compliance.
- Reviews and updates financial reports, receipts, disbursement records, and computer print-outs to insure accuracy.
- Assists in compiling records and data required to develop monthly, quarterly, and annual budgets and amended budgets.
- Prepares annual reports as required by the Department of Education (school meals year-end reports, transportation expenditures reports, and special education actual cost reports).
- Prepares year-end financials and schedules needed by the CPA firm for audit and financial reviews.
- Submits yearly audited financial information online via FID (Financial Information Database).

PROFESSIONAL QUALITIES

- Follows an organizational system for documenting and communicating all Accounting issues and concerns with Supervisor.
- Represents the best possible impression of our organization when interacting with the community, current employees, and other industry professionals.
- Channels concerns to administration for solutions in the best interest of the organization.
- Communicates with vendors and employees to arrange payment or resolve discrepancies as necessary; assists assigned personnel with resolving accounting issues.
- Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Performs other duties as may be assigned by the Supervisor, Superintendent 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 the Academy prior to the first day of employment. Student teachers and/or other volunteers are required to 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 as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills.
- Experience with accounting, fiscal control, budgeting procedures and methods, internal auditing, purchasing, contract administration, management information systems, and records retention. Familiarity with laws applicable to financial procedures, funding in public schools, State and Federal funds, and the Michigan Department of Education Code provisions of school accounting; legal contracts and other binding agreements; experience with MIP is a plus.

EDUCATION /TRAINING

- Any combination equivalent to a Bachelor's Degree in Business Administration, Finance, Accounting or related field, preferably with a specialization in Public or School Administration.
- Must comply with all applicable laws related to business or CPA licensing is required.
- 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. The ability to perform the functions by sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved By: Name and Title :	Signature:
Employee Name and Title:	Signature:

Hamadeh Educational Services, Inc. is an Equal Opportunity Employer.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Administrative Assistant and Coordinator of Substitute Services	Department: Administration
Supervisor: Principal and Assistant Superintendent	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Principal/Assistant Superintendent, to provide professional support as an Administrative Assistant to the Assistant Superintendent and Coordinator of Substitute Services; perform a broad range of secretarial and administrative functions; perform complex tasks and assume responsibilities using initiative, problem-solving skills and independent judgment in the interpretation and application of established district and department policies and procedures within HES. Coordinates and manage all substitute services for all the Academies.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Supports Assistant Superintendent and Principal for the purpose of providing assistance with their administrative functions
- Coordinates, manages and tracks all internal and external substitute services for all the academies
- Ensures all substitutes qualifications, permit requirements and finger printing are in place ahead of substitute placement including all substitutes meet MDE and HES qualification requirements..
- Participates in department improvement plan by sharing ideas and input to enhance services and program.
- Develops effective methods of managing, compiling, organizing and tracking department documentation of student records in an organized and accessible manner. Performs tasks as assigned by Supervisor.
- Sets clear objectives for department, participates in improvement plans by sharing ideas and input to enhance services and programs.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.
- Assists in coordinating and managing calendar activities: conferences, school visits, seminars, workshops, speaking engagements, etc.
- Facilitates scheduling, enrollment activities and communications.
- Assists in ordering and maintaining supply inventory and stock, provides follow up on purchase orders, packing slips, and receipt of purchases.

SUPERVISION AND IMPLEMENTATION

- Monitors and coordinates school-wide purchase orders on Microix
- Maintains documents, files, and records for the purpose of providing up to date reference and audit trail for compliance. Performs variety of clerical duties as assigned by the Supervisor and the Superintendent.
- Sets up or coordinates the assignment of external substitutes in the classroom and instructs on general and school-wide policies and procedures.
- Assists in student admissions process, Main Office activities, and record keeping and pupil accountant documents such as count day reporting.
- Attends and records minutes at meetings. Prepares agendas, notices, and reports for meetings.
- Assists in the creation of reports, records and other paperwork as assigned by the Assistant Superintendent
- Effectively communicates with stakeholders; addresses their needs to ensure satisfactory customer service.
- Follows up with staff to collect assignments and reports and ensure compliance with the HES policies.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all school events, meetings, seminars, workshops, and activities such as but not limited to Parent-Teacher Conferences, open houses, orientations, PTC, and assemblies as directed by the Supervisor, Office Manager, Principal, and/or the HES President.
- Records meeting minutes, maintains professional development binder, professional learning sessions documentation, and sign-in forms.
- Ensures timely and complete participation in and documentation of meeting and PLOs where applicable.
- Provides staff with training sessions as assigned by Supervisor or Principal.
- Guides staff, students and parents to ensure the smooth operation of the school.
- Plans personal development goals to be consistent with and supportive of job requirements and the Academy needs.

RESULTS AND DATA MANAGEMENT

- Creates spreadsheets, databases, presentations, and reports as assigned by Supervisor.
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.
- Organizes and preserves paper and computer files for efficient reference and operation.
- Scans, files, and processes mail and documents as requested by Supervisor.
- Records student data onto the computer generates statistical reports on: enrollment, transportation, purchases, directories (students and parents, staff, and vendors), and attendance.
- Provides a wide variety of complex and confidential administrative and secretarial support to the Assistant Superintendent.

REPORTING AND COMPLIANCE

- Maintains and insures the receipt of all substitute staffing personnel files and documentation
- Secures Substitute Permits for contracted substitutes
- Reports all complaints, actions, and issues related to school to Supervisor.
- Records staff attendance, and substitute timesheets and documentation

- Internalizes and reflects upon Supervisor directives and stakeholder feedback to improve individual performance; promotes positive working environment, operates professionally and courteously as exhibited by stakeholders' satisfaction.
- Assists in processing of all student enrollment and admissions documentation as may be required by local and State authorities, School Board and personnel, and the HES administration.
- Complies with all district, school, and departmental policies; upholds FERPA protections of confidentiality and proper daily operations.
- Uses expertly a variety of computer applications, including word processing, database, spreadsheets, and presentation software.

PROFESSIONAL QUALITIES

- Provides excellent customer service and imparts positive communication with all stakeholders.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively
- Holds as confidential, all aspects of the job designated confidential by the Assistant Superintendent and Principal.
- Maintains professional appearance and behaves in manner appropriate to a public setting and the HES philosophy.
- Practices time management, performs all duties reliably, efficiently, with the highest ethics, and strong sense of dedication to the Academy and its Management.
- Follows organizational system for documenting and communicating student progress and/or concerns to stakeholders.
- Channels concerns to administration for solutions; performs other duties as assigned.
- Demonstrates flexibility in ensuring that assignments are completed in a timely manner
- Understands the school mission and adopts and works within the vision and pillars established by HES
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the supervisor, Superintendent, and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 Academics' 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Administrative Assistant	Department: Administration
Supervisor: Office Manager and Pupil Accountant and Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Office Manager and Principal, to compile and keep records, issue reports, and perform clerical, administrative, and office tasks.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in developing effective methods of managing, compiling, organizing and tracking department documentation as assigned by supervisors.
- Sets clear objectives for department, participates in improvement plans by sharing ideas and input to enhance services and programs.
- Assists in coordinating and managing calendar activities: conferences, school visits, seminars, workshops, speaking engagements, etc.
- Facilitates scheduling, enrollment activities, immunization updates, and communications.
- Assists in ordering and maintaining supply inventory and stock, provides follow up on purchase orders, packing slips, and receipt of purchases.

SUPERVISION AND IMPLEMENTATION

- Assists in monitoring student attendance by maintaining accurate timely records, generating hourly and daily attendance reports, and contacting parents and teachers when appropriate.
- Maintains up-to-date records of student packets, visitors, time cards, etc.
- Performs variety of clerical duties as assigned by Supervisor, Principal, and Superintendent.
- Assists in student admissions process, main office activities, and record keeping. Effectively communicates with stakeholders; addresses their needs to ensure satisfactory customer service including escalating situations that need action as necessary to the HES President and Superintendent.
- Follows up with staff to collect assignments and reports and ensure compliance with local and State requirements, Academy Board and HES administration.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all school events, meetings, seminars, workshops, and activities such as but not limited to parent-teacher conferences, open houses, orientations, PTC, and assemblies as directed by the Office Manager, Principal, and/or the HES President.
- Records meeting minutes, maintains professional development binder, professional learning sessions documentation, and sign-in forms.
- Ensures timely and complete participation in and documentation of meeting and PLOs where applicable.
- Provides staff with training sessions as assigned by Supervisor or Principal.
- Guides staff, students and parents to ensure the smooth operation of the school.
- Attends school events as may be required such as parent-teacher conferences, open houses, and orientations, etc.
- Plans personal development goals to be consistent with and supportive of job requirements and the HES student well-being

RESULTS AND DATA MANAGEMENT

- Creates spreadsheets, databases, agenda's, notices, presentations, and reports as assigned and approved by Supervisors.
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.
- Organizes and preserves paper and computer files for efficient reference and operation.
- Scans, files, and processes mail and documents as requested by supervisors.
- Records student data onto the computer generates statistical reports on: enrollment, transportation, purchases, directories (students and parents, staff, and vendors), and attendance.
- Manages copy machine maintenance and records, routinely examines inventory of office machines, furniture, and supplies.

REPORTING AND COMPLIANCE

- Reports all complaints, actions, and issues related to school to Supervisors.
- Contemplates and reflects upon Supervisors directives and stakeholder feedback to improve individual performance; promotes positive working environment, operates professionally and courteously as to insure stakeholders' satisfaction.
- Assists in processing of all student enrollment and admissions documentation as may be required by local and State authorities, School Board, and the HES administration.
- Complies with all district, school, and departmental policies to uphold FERPA protections of confidentiality and mandatory daily operations.

- Records, tracks, and generate reports on student/staff attendance, late arrival, early dismissal, visitors, substitute/staff time cards as assigned; maintains accurate and updated database, records, reports, and checklists.

PROFESSIONAL QUALITIES

- Provides excellent customer service and imparts positive communication with all stakeholders.
- Maintains professional appearance and behavior appropriate to a public setting and the HES philosophy.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively
- Performs all duties with quality, efficiency and dedication to the Academy and its Management
- Follows organizational system for documenting and communicating student progress and/or concerns to stakeholders.
- Channels concerns to administration for solutions; performs other duties as assigned.
- Demonstrates flexibility in ensuring that assignments are completed in a timely manner
- Understands the school mission and adopts and works within the vision and pillars established by HES

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Administrative Assistant – Support Center/Central Office (SC/CO)	Department: Administration
Supervisor: Director of Talent Acquisition and Director of Human Resources	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Director of Talent Acquisition and the Director of Human Resources retrieves, compiles and keeps records, issues reports, and performs a variety of clerical, administrative, and office tasks.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in developing effective methods of managing, compiling, organizing and tracking department documentation. Performs related tasks as assigned by Supervisor.
- Sets clear objectives for department, participates in improvement plans by sharing ideas and input to enhance services and programs.
- Under direction of Supervisor, maintains and updates HR calendar to ensure timely follow-up with compliance requirements and deadlines.
- Developing constructive and cooperative working relationships with others, and maintains them over time to ensure tasks are completed efficiently and in a timely manner.
- Facilitates scheduling of employment activities, audit and personnel updates, and communications.
- Under the direction of the Supervisor, orders and maintains supply inventory and stock, provides follow up on purchase orders, packing slips, receipt of purchases.

SUPERVISION AND IMPLEMENTATION

- Accurately assists new employees with the preparation and processing of employment documentation including unprofessional conduct releases, child abuse and neglect clearances and I-9 employment verification forms.
- Maintains up-to-date records of new hire packets, staff documentation, visitors, etc.
- Performs variety of clerical duties as assigned by Supervisors, COO, HES Vice President, and/or HES President.
- Assists in recruiting by conducting phone interviews, reference checks and other related tasks as requested by Supervisor.
- Follows up with staff to collect assignments and reports and ensure compliances with HES policies.
- Manages and maintains the supply room by maintaining inventory and organizes excess inventory in a clean and presentable fashion.
- Effectively communicates with stakeholders; addresses their needs to ensure satisfactory customer service including escalating situations that need action as necessary to the COO, HES Vice President, and/or HES President

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all school events, meetings, seminars, workshops, and activities as directed by the Supervisor(s) and/or HES President.
- Records meeting minutes supporting documentation, name tags and sign-in sheets.
- Ensures timely and complete participation in and documentation of meeting and PLOs where applicable.
- Provides staff with training sessions as assigned by Supervisor.
- Guides staff, students, parents and guests to ensure the smooth operation of the Support Center
- Plans personal development goals to be consistent with and supportive of job requirements and HES mission and vision

RESULTS AND DATA MANAGEMENT

- Creates and maintains spreadsheets, databases, presentations, and reports as assigned by Supervisor.
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.
- Organizes and preserves paper and computer files for efficient reference and operation.
- Scans, files, and processes mail and documents as requested by Supervisor.
- Maintains up-to-date and accurate logs and records in Microsoft Excel and Outlook
- Manages copy machine maintenance and records, routinely examines inventory of office machines, furniture, and supplies.

REPORTING AND COMPLIANCE

- Reports all complaints, actions, and issues related to the Academies to Supervisor and maintains accurate records.
- Promotes positive working environment, operates professionally and courteously as to insure stakeholders' satisfaction.
- Internalizes and reflects upon Supervisor directives and stakeholder feedback to improve individual performance
- Assists in processing of all employment documentation as may be required by local and State authorities, school Board and personnel, and HES administration.
- Complies with all the District, Academy and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations.

- Effectively and timely screens and manages phone calls and visitors, and promptly channels concerns to administration for solutions.

PROFESSIONAL QUALITIES

- Provides excellent customer services, relies on positive communication with all stakeholders.
- Maintains professional appearance and d in a manner appropriate to a public setting and HES philosophy.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively
- Performs all duties with quality, efficiency and dedication to the Academy and its Management
- Practices time management, performs all duties reliably, efficiently and with the highest ethics and strong sense of dedication to the Academics and their Management.
- Takes all necessary measures to ensure confidentiality of all staff information and HR activities.
- Follows organizational system for documenting and communicating progress and/or concerns to stakeholders.
- Performs other duties as assigned.
- Demonstrates flexibility in unscheduled assignments, understands, adopts, and works consistently with HES mission.
- Guides staff, students and parents to ensure the smooth operation of the Support Center/Central Office (SC/CO).

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 Academics' 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND TRAINING:

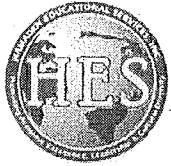
- High school diploma or general education degree (GED).
- Minimum two years' experience or training; or equivalent combination of education and experience.

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Administrative Assistant – Support Center/Central Office (SC/CO)	Department: Administration
Supervisor: Chief Operating Officer	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Chief Operating Officer compiles and keeps records, issues reports, and performs a variety of clerical, administrative, and office tasks.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in developing effective methods of managing, compiling, organizing, filing, and tracking department documentation. Performs related tasks as assigned by Supervisor.
- Sets clear objectives for department, participates in improvement plans by sharing ideas and input to enhance services and programs.
- Under the direction of the Supervisor, manages and updates Livescan forms and receipts, DFA documentation tracking, UPC processing, and other HR documentation as needed.
- Effectively and timely screens and manages phone calls and visitors, and promptly channels concerns to administration for solutions.
- Developing constructive and cooperative working relationships with others, and maintains them over time to ensure tasks are completed efficiently and in a timely manner
- Facilitates scheduling of pre-employment activities, and communications.
- Under the direction of the Supervisor, orders and maintains supply inventory and stock, processes and provides follow up on purchase orders, packing slips, receipt of purchases.

SUPERVISION AND IMPLEMENTATION

- Accurately assists new employees with the preparation of employment documentation including unprofessional conduct releases, child abuse and neglect clearances and I-9 employment verification forms.
- Schedules Support Center Conference Room usage and coordinates event planning materials and resources needed
- Performs variety of clerical duties as assigned by Supervisor, HES Vice President, and/or President.
- Manages and maintains the Support Center kitchen, coffee supplies and organization and cleanliness
- Follows up with staff to collect assignments and reports and ensure compliances with HES policies.
- Manages and maintains the supply room by maintaining inventory and organizes excess inventory in a clean and presentable fashion.
- Effectively communicates with stakeholders; addresses their needs to ensure satisfactory customer service including escalating situations that need action as necessary to the COO, HES Vice President, and/or HES President
- Guides staff, students, parents and guests to ensure the smooth operation of the Support Center

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all school events, meetings, seminars, workshops, and activities as directed by the Supervisor and HES President.
- Records meeting minutes supporting documentation, name tags and sign-in sheets.
- Ensures timely and complete participation in and documentation of meeting and PLOs where applicable.
- Provides staff with training sessions as assigned by Supervisor.
- Plans personal development goals to be consistent with and supportive of job requirements and HES student well-being

RESULTS AND DATA MANAGEMENT

- Creates and maintains spreadsheets, databases, presentations, and reports as assigned by Supervisor.
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.
- Organizes and preserves paper and computer files for efficient reference and operation.
- Maintains up-to-date and accurate logs and records in Microsoft Excel and Outlook
- Manages copy machine maintenance and records, routinely examines inventory of office machines, furniture, and supplies.

REPORTING AND COMPLIANCE

- Reports all complaints, actions, and issues related to the Academics to Supervisor; maintains accurate records.
- Internalizes and reflects upon Supervisor directives and stakeholder feedback to improve individual performance
- Assists in processing of all employment documentation as may be required by local and State authorities, school Board and personnel, and HES administration.
- Complies with all the District, Academy and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations.
- Promotes a professional and positive work environment as evidenced by Supervisor's satisfaction and consistent with HES mission and Philosophy.

PROFESSIONAL QUALITIES

- Provides excellent customer services, relies on positive communication with all stakeholders.
- Maintains professional appearance and demonstrates self ethically and in a manner appropriate to a public setting and HES philosophy.
- Promotes a professional and positive work environment as evidenced by Supervisor's satisfaction and consistent with HES mission and Philosophy.
- Practices time management, performs all duties reliably, efficiently and with the highest ethics and strong sense of dedication to the Academies and their Management.
- Takes all necessary measures to ensure confidentiality of all staff information and HR activities.
- Follows organizational system for documenting and communicating student progress and/or concerns to stakeholders.
- Performs other duties as assigned. Demonstrates flexibility in unscheduled assignments, understands, adopts, and works consistently with HES mission.
- Guides staff, students and parents to ensure the smooth operation of the Support Center/Central Office (SC/CO).

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Administrative Assistant to the Superintendent	Department: Administration
Supervisor: Superintendent/HES President	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Provides high level executive support to the Superintendent/HES president, including managing complex tasks and exercising discretion and independent judgment to complete various projects and initiatives.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Manages the day to day business activities of the Superintendent/HES President and demonstrates the ability to handle confidential information.
- Prioritizes and handles internal and external correspondence including screening incoming contacts in the most professional manner.
- Acts as a lead in developing and implementing school wide and department specific policies and procedures including process improvement and lean thinking consistent with HES and the Academics mission and vision, guidelines and requirements.
- Manages the initiation and accurate and timely completion of Board of Education meeting minutes including adhering to compliance with Local, State, Federal, Authorizers and District regulations and guidelines.
- Manages the development and processing of all marketing materials including collaborating with all departments to initiative cost savings and eliminating duplication of efforts.
- Manages and supervises the Academy uniform program including the monitoring and documentation of invoices and payments.

SUPERVISION AND IMPLEMENTATION

- Manages and oversees the Nawal Hamadeh Scholarship program, its development, processing, and procedures to enhance the program's operation.
- Compiles and organizes reports and materials for both external and internal compliance and reporting purposes.
- Supervises the development of school publications, including but not limited to student-parent handbook, school newsletters, student transcripts and fundraising forms in alignment with HES and Academy specifications.
- Supervises the HES money handling process including developing and implementing internal controls to ensure fidelity.
- Responsible for the development of the annual Academy calendar ensuring compliance with the Authorizers, State, and HES requirements and guidelines.

PROFESSIONAL LEARNING OPPORTUNITIES

- Assists in coordinating and conducting staff meetings related to various projects and initiatives
- Provides stakeholders with necessary professional development opportunities as may be directed by the Superintendent to enhance the outcomes of various initiatives to positively impact the outcomes of projects.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or school needs.
- Attends meetings and training as may be necessary and as may be directed by the supervisor to enhance the needed skills for this position.
- Ensures timely and complete participation in and documentation of PLOs where applicable.

RESULTS AND DATA MANAGEMENT

- Manages department activities with fidelity in compliance with all rules, regulations, policies, mandates, and standards
- Consistently evaluates department progress including initiating discussion to identify areas of need, process improvement and ensuring efficient operation of business activities
- Responsible for handling complex and confidential matters that are of significance to HES and the academies.
- Performs complex administrative duties and tasks to support projects and initiatives including using discretion and independent judgment to make decisions.
- Responsible for planning reporting activities and ensuring 100% compliance with the Authorizers Epicenter reporting requirements and meeting deadlines.

REPORTING AND COMPLIANCE

- Responsible for the audit of and compliance with HES guidelines department purchases including initiating and obtaining appropriate authorizations and approvals.
- Coordinates staff, school and community events and performs other duties as may be assigned by supervisor.
- Serves as a point of contact with Academy Board of Directors, Authorizers and other educational or community institutions

- Compiles various complex reports and data records to ensure accuracy, completeness, and timely submittal.
- Keeps the Supervisor informed of key developments including matters of significance to HES ensuring proper action is taken.

PROFESSIONAL QUALITIES

- Performs all duties with quality, efficiency, and dedication to the Academies and their Management.
- Demonstrates professionalism with the highest work ethics in handling confidential information and managing conflicts.
- Demonstrates flexibility and has a sense of urgency in prioritizing work and department activities.
- Maintains a professional and positive communication with all members of the Board of Directors, Academies staff, parents, students and community members.
- Performs other duties as may be assigned by the Superintendent/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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND TRAINING:

- Bachelor's Degree in Business Administration, Education, or any related field.
- 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. Requires prolonged sitting or standing. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects up to 25 pounds. Occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Administrative Assistant	Department: Human Resources
Supervisor: Vice President and Human Resources Data Specialist	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of Vice President and Human Resources Data Specialist to compile and keep records, issue reports, and perform a variety of compliance and administrative tasks.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in developing effective methods of managing, compiling, organizing, filing, and tracking department documentation. Performs related tasks as assigned by Supervisor.
- Sets clear objectives for department, participates in improvement plans by sharing ideas and input to enhance services and programs.
- Facilitates scheduling of employment activities, audit and personnel updates, and communications.
- Under the direction of the Supervisor, orders and maintains supply inventory and stock, provides follow up on purchase orders, post office correspondence, packing slips, receipt of purchases.
- Oversees and processes all documentation for Volunteer, Chaperone or Visitor Packets and providing approved volunteer lists to the Academics
- Monitors, prepares and directs incoming and outgoing mail and communications and reroutes information appropriately
- Secures required ICHATS for all HES staff, contracted staff, volunteers, chaperones, visitors, and coaches.
- Assists with the coordination and review of documentation for the Academies athletic programs including annual coaching and transportation forms, budgets, student waivers and medical forms and other required documentation
- Assists with the coordination of required documentation for ACP, Homebound, Adult ESL, Family Literacy, STEM and other afterschool programs
- Assists and maintains accurate records of contract databases for follow up documentation regarding payroll, STIP reimbursement, and annual W-2 forms.
- Under the direction of the supervisor reviews and processes 401K documentation, STIP documents, verification of banking deposits and account matching to ensure accurate records and documentation.

SUPERVISION AND IMPLEMENTATION

- Maintains up-to-date records of projects, assignments and upcoming events/tasks.
- Contacts Academy's and staff as needed to collect and ensure receipt of needed documentation as directed by supervisor
- Assists the HR Department with coordinating the verification and completion of new hire and volunteer documentation for the Academies.
- Assists with scheduling internal audits to assist the Chief Operating Officer with evaluating preparedness and adherence to rules and regulations as established by the MDE, MSP, WCRESA, the authorizer, Academy, and HES.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends all school events, meetings, seminars, workshops, and activities as directed by the Supervisor, and HES President.
- Ensures timely and complete participation in and documentation of meeting and PLOs as needed
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or the Academies' needs.
- Collaborates in evaluating and recommending staff development needs.
- Reflects upon supervisor directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Creates and maintains spreadsheets, databases, presentations, and reports as assigned by Supervisor.
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.
- Organizes and preserves paper and computer files for efficient reference and operation.
- Maintains up-to-date and accurate logs and records in Microsoft Excel and Outlook.
- Ensures timely and accurate update of personnel records by thoroughly reviewing assigned documentation.
- Analyzes HR Data to recommend data driven decisions related to the application of internal processes and procedures

REPORTING AND COMPLIANCE

- Reports all complaints, actions, and issues related to Academies to Supervisor; maintains accurate records.
- Provides excellent customer services, relies on positive communication
- Maintains professional appearance and demonstrates self ethically and in a manner appropriate to a public setting and HES philosophy.
- Internalizes and reflects upon Supervisor directives to improve individual performance.

- Assists in processing of all employment documentation as may be required by local and State authorities, school Board and personnel, and HES administration.
- Complies with all District, school, and Departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations.
- Effectively and timely screens and manages phone calls and visitors, and promptly channels concerns to administration for solutions.

ADMINISTRATIVE QUALITIES

- Practices time management, performs all duties reliably, efficiently, with the highest ethics and strong sense of dedication to the Academies and Management.
- Promotes a professional and positive work environment as evidenced by Supervisor's satisfaction and consistent with HES mission and Philosophy.
- Performs variety of clerical duties as assigned by Supervisor, Chief Operating Officer, HES Vice President, and/or President.
- Takes all necessary measures to ensure confidentiality of all staff information and HR activities.
- Implements effective workflow systems for company-wide use.
- Follows a detailed organizational system for documenting and communicating all assigned tasks and projects
- Performs other duties as assigned. Demonstrates flexibility in unscheduled assignments, understands, adopts, and works consistently with HES mission.

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Assistant Cook and Lunch Server	Department: Food Services
Supervisor: Coordinator or Director of Food Services	Employer: Hamadeh Educational Services (HES)

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 health, 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 the school functions involving food services with the 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 (PLOs)

- 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.

PROFESSIONAL QUALITIES

- Establishes and maintains positive interpersonal relationships with all students, parents/guardians and fellow staff.
- Establishes and maintains positive team spirit amongst all staff.
- Communicates and documents concerns with stakeholders using an organizational system.
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Performs other duties as assigned by the Supervisor, Principal or 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 Academics' 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

PHYSICAL DEMANDS:

Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and Approved by: Name and Title :	Signature:
Employee Name and Title :	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Assistant Principal & District Coordinator of Curriculum

Department: Administration

Supervisor: Principal

Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Assists in the operation, evaluation and modification of the Academy's programs offered by the Academy and strives to provide a safe and secure learning environment for all students and staff under the direction of the Principal. Assists the Principal in providing for proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy; supervises the curriculum alignment committee for the Department; in the development of standards-based curriculum and assessment opportunities, research-based instructional methods and the aligning of materials and resources to curriculum outcomes.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in the overall operation of all the Academy's activities and programs by ensuring safety, quality performance and implementation of all HES and the Academy's policies.
- Assists the Principal in leading and directing the overall planning, development, implementation, and evaluation of the Academy's instructional and staff development programs with particular focus on assessments and student achievement.
- Participates in the coordination, development, and implementation of the School Improvement Plan (SIP).
- Assists in overseeing the development, implementation and monitoring of the Achievement Campers Program (ACP) and summer plans and programs to ensure alignment with the SIP.
- Plans, evaluates, and recommends programs and student activities, special events, policies, goals and objectives ensuring their alignment with the SIP.
- Collaborates with district colleagues to construct benchmark lessons and to plan and manages the development of standards-based curriculum, instruction, assessment plans, and strategies.
- Ensures that all textbooks are used effectively as a resource to meet curriculum goals
- Assists in the coordination and in development of an Annual Department Improvement 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 utilize and implement feedback from supervisor.

SUPERVISION AND IMPLEMENTATION

Assistant Principal

- Assists in the supervision, development, and implementation of the instructional program.
- Assists in defining and communicating the goals and expectations of the overall school program.
- Supervises and guides students consistent with Academy's policies and guidelines.
- Assists in the selection of textbooks, curriculum materials and resources, supplies and equipment.
- Assists in the coordination and administration of all standardized testing, formative and summative assessments.
- Leads student/class supervision and instruction as needed.

District Coordinator of Curriculum

- 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.
- Coordinates communication and planning among all learning communities in all subject areas within the department.
- Leads the process of developing or reviewing the grades'/subject's scope and sequence of the curriculum, according to the Core Curriculum, Concepts and Academy curriculum expectations.
- Ensures that essential agreements are formulated for assessment, teaching, and learning language.
- Assists in the recruitment and interviewing of qualified personnel as may be needed.
- Demonstrates leadership qualities, setting personal example at high standards in all regards

PROFESSIONAL LEARNING OPPORTUNITIES (P.L.O.s)

Assistant Principal

- Recommends and directs committees and task teams as needed.
- Efficiently trains, supervises, and evaluates personnel assigned to area of responsibility, including P.L.O.s.
- Trains and supervises personnel assigned to area of responsibility.
- Plans, provides, or facilitates appropriate training and resources for students and staff as assigned by the Principal.
- Attends meetings, activities, and training and effectively implements new strategies.
- Attends staff meetings and school activities, and conferences as necessary, and completes proper documentation of all meetings.
- Conducts staff meetings, as necessary, for the proper functioning of the Academy.

District Coordinator of Curriculum

- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment, 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 Teachers, and curriculum coordinators.
- Provides staff with ongoing classroom observations, walkthroughs and evaluations and ensure a dependable environment for students' well-being.

RESULTS AND DATA MANAGEMENT

Assistant Principal

- Assists the Building Principal in supervising the local and State assessments.
- Ensures that parents are kept up-to-date of students' progress and concerns, as well as school events and activities.
- Supervises daily Academy operations, ensuring punctual student attendance, efficient operation of classrooms and subjects.
- Uses multiple sources of data to monitor and assess student achievement and effectively shape decision-making, goal formation, and student achievement recognition.
- Supervises and evaluates staff performance focusing on student achievement and ensuring accountability.
- Creates and maintains student and staff data in spreadsheets, databases, presentations, and reports as assigned by Supervisor

District Coordinator of Curriculum

- 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 standardized assessments data, district assessments, benchmarks, and Common Core State Standards (CCSS).

REPORTING AND COMPLIANCE

Assistant Principal

- Assists in the preparation of timely school reports to present to the Supervisor and the HES President.
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all HES, Academy Board and administration policies are effectively implemented.
- Keeps the Principal, Superintendent, and HES President informed of main issues and concerns.
- Is available when needed to ensure completion of tasks and the full safety of the Academy, students, staff, and parents.

District Coordinator of Curriculum

- 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 workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Complies with all district, Academy, and department-wide policies and follows established rules/guidelines.
- Serves on the School Improvement Plan (SIP) and Total Quality Management (TQM) Committees.

PROFESSIONAL QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns.
- Serves as liaison for social, professional, civic, and other community agencies and groups interested in the Academy.
- Serves as role model, provides excellent customer service and positive communication with staff, students, parents, and community.
- Collaborates in school committees to contribute to an increased positive learning environment.
- Assists in the interview, selection, and assignment of personnel; both certified and classified employees.
- Demonstrates professionalism in work ethic, handling confidential information, and managing conflicts effectively.
- Performs all duties with quality, efficiency, and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the Principal, Superintendent, and/or HES President or her designee.
- Provides for effective communication and relations between the administration and staff, and for building staff morale.
- Maintains department 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.

SAFETY LEGISLATION:

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APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Experience with Leadership, Supervision, Diplomacy, Conflict Resolution and serving a diverse student population and community.

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field.
- Must have School Administration Certification or be enrolled in an accredited program in which a School Administrator Certification will be attained within 3 years.
- Thorough knowledge of Michigan Curriculum Standards.
- A minimum of three years professional experience in teaching and school administration combined.
- 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 MI, 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. The ability to perform the functions by sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching. Must work indoors and outdoors year-round

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

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

BASIC FUNCTION:

Assists in the operation, evaluation and modification of the Academy's programs offered by the Academy and strives to provide a safe and secure learning environment for all students and staff under the direction of the Principal.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in the overall operation of all the Academy's activities and programs by ensuring safety, quality performance and implementation of all HES and the Academy's policies.
- Assists in the coordination of curriculum as assigned by the Principal including ensuring the adoption and completion of curriculum tasks and lesson planning by instructional staff.
- Assists the Principal in leading and directing the overall planning, development, implementation, and evaluation of the Academy's instructional and staff development programs with particular focus on assessments and student achievement.
- Participates in the coordination, development, and implementation of the School Improvement Plan (SIP).
- Assists in overseeing the development, implementation and monitoring of the Achievement Campers Program (ACP) and summer plans and programs to ensure alignment with the SIP.
- Plans, evaluates, and recommends programs and student activities, special events, policies, goals and objectives ensuring their alignment with the SIP.
- Proactively participates in department improvement plan by sharing ideas and input to enhance services and program.

Instructional Coach

- Serves as the coach and mentor in the core subject area(s) to facilitate differentiated instruction and collaboration among the teachers.
- Facilitates the proper construction of benchmark lessons; plans and manages the development of standards-based curriculum, instruction and assessment plans and strategies.
- Facilitates the effective use of all core subject(s) textbooks, resources and instructional materials to meet the curriculum goals and coordinates the creation/updating of themes/units within the core subject(s).
- Serves as the facilitator for the core subject(s) by identifying and assisting in the adoption of curriculum resources and maintaining inventory.
- Facilitates the development of an annual core subject(s) plan with clearly stated goals and objectives.
- Facilitates the purchase and requisition of instructional materials to support teachers and the SIP goals.
- Works collaboratively with other team members on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Collaborates with administrators and teachers to ensure the proper implementation of the school's assessment program (Standardized and other types of assessments).

SUPERVISION AND IMPLEMENTATION

- Assists in the supervision, development, and implementation of the instructional program.
- Assists in defining and communicating the goals and expectations of the overall school program.
- Supervises and guides students consistent with Academy's policies and guidelines.
- Assists in the selection of textbooks, curriculum materials and resources, supplies and equipment.
- Assists in the coordination and administration of all standardized testing, formative and summative assessments.
- Leads student/class supervision and instruction as needed.

Instructional Coach

- Serves as a resource to the school improvement committees and works with administrators to develop, implement and evaluate the school's continuous improvement plan.
- Observes, provides guidance and support to assigned colleagues and participate in the formal evaluation process.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the Academy's curriculum in the assigned subject area of specialty.
- Coaches and mentors the teachers based on classroom observations and on teaching practices/techniques on a continual basis.
- Demonstrates leadership qualities by setting a personal example at high standards in all regards.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Recommends and directs committees and task teams as needed.
- Efficiently trains, supervises, and evaluates personnel assigned to area of responsibility, including PLOs.
- Trains and supervises personnel assigned to area of responsibility.
- Plans, provides, or facilitates appropriate training and resources for students and staff as assigned by the Principal.
- Attends meetings, activities, and training and effectively implements new strategies.
- Attends staff meetings and school activities, and conferences as necessary, and completes proper documentation of all meetings.
- Conducts staff meetings, as necessary, for the proper functioning of the Academy.

RESULTS AND DATA MANAGEMENT

- Assists the Building Principal in supervising the local and State assessments.

- Ensures that parents are kept up-to-date of students' progress and concerns, as well as school events and activities.
- Supervises daily Academy operations, ensuring punctual student attendance, efficient operation of classrooms and subjects.
- Uses multiple sources of data to monitor and assess student achievement and effectively shape decision-making, goal formation, and student achievement recognition.
- Supervises and evaluates staff performance focusing on student achievement and ensuring accountability.
- Creates and maintains student and staff data in spreadsheets, databases, presentations, and reports as assigned by Supervisor

Instructional Coach

- Guides, mentors and supports staff and ensures timely follow up and accountability through ongoing classroom observations, walkthroughs and staff evaluations.
- Collects data, and establishes improvement plans based on varied student assessment 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 standardized assessments, district wide assessment data, Michigan standard exams, benchmarks, and Common Core State Standards (CCSS).

REPORTING AND COMPLIANCE

- Assists in the preparation of timely school reports to present to the Supervisor and the HES President.
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all HES, Academy Board and administration policies are effectively implemented.
- Keeps the Principal, Superintendent, and HES President informed of main issues and concerns.
- Is available when needed to ensure completion of tasks and the full safety of the Academy, students, staff, and parents.

Instructional Coach

- Creates and maintains an accurate and organized system for documenting and communicating school and subject expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.

PROFESSIONAL QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns.
- Serves as liaison for social, professional, civic, and other community agencies and groups interested in the Academy.
- Serves as role model, provides excellent customer service and positive communication with staff, students, parents, and community.
- Collaborates in school committees to contribute to an increased positive learning environment.
- Assists in the interview, selection, and assignment of personnel; both certified and classified employees.
- Demonstrates professionalism in work ethic, handling confidential information, and managing conflicts effectively.
- Performs all duties with quality, efficiency, and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the Principal, Superintendent, and/or HES President or her designee.

SAFETY LEGISLATION:

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APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Experience with Leadership, Supervision, Diplomacy, Conflict Resolution and serving a diverse student population and community.

EDUCATION/ TRAINING:

- Minimum of a Bachelor's degree in education or related field.

- Must have School Administration Certification or be enrolled in an accredited program in which a School Administrator Certification will be attained within 3 years.
- Thorough knowledge of Michigan Curriculum Standards.
- A minimum of three years professional experience in teaching and school administration combined.
- 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 MI, 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. The ability to perform the functions by sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching. Must work indoors and outdoors year-round

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Bus Driver, Custodial and Hallway Monitor	Department: Student Services
Supervisor: Director of Buildings, Facilities and Transportation	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Provide safe and efficient transportation, performs minor maintenance and repair duties, and monitor students' conduct in the hallways. Responsible for maintaining a clean, presentable, and orderly condition of the Academy 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 sanitary, clean, and free of vandalism.
- Utilizes special skills and techniques required in dealing with chemicals and waste in compliance with OSHA standards and HES and Academy policy.
- Participates in department improvement plan by sharing ideas and input to enhance services and 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.
- Demonstrates understanding of the skills and techniques required for students in special programs, and reports all student issues to the Principal.

SUPERVISION AND IMPLEMENTATION

- Monitors and promptly reports maintenance issues, graffiti, and safety hazards to supervisor.
- Ensures that all classrooms have overhead projectors, TVS, and all necessary supplies such as desks, chairs, and bookcases.
- Delivers new textbooks and materials to classrooms.
- Repairs damages to school furniture and dry wall, and performs minor electrical and plumbing repairs.
- Installs pencil sharpeners in all classrooms, and repairs or replaces them as needed.
- Assists in painting the school building at the end of the school year.
- Maintains ground services as needed, disposes trash bags and waste properly.
- Replaces HVAC filters and maintains cleanliness of roof as needed.
- Cleans the buildings and maintains it in top condition throughout the day.
- Handles all equipment and cleaning chemicals properly in accordance with SDS/MSDS, Supervisor's directives and manufacturer's instructions.
- Ensures that paper products, soap and air fresheners are always available and properly stocked.
- Promptly and properly cleans unexpected spills and follows proper safety procedures to prevent hazardous situations.
- Clean, polishes and sanitizes bathrooms on a daily basis and as scheduled.
- Vacuums, dusts and cleans offices, classrooms, gymnasium, weight room and locker rooms as scheduled as needed.
- Monitors student behavior during lunch, travel, in hallways and in the athletic program.
- 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 the Supervisor
- Maintains bus for proper cleanliness and operating condition
- Troubleshoots any minor bus problems on and off the road.
- Inspects the bus after trips and make sure students did not leave anything behind

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends staff meetings, activities and training sessions as required and seeks opportunities and mentoring for professional development.
- Participates in recommended training programs, conferences, courses or other professional development opportunities
- 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.
- Sets and reaches own goals for self-improvement consistent with job requirements and/or school needs.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.

RESULTS AND DATA MANAGEMENT

- Observes and documents certain areas in the school that are in continuous need of repair or cleaning.
- Keeps a custodial log and documents any problems/concerns that may occur.
- Observes the higher traffic areas during the day and cleans as needed.
- Ensures school vehicles are maintained and kept cleaned and ready for use

- Ensures the transport process runs safely, smoothly, and timely.
- Keeps a transportation log and document trips, bus riders and any problems/concerns

REPORTING AND COMPLIANCE

- Reports and documents any building or bus maintenance problems to supervisor.
- Prevents hazardous situations by immediately cleaning up any spills 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 and compliance concerns to appropriate supervisor(s).
- Complies with all Academy, department, HES, State and local rules and guidelines concerning health and safety.
- Follows high standards of sanitation and safety procedures.
- Demonstrates professionalism in work ethics, handling confidential information, and managing conflicts.
- Demonstrates availability when needed.
- 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.

PROFESSIONAL QUALITIES

- Provides excellent customer service and imparts positive communication with all stakeholders Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Performs other duties as assigned by the Supervisor, Principal or HES President or her 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism and time management skills
- Ability to lift and manipulate heavy objects; Ability to operate a variety of equipment; Ability to safely perform minor maintenance procedures
- Ability to understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred; At least 1 year of work experience.
- Must have valid Michigan Commercial Driver's license with a School Bus Endorsement (S), no more than two moving violations and/or at-fault accidents on driving record in the past three years.

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 and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Bus Driver, Custodial and Hallway Monitor

Department: Student Services

Supervisor: Director of Buildings, Facilities and Transportation

Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Provide safe and efficient transportation, performs minor maintenance and repair duties, and monitor students' conduct in the hallways. Responsible for maintaining a clean, presentable, and orderly condition of the Academy building(s)

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Schedules days and times to conduct regular maintenance checking to ensure all equipment is running properly.
- Assists with preparation of meals and serving meals to students following established protocols and keeps work area around clean and safe.
- Assembles food, dishes, utensils and supplies needed for timely meal preparation
- 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 sanitary, clean, and free of vandalism.
- Utilizes special skills and techniques required in dealing with chemicals and waste in compliance with OSHA standards.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.
- 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.
- Demonstrates understanding of the skills and techniques required for students in special programs, and reports all student issues to the Principal.

SUPERVISION AND IMPLEMENTATION

- Monitors and promptly reports maintenance issues, graffiti, and safety hazards to supervisor.
- Ensures that all classrooms have overhead projectors, TVs, and all necessary supplies such as desks, chairs, and bookcases.
- Delivers new textbooks and materials to classrooms.
- Repairs damages to school furniture and dry wall, and performs minor electrical and plumbing repairs.
- Installs pencil sharpeners in all classrooms, and repairs or replaces them as needed.
- Assists in painting the school building at the end of the school year.
- Maintains ground services as needed, disposes trash bags and waste properly.
- Replaces HVAC filters and maintains cleanliness of roof as needed.
- Handles all equipment and cleaning chemicals properly in accordance with SDS/MSDS, Supervisor's directives and manufacturer's instructions.
- Ensures that paper products, soap and air fresheners are always available and properly stocked.
- Promptly and properly cleans unexpected spills and follows proper safety procedures to prevent hazardous situations.
- Clean, polishes and sanitizes bathrooms on a daily basis and as scheduled.
- Vacuums, dusts and cleans offices, classrooms as needed.
- Monitors student behavior during lunch, travel, in hallways.
- 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 the Supervisor
- Maintains bus for proper cleanliness and operating condition
- Troubleshoots any minor bus problems on and off the road.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends staff meetings, activities and training sessions, seminars, workshops (MDE, MOR), and courses (Servsafe certification class) as required and seeks opportunities and mentoring for professional development.
- Participates in recommended training programs, conferences, courses or other professional development opportunities
- 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.
- Sets and reaches own goals for self-improvement consistent with job requirements and/or school needs.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.

RESULTS AND DATA MANAGEMENT

- Observes and documents certain areas in the school that are in continuous need of repair or cleaning.
- Keeps a custodial log and documents any problems/concerns that may occur.
- Observes the higher traffic areas during the day and cleans as needed.
- Ensures the transport process runs safely, smoothly, and timely.
- Keeps a transportation log and document trips, bus riders and any problems/concerns

- Assists in PowerSchool data count.
- Assists in filing all necessary food service paperwork.

REPORTING AND COMPLIANCE

- Reports and documents any building or bus maintenance problems to supervisor.
- Prevents hazardous situations by immediately cleaning up any spills 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 and compliance concerns to appropriate supervisor(s).
- Complies with all Academy, department, HES, State and local rules and guidelines concerning health and safety.
- Follows high standards of sanitation and safety procedures.
- Demonstrates professionalism in work ethics, handling confidential information, and managing conflicts.
- Demonstrates availability when needed.
- 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.

PROFESSIONAL QUALITIES

- Provides excellent customer service and imparts positive communication with all stakeholders Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Performs other duties as assigned by the Supervisor, Principal or HES President or her 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism and time management skills
- Ability to lift and manipulate heavy objects; Ability to operate a variety of equipment; Ability to safely perform minor maintenance procedures
- Ability to understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred; At least 1 year of work experience.
- Must have valid Michigan Commercial Driver's license with a School Bus Endorsement (S), no more than two moving violations and/or at-fault accidents on driving record in the past three years, and 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 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 and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Bus Driver, Maintenance and Hallway Monitor	Department: Student Services
Supervisor: Director of Buildings, Facilities and Transportation	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Provide safe and efficient transportation, performs maintenance and repair duties, and monitor students' conduct in the hallways. Responsible for maintaining a clean, a 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.
- Utilizes all applicable safety skills and techniques required in dealing with chemicals and waste in compliance with OSHA standards and HES and Academy policy.
- Participates in department improvement plan by sharing ideas and input to enhance services and program
- Categorizes priorities and demonstrates attentiveness to work schedule.
- Demonstrates flexibility with unscheduled assignments and ensures that assignments are completed in a timely manner
- Understands the school mission and adopts and works within the vision and pillars established by HES
- Plans and implements routine bus maintenance and inspections.
- Demonstrates understanding of the skills and techniques required for students in special programs, and reports all student issues to the Principal.

SUPERVISION AND IMPLEMENTATION

- Monitors and promptly reports maintenance issues, graffiti, and safety hazards to supervisor.
- Ensures that all classrooms have overhead projectors, TVs, and all necessary supplies such as desks, chairs, and bookcases.
- Delivers new textbooks and materials to classrooms.
- Repairs damages to school furniture and dry wall, and performs minor electrical and plumbing repairs.
- Installs pencil sharpeners in all classrooms, and repairs or replaces them as needed.
- Assists in painting the school building at the end of the school year.
- Maintains ground services as needed, disposes trash bags and waste properly.
- Replaces HVAC filters and maintains cleanliness of roof as needed.
- Ensures that paper products, soap and air fresheners are always available and properly stocked.
- Promptly and properly cleans unexpected spills and follows proper safety procedures to prevent hazardous situations.
- Cleans, polishes and sanitizes all assigned bathrooms on a daily basis and as scheduled.
- Vacuums, dusts and cleans offices, classrooms, gymnasium, weight room and locker rooms as scheduled as needed.
- Monitors student behavior during lunch, travel, in hallways and during athletic events.
- Supervises students' conduct during travel, and makes sure they are following all applicable safety procedures
- Transports students and staff to all athletic events and field trips.
- Inspects bus before operating, and report any problems to the Supervisor
- Maintains buses for proper cleanliness and operating condition
- Troubleshoots any minor bus problems on and off the road.
- Inspects the bus after trips and make sure students did not leave anything behind

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends staff meetings, activities and training sessions as required and seeks opportunities and mentoring for growth and professional development.
- 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 directed by supervisor.
- Ensures timely and complete participation in and documentation of PLOs where applicable.
- Sets and reaches own goals for self-improvement consistent with job requirements and/or school needs.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.

RESULTS AND DATA MANAGEMENT

- Observes and documents certain areas in the school that are in continuous need of repair or cleaning.
- Keeps a custodial log and documents any problems/concerns that may occur.
- Observes the higher traffic areas during the day and cleans as needed
- Ensures school vehicles are well-maintained.
- Ensures the transport process runs safely, smoothly, and timely.
- Keeps a transportation log and document trips, bus riders and any problems/concerns.

REPORTING AND COMPLIANCE

- Reports and documents any building or bus maintenance problems to supervisor.
- Immediately reports any unusual circumstances, issues or observations regarding safety and compliance concerns to appropriate supervisor(s).
- Complies with all Academy, department, HES, State and local rules and guidelines concerning health and safety.
- Follows high standards of sanitation and safety procedures.
- Demonstrates professionalism in work ethics, handling confidential information, and managing conflicts.
- 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.

PROFESSIONAL QUALITIES

- Provides excellent customer service and imparts positive communication with all stakeholders Performs all duties with dedication to the Academy and its Management.
- Performs other duties as assigned by the Supervisor, Principal or HES President or her 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.
- 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 the Academy prior to the first day of employment.

APPROVALS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism and time management skills
- Ability to lift and manipulate heavy objects; Ability to operate a variety of equipment; Ability to safely perform minor maintenance procedures
- Ability to understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred; At least 1 year of work experience.
- Must have valid Michigan Commercial Driver's license with a School Bus Endorsement (S), no more than two moving violations and/or at-fault accidents on driving record in the past three years.

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 and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Chief Cook and Lunch Aide	Department: Food Services
Supervisor: Coordinator or Director of food Services	Employer: Hamadeh Educational Services (HES)

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 and 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 and 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 (PLOs)

- 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 P.I.Os 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.

PROFESSIONAL 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 dedication to the Academies and their Management.
- Performs other duties as assigned by the Supervisor, Principal or HES President or her designee.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Demonstrates professionalism in work ethics, handling confidential information and 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.

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 the Academy prior to the first day of employment.

APPROVALS:

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EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences beyond the maximum allowed sick/personal days off (per employment contract and as directed by the IIR Department), staff promotions, staff transfers or assignments, school closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

PHYSICAL DEMANDS:

Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and must be able to work in and around fumes and odors.

Issued and Approved by: Name and title :	Signature:
Employee Name and title :	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Chief Operating Officer (COO)	Department: Administration
Supervisor: HES President/HES Vice President	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the HES President or her/his delegate HES Vice President (VP) oversees and provides the leadership, management necessary to ensure that the company has the proper operational controls, administrative and reporting procedures and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Working in partnership with the HES President and Vice President creates the strategic five year plan and implements new processes and approaches to achieve it.
- Works with each department at the Central Office/Support Center to ensure that 1 year targets and 3 years targets are developed and achieved on an annual basis.
- Oversees risk management and legal activities including vendor contracts, separation agreements and other legal circumstances related to the efficient operation of human resources.
- Analyzes operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Identifies complex problems and reviews related information to develop and evaluate options and implements solutions including the adoption of technology to increase efficiency.
- Researches, recommends and implements new technology tools that align with the strategic vision of the organization to increase the performance and productivity of the HR department.

SUPERVISION AND IMPLEMENTATION

- Directs human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.
- Establishes departmental responsibilities and coordinates functions among departments and sites including developing strong and efficient processes for the effective operation of HES.
- Provides day-to-day leadership and management to the organization that mirrors the adopted mission and core values of the company.
- Develops comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
- Spearheads the development, communication and implementation of effective growth strategies and processes.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends meetings, school events, and training as may be needed or assigned to enhance performance.
- Plans own goals for self-improvement consistent with the job requirements and/or school or HES needs.
- Ensures timely and complete participation of all staff in and documentation of training and mentoring sessions including PLOs as needed.
- Evaluates and recommends key staff development needs to increase productivity and performance.
- Acts as a subject matter expert and a mentor for various senior leaders and works with managers to develop career paths for future leaders.

RESULTS AND DATA MANAGEMENT

- Responsible for the measurement and effectiveness of all processes internal and external.
- Provides timely, accurate and complete reports on the operating condition of the company.
- Ensures that each department is achieving specified targets as established during the annual strategic planning process.
- Ensures that HR Processes are continuously being reviewed and improved to ensure that the company can continue to streamline operations and provide best in class services.
- Collaborates with the HES President and Vice President to ensure that department developed budgets are implemented with fidelity and funds are spent in the best interest of HES.

REPORTING AND COMPLIANCE

- Complies with all HES and District, school, department-wide policies, daily routines, authorizers, and State and Federal guidelines.
- Functions as a strategic business advisor to the management of each department regarding key organizational and management issues.
- Keeps the HES President and Vice President informed of ongoing issues and concerns requiring their immediate attention.
- Ensures that HES remains in compliance with stakeholders guidelines and expectations.
- Takes all necessary measures to ensure confidentiality of all staff information and HR activities.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Cook and Lunch Aide	Department: Food Services
Supervisor: Coordinator or Director of Food Services	Employer: Hamadeh Educational Services (HES)

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 and 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 the Academy's functions involving food services with the Supervisor and the Principal.
- Collaborates with the food services team members to meet the scheduled service timely and 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

- 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 (PLOs)

- 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 the Academy's needs.
- Utilizes supervisor's feedback on professional methods in the best interest of the students and the Academy.
- 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

- Follows and remains in compliance with all the district, Academy, 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.

PROFESSIONAL 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 dedication to the Academy and its Management.
- Performs other duties as assigned by the Supervisor, Principal or HES President or her designee.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Demonstrates professionalism in work ethics, handling confidential information and 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.

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

PHYSICAL DEMANDS:

Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and Approved by: Name and title :	Signature:
Employee Name and title :	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Coordinator of Curriculum Improvement and Instructional Coach	Department: Academic – Curriculum and Instruction
Supervisor: Principal and Assistant Superintendent	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

The Coordinator of Curriculum Improvement and Instructional Coach is responsible for mentoring and coaching instructional staff to ensure that the curriculum is implemented with fidelity in addition to providing job-embedded support. The Coordinator of Curriculum Improvement and Instructional Coach is responsible for introducing practices into classrooms by working with teachers and administrators with the goal of increasing student engagement, improving student achievement, and building teacher capacity.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

Coordinator of Curriculum Improvement

- Develops Professional Developments (PD) and/or interventions with teachers, instructional and support administrators to maximize teachers' potential.
- Trains instructional staff to develop and implement instructional strategies that target student needs and enhance student achievement.
- Facilitates the development/improvement of the HES academies core subject(s) plans/curriculum with clearly stated goals and objectives.
- Facilitates, in collaboration of the Title I coordinator, the development/revision of the school improvement plan at all HES academies ensuring that accurate and meaningful data, curriculum and information is used

Instructional Coach

- Serves as the coach and mentor in the core subject area(s) to facilitate differentiated instruction and collaboration among the teachers.
- Facilitates the proper construction of benchmark lessons; plans and manages the development of standards-based curriculum, instruction and assessment plans and strategies.
- Facilitates the effective use of all core subject(s) textbooks, resources and instructional materials to meet the curriculum goals and coordinates the creation/updating of themes/units within the core subject(s).
- Serves as the facilitator for the core subject(s) by identifying and assisting in the adoption of curriculum resources and maintaining inventory.
- Facilitates the development of an annual core subject(s) plan with clearly stated goals and objectives.
- Facilitates the purchase and requisition of instructional materials to support teachers and the SIP goals.
- Works collaboratively with team members on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Collaborates with administrators and teachers to ensure the proper implementation of the school's assessment program (Standardized and others types)

SUPERVISION AND IMPLEMENTATION

Coordinator of Curriculum Improvement

- Collaborates with the Principals and the Assistant Superintendent in the development, review and implementation of the School Improvement Plan (SIP) including the Professional Development Plan (PDP) as relevant to areas of responsibility

Instructional Coach

- Serves as a resource to the school improvement committees and works with administrators to develop, implement and evaluate the school's continuous improvement plan.
- Observes, provides guidance and support to assigned colleagues and participate in the formal evaluation process.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the Academy's curriculum in the assigned subject area of specialty.
- Coaches and mentors the teachers based on classroom observations and on teaching practices/techniques on a continual basis.
- Demonstrates leadership qualities by setting a personal example at high standards in all regards.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Participates in and provides professional learning opportunities focused on data analysis that will enhance student achievement through improved lesson planning, curriculum alignment, implementation, and student assessment.
- Assists in the coordination of all school based PLOs linked to individual professional development plans, the SIP and individualized action plans.
- Participates in the SIP activities consistent with the SIP and the Academy's mission and guidelines.
- Attends and consistently contributes to the success of staff meetings, professional development sessions and action items.
- Follows feedback from supervisor and school leaders based on professional methods consistent with the SIP, Academy's mission, best practices and Michigan expectation.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or school needs.

RESULTS AND DATA MANAGEMENT

- Guides, mentors and supports staff and ensures timely follow up and accountability through ongoing classroom observations, walkthroughs and staff evaluations.
- Collects data, and establishes improvement plans based on varied student assessment 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 standardized assessments, district wide assessment data, Michigan standard exams, benchmarks, and Grade Level Content Expectations (GLCES).
- Reviews the local and state student assessment programs for the academies and recommends programs and strategies designed to enhance instruction delivery methods in order to improve student performance.

REPORTING AND COMPLIANCE

- Develops presentations for supervisor on results for evaluation and reporting purposes.
- Keeps the supervisor informed of main issues and concerns in areas of responsibility.
- Complies with all district, Academy, and department-wide policies and follows established rules/guidelines.

Instructional Coach

- Creates and maintains an accurate and organized system for documenting and communicating school and subject expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.

PROFESSIONAL QUALITIES

- Participates in school committees that contribute to a more positive learning environment.
- Attends all Parent-Teacher conferences, Open Houses, and Orientations.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Promotes objective and professional approach to data-driven decision-making.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians, and fellow staff.
- Performs all duties with quality, efficiency, with the highest ethics, and dedication to the Academies and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 A filiates, which a Covenantor may produce, use, view or otherwise acquire during while engaged pursuant to this Agreement ("Proprietary Information").

SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills and thorough knowledge of Michigan Core Curriculum.

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.
- A minimum of three years professional experience in an educational setting.
- Appropriate Michigan State Teaching Certification or eligibility for such certification

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Coordinator of Curriculum, Instruction and Title I	Department: Administration – Instruction
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Assists the Principal in providing for proper instruction and supervision of students and staff in accordance with the stated mission and goals of the Academy; supervises the Curriculum Alignment Committee; 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 teachers; and serves as the instructional leader of the academy.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with colleagues to construct benchmark lessons and to plan and manages the development of standards-based curriculum, instruction, assessment plans, and strategies.
- Ensures that all textbooks are used effectively 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 ensuring effective implementation of curriculum resources.
- Oversees the implementation of Title I programs in compliance with all applicable policies, and guidelines
- Assists in the coordination and in development of an Department Improvement 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 utilize and implement 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.
- Coordinates communication and planning among all learning communities in all subject areas within the department.
- Provides continual feedback to teachers, based on classroom observations and teaching practices/techniques.
- Leads the process of developing or reviewing the grades'/subject's scope and sequence of the curriculum, according to the Core Curriculum, Concepts and State of Michigan Guidelines (Grade Level Content Expectations, Content Expectations).
- Ensures that essential agreements are formulated for assessment, teaching, and learning language.
- Assists in the recruitment and interviewing of qualified personnel as may be needed.
- Assists in the administration of Title I budget in compliance with federal, state and local guideline
- Supervises students during passing time, lunch, recess, arrival and dismissal if needed.
- Demonstrates leadership qualities, setting personal example at high standards in all regards.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment, 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.
- Provides staff with ongoing classroom observations, walkthroughs and evaluations and ensure a dependable environment for students' well-being.
- Supports the teachers responsible for, and the students involved in, the, 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.
- Prepares, reviews and submits reports as required for Title I compliance purposes.
- Assesses curriculum alignment through analysis of standardized assessments data, district assessments, benchmarks, Common Core State Standards (CCSS) and Grade Level Content Expectations (GLCES).
- Ensures Title I funding is properly and effectively expended.

REPORTING AND COMPLIANCE

- 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 workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Complies with all district, Academy, and department-wide policies and follows established rules/guidelines.
- Serves on the School Improvement Plan (SIP) and Total Quality Management (TQM) Committees.

PROFESSIONAL QUALITIES

- Provides for effective communication and relations between the administration and staff, and for building staff morale.
- Maintains department 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.
- Performs all duties with quality, efficiency, and dedication to the Academy and 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 the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills and thorough knowledge of Michigan Core Curriculum.

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 be enrolled in an accredited program in which a School Administrator Certification will be attained within 3 years
- Must have had a minimum of 3 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 MI, 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. The ability to perform the functions by sitting, standing and/or walking for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Coordinator of Special Programs	Department: Administration – Instructional
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Assists, coaches and supports the Special Education Programs at the Academies by providing instructional support to students and staff of Special Education Program to ensure effective individualized instructional services within the department, to enhance the teaching and learning environment and achievement based on students Individualized Educational Plans (IEP's) and best practices, and to ensure compliance with the law.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists and recommends changes and improvements to enhance the Special Needs Programs
- Assists in the implementation of proactive, individualized instruction and services to accelerate the students' comprehension and to aid students in acquiring lacking skills.
- Integrates assistive technology as may be necessary per the students IEP's and provides staff with the most effective strategies and approaches to comply with the individualized IEP's goals and objectives.
- Collaborates with core subject teams, coaches, leaders, teachers, and the ACP program staff to implement best practices for effective instruction.
- Assists with student schedules and attends IEP meetings and Parent-Teacher Conferences for the department.
- Provides support to ensure timely IEP updates, and compliance with IDEA and other State and Federal requirements.
- Recommends requisitions and keeps inventory of supplies and equipment for the Special Education Department.

SUPERVISION AND IMPLEMENTATION

- Reviews and provides coaching with lesson plans, daily activities on an ongoing basis as may be needed for effective special needs services.
- Assists and provides support in Special Education scheduling for compliance, effectiveness and accountability.
- Assists in making recommendations for materials and resources to the Special Education staff as may be needed.
- Coaches the staff in effectively addressing students' discipline and the implementation of the classroom and school discipline policies related to the department.
- Conducts walkthroughs and observations for effective coaching of staff, open communication, and effective instruction in the best interests of students.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Contributes to the SIP and meeting AYP requirements by enhancing Special Education students' skills.
- Assists in maintaining accurate records of department meetings, training sessions, workshops and all PLOs activities.
- Attends staff meetings, training sessions, school events and activities as may be directed or assigned by supervisor.
- Assists in coordinating and facilitating Special Education Departments meetings and training sessions.
- Assists in planning, organizing, and recommending training programs and scheduling of training sessions
- Assists in coordinating and implementing an incentive program to positively impact student learning and expected progress.
- Attends professional learning opportunities and uses knowledge gained to train and coach staff and foster professional growth.

RESULTS AND DATA MANAGEMENT

- Assists in making data-informed improvements by analyzing standardized and departmental test results
- Assists in the coordination of an effective Special Education Program as evidenced by the various summative and formative assessment data.
- Coordinates and implements an effective incentive program based on student data and results to celebrate successes.
- Documents all academic activities and re-evaluates their effectiveness.

REPORTING AND COMPLIANCE

- Assists in creating and maintaining an accurate and organized system for timely documenting and communicating school and department expectations.
- Accurately and timely completes and submits all required reports per specifications.
- Establishes and maintains completed planners, workshop attendance and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Timely and accurately prepares and submits any documentation required for authorization and evaluation.
- Assists in the planning, development and implementation of the ACP and summer programs to ensure alignment with the school academic programs and student needs.
- Documents all workshop attendance and school visits to ensure equality of opportunity and identify ongoing needs

PROFESSIONAL QUALITIES

- Assists in serving as a liaison with social, professional, civic, volunteer, and other community agencies including groups having an interest in the school within the department.
- Follows an organizational system for documenting and communicating student progress and concerns. (Parent Communication Log)
- Sets up systems for communication and collaboration among all staff members involved in implementing special programs.
- Assists in publishing articles pertaining to the program in school newsletter and on the school web site.
- Responds, applies and circulates all relevant information received for Special Education.
- Promotes and models a cooperative interaction of the entire professional staff, parents, students, and community members in the implementation of the Special Education Program, across all schools as necessary.
- Performs other duties as may be assigned by the Principal, the Superintendent and HES President or her/his designee.

SAFETY LEGISLATION:

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APPROVALS:

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EXCLUSIONS:

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CONFIDENTIALITY OF INFORMATION:

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SKILLS/EXPERIENCE:

Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills and thorough knowledge of Michigan Core Curriculum and Special Education laws, guidelines and requirements.

EDUCATION/TRAINING:

- Minimum of Master's degree in Special Education or related field or an equivalent combination of education and experience.
- Must have School Administration Certification or be enrolled in an accredited program in which a School Administrator Certification will be attained within 3 years
- Thorough knowledge of Michigan Core Curriculum and special needs program.
- A minimum of three years teaching experience in an educational setting.
- Must comply with all applicable laws related to the Administrator's certificate as may be required by MDE.
- 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. The ability to perform the functions by sitting, standing and/or walking for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



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:

Serves as the department's instructional leader and guide, coordinates, develops and supervises the implementation of the Arabic Language Programs consistent with the Academy, State, and National foreign language and common core standards, as well as the Academy's mission and vision.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Coordinates the development of the Arabic curriculum in alignment with the Academy, State and National standards for Arabic Languages.
- Assists in the coordination, preparation, and purchase of the departments' curriculum materials and resources for Pre-K-12 education.
- Collaborates with the department's instructional teachers to plan and implement units that best meet the learning needs of students.
- Coaches and evaluates the departmental staff to ensure optimal performance and that best delivery of instruction via the monitoring of and the completion of responsibilities.
- Monitors latest research, trends, 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 department fairs and events.

SUPERVISION AND IMPLEMENTATION

- Provides guidance and develops resources and activities that enhance the effectiveness of the learning experience within the department.
- Conducts weekly review of lesson plans and monitor the implementation of the curriculum, as well as the student learning and progress.
- Monitors, supervises, and evaluates the Arabic language instruction, teachers, and the implementation of programming, lesson plans, grade books, and attendance records.
- Ensures that essential agreements are formulated for assessment and for teaching and learning language.
- Assists in the recruitment of qualified personnel and recommends hiring, dismissal, and transfer of personnel.
- Sets clear goals and expectations for self and staff members, and maintains professional accountable environment.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Coordinates the teacher-mentoring program within the department.
- 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 attend other staff meetings or school events as may be required.

RESULTS AND DATA MANAGEMENT

- Assists the Principal and teachers in foreign language testing proficiency/standardized testing and other student evaluation methods.
- Assists with the coordination of the School Improvement Plan (SIP) and the academic accreditation process.
- Collects data, and establishes improvement plans based on the standardized and other test results.
- Develops and supports a process of proper review of student levels and ensures proper grouping of students based on their performance and assessment results, as well as sharing them with students, staff and parents.
- Collects data, and establishes improvement plans based on the standardized and other test results to provide guidance and develop resources and activities that enhance effectiveness.

REPORTING AND COMPLIANCE

- Accurately completes and submits in a timely manner all required reports per specifications.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Serves on SIP Committee.
- Establishes and maintains completed planners, workshop attendance, and school visits in order to ensure equality of opportunity and identify ongoing needs.
- Conducts effective teacher evaluations and creates and maintains an accurate and organized system for documenting and communicating school and department expectations.
- Prepares and submits all documentation required for Arabic Department authorization and evaluation as needed.

PROFESSIONAL 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 fellow staff.
- Demonstrates flexibility and availability when needed
- Performs all duties with quality, efficiency and dedication to the Academy and its Management
- Performs 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Proficiency in the Arabic Language (Speaking, Reading, Comprehension, and Writing)
- Thorough knowledge of Foreign Language Standards.
- A minimum of three years professional experience in an educational setting.
- Ability to work well in culturally diverse setting

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 be enrolled in and accredited program in which a School Administrator Certification will be attained within 3 years.
- A minimum of three 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 and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Coordinator of Tutorial, ESL and Title III Programs	Department: Administration – Instruction
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Principal, to oversee and direct all aspects of the Tutorial and ESL Programs at the Academy, by providing 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 and ESL programs and staff by developing, supervising, and evaluating the Academy's instructional programs including the evaluation of tutorial staff.
- 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 the before and 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 and ESL Program Department ensuring they are aligned with State and National standards and ready for distribution to instructional support staff, parents, etc.
- Develops student and staff schedules in a manner that is most conducive to learning with focus on student achievement.
- Oversees the implementation of Title III programs in compliance with all applicable policies and guidelines
- Plans and implements school activities that are aligned with the School Improvement Plan (SIP) for all stakeholders.
- Coordinates the teacher-substitute program and maintains records of the departments' staff attendance.

SUPERVISION AND IMPLEMENTATION

- Supervises inventories of textbooks and other educational materials and recommends requisitions for the department.
- Monitors and oversees the daily operation of the Tutorial and ESL program classrooms and subjects, and supervises the scheduling of the tutorial program staff.
- Monitors the progress of all assessments and develops, communicates, and oversees implementation of strategies for improvement by instructional staff.
- Assists in the administration of Title III budget in compliance with Federal, State and local guidelines
- Reviews Tutorial and ESL lesson plans provided by teachers on a weekly and/or daily basis.
- Observes, provides guidance and supervision of assigned colleagues and participates in the formal evaluation process.
- 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.
- Sets clear goals and expectations for self and staff members, and maintains professional, accountable environment.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Coordinates, participates, and 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
- 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.
- Coordinates and attends all school meetings, activities, and training sessions as required and seeks opportunities and mentoring from designated staff for growth and professional development.
- Serves on School Improvement Plan (SIP) and Total Quality Management (TQM) Committees.

RESULTS AND DATA MANAGEMENT

- Prepares timely school reports to present to the Principal, Superintendent, and HES President, and submits such reports and records as required by law, Board Policies, and administrative directives.
- Prepares, reviews and submits reports as required for Title III compliance
- Analyzes student achievement as evidenced by grades, standardized test data, curriculum and curriculum modification and individualized instruction records within the Tutorial and ESL programs and uses results for improvement.
- Uses data to effectively impact decision-making, goal setting, planning and awarding student achievement.
- Evaluates students' academic performance in the Tutorial and ESL programs by reviewing report cards and progress reports.
- Orders testing materials and supervises the distribution and return of test documents, obtains required purchase order approvals
- Administers required standardized testing and analyzes data and uses results for improvement.
- Plans and implements department guidelines and procedures including lesson plans, communication, meetings, etc.

REPORTING AND COMPLIANCE

- Accurately completes and timely submits all required reports per specifications.
- Prepares and submits all documentation required for department authorization and evaluation.
- Establishes and maintains completed 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.
- Assists in the planning, development and implementation of the ACP and summer programs to ensure alignment with the school academic programs and student needs.

PROFESSIONAL QUALITIES

- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Collaboratively participates in school committees including the SIP's to facilitate a more positive learning environment.
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Promotes and models a cooperative interaction of the entire professional staff, parents, students, and community members in the implementation of where applicable.
- Performs other duties as may be assigned in writing by the immediate supervisor, the Superintendent, and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Ability to work well in a culturally diverse setting and proficiency in the Arabic Language is a plus (Speaking, Reading, Comprehension, and Writing)
- Thorough knowledge of the Michigan Core Curriculum standards;

EDUCATION/TRAINING:

- Minimum of a Bachelor's degree in education or related field or an equivalent combination of education and experience; must have had a minimum of 3 years teaching and supervisory experience; and must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

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Issued and Approved by: Name and Title:	Signature:
Employee Name and 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 Academy 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 and program.
- Plans academic counseling activities that are aligned with the Academy, State, 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 curriculum.
- Develops rapport with students to facilitate and conduct planned small group activities to respond to students' identified needs or interests. Such topics may include balancing friendship and responsibilities, time management, and careers, providing information, counsel and/or referrals
- Utilizes tests and other data as the basis for advising and helping students develop and review their EDPs.
- Assists students in evaluating their abilities, interest, talents, and personality characteristics in order to develop realistic, academic and career goals.
- Monitors students who are achieving a "D" or lower and devise and implements motivational strategies for students and teachers.
- Participates in Individualized Educational Programs (IEP) meetings, offering support, suggestions and resources to maximize student achievement.
- Researches, promotes, disseminates, and actively participates in assisting students with their scholarship programs, Dual enrollment, career planning and personal growth
- Counsels students and their parents on matters relating to the student's adjustment, progress, achievement and aptitude in school; plans/implements appropriate measures to address and effectively coordinate crisis situations.
- Develops student schedules in a way that maximizes students' potential consistent with the Academy's 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 counseling (short and long term as needed) for students experiencing difficulties dealing with relationships, personal concerns, or normal developmental tasks to help them identify problems, causes, alternatives, and possible consequences so they can take appropriate action and provides prevention, intervention, and follow-up.
- 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.
- Collaborates with supervisor during student crises to ensure effective outcomes and positive resolutions for all parties involved.
- Trains students as peer mediators, conflict managers, tutors, and mentors to help them engage positively with each other.
- Implements a guidance curriculum through teaching/integrating individualized and group activities to further students' career, academic and social development.
- Contributes to the Academy's mission through consultation, collaboration, program coordination, and teamwork.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends school professional development training to maintain licensure and to ensure skills are updated in the areas of curriculum development, technology, and data analysis and implements new strategies.
- 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, to ensure the smooth operation of the counseling program.
- Utilizes supervisor directives and stakeholder feedback to improve individual and department performance.
- Participates in PLO's where applicable and completes proper documentation of meetings.
- Plans individual goals for self-improvement, consistent with the job requirements and/or the Academy and HES needs.

RESULTS AND DATA MANAGEMENT

- Analyzes student achievement/progress and counseling program-related data to evaluate the counseling program.
- 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 the Academy as needed and to ensure each student obtain 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.
- Shares data and their interpretation with staff and administration to ensure each student have educational equity and access.

REPORTING AND COMPLIANCE

- Creates and maintains an accurate and organized system for documenting and timely communicating school and department expectations, teacher evaluations and timely and accurately submits required reports.
- Establishes and maintains completed planners, workshop attendance and school visits.
- Complies with all the district, Academy, and department-wide policies, daily routines and guidelines.

PROFESSIONAL QUALITIES

- Demonstrates professionalism in work ethics, handling confidential information, and conflict management.
- Provides significant contributions to the Academy's mission through consultation, collaboration and program coordination.
- Coordinates school and community resources on behalf of all students and those requiring additional and unique services.
- Consults with the school social worker to provide activities designed to improve and support the emotional, behavioral, and social skills development of students.
- Flexible to work occasional evenings
- Provides classroom and community/ PTC presentations concerning a variety of topics (friendship, stress reduction or current trends.).
- Performs all duties with quality, efficiency, and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the immediate supervisor, the Superintendent or her designee

SAFETY LEGISLATION:

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APPROVALS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills. Experience in individual, group and family counseling with adolescents; Experience working in schools;

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 State of Michigan School Administrator requirements; Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable

PHYSICAL DEMANDS:

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Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Custodian	Department: Student Services
Supervisor: Director of Buildings, Facilities and Transportation	Employer: Hamadeh Educational Services (HES)

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 the 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 assigned areas.
- Schedules days and times to conduct regular custodial inspection to ensure all areas are clean, sanitary and free from graffiti.
- Utilizes special skills and techniques required in dealing with chemicals and waste in compliance with OSHA, HES and Academy policies and standards
- Participates in department improvement plan by sharing ideas and input to enhance services and 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 condition throughout the day.
- Handles all equipment and cleaning chemicals properly in accordance with SDS/MSDS, Supervisor's directives and 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 and follows proper safety procedures to prevent hazardous situations
- Cleans, polishes, and sanitizes bathrooms on a daily basis and 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.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends staff meetings, activities and training sessions as required and seeks opportunities and mentoring for professional development.
- Participates in recommended training programs, conferences, courses or professional development opportunities
- Attends all Parent- Teacher conferences, open houses, and orientations, as well as any other school events as required.
- Sets and reaches own goals for self-improvement consistent with job requirements and/or school needs.

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 cleans these areas as needed
- 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 and compliance concerns to appropriate supervisor(s).
- Complies with all Academy, department, HES, State and local rules and guidelines concerning health and safety Follows high standards of sanitation and safety procedures.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Demonstrates availability when needed.
- Adheres to all established policies, procedures and code of ethics

PROFESSIONAL QUALITIES

- Provides excellent customer service and imparts positive communication with all stakeholders Establishes and maintains positive interpersonal relationships with all children, parents/guardians and fellow staff.
- Performs all duties with dedication to the Academy 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.
- 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:

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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 Academics' 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism and time management skills
- Ability to lift and manipulate heavy objects; ability to operate a variety of equipment; ability to safely perform minor maintenance procedures
- Ability to 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.

Ability to lift 75 pounds, climb to high and difficult places and work at those places. Repetitive motion with wrists, hands and fingers; frequent bending, carrying, hearing, lifting and stooping; occasional climbing and crawling
Occasionally use of special clothing and protective devices. Walking and standing for extended periods of time and working outside in all types of weather.

Issued and Approved by:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Dean of Student Affairs and Family Engagement Liaison and Instructional Coach	Department: Administration – Discipline
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Dean of Student Affairs and Family Engagement Liaison

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 and 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. ***Instructional Coach*** is responsible for mentoring and coaching instructional staff to ensure that the curriculum is implemented with fidelity in addition to providing job-embedded support with the goal of increasing student engagement, improving student achievement, and building teacher capacity. The Instructional Coach works as a colleague with classroom teachers to support student learning. Duties will focus on individual and group professional development that will develop the understanding of researched-based instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

Dean of Student Affairs and Family Engagement Liaison

- 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.
- Coordinates the parent/family involvement and helps evaluate effectiveness through surveys, documentation of activities held, attendance sheets, etc.
- Effectively develops and recommends ongoing list of community resources that are needed and useful to students and parents.
- 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
- Schedules busing and field trip as may be directed by the Principal.
- Organizes, advertises and facilitates parent meetings/events.

Instructional Coach

- Serves as the coach and mentor in the core subject area(s) to facilitate differentiated instruction and collaboration among the teachers.
- Facilitates the proper construction of benchmark lessons; plans and manages the development of standards-based curriculum, instruction and assessment plans and strategies.
- Facilitates the effective use of all core subject(s) textbooks, resources and instructional materials to meet the curriculum goals and coordinates the creation/updating of themes/units within the core subject(s).
- Serves as the facilitator for the core subject(s) by identifying and assisting in the adoption of curriculum resources and maintaining inventory.
- Facilitates the development of an annual core subject(s) plan with clearly stated goals and objectives.
- Facilitates the purchase and requisition of instructional materials to support teachers and the SIP goals.
- Works collaboratively with team members on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Collaborates with administrators and teachers to ensure the proper implementation of the school's assessment program (Standardized and others types)

SUPERVISION AND IMPLEMENTATION

Dean of Student Affairs and Family Engagement Liaison

- Supervises student discipline and oversees the implementation of the classroom and the Academy's discipline to support teachers and promote a positive learning environment
- Assists teachers in providing and promoting positive learning environment that motivates students to be active learners.
- Monitors outside/community resources and programs and evaluates their effectiveness on student and parental involvement.
- 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 stakeholders' suggestions for new program and activities for possible future implementation.
- Coordinates and properly manages the student uniform distribution and locker assignments.
- Provides students with counseling, guidance and proper supervision as needed.
- Assists in the effective 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 events.
- Coordinates the development of and implementation of student safety patrol, student government, and alumni programs if applicable

Instructional Coach

- Serves as a resource to the school improvement committees and works with administrators to develop, implement and evaluate the school's continuous improvement plan.
- Observes, provides guidance and support to assigned colleagues and participate in the formal evaluation process.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the Academy's curriculum in the assigned subject area of specialty.
- Coaches and mentors the teachers based on classroom observations and on teaching practices/techniques on a continual basis.
- Demonstrates leadership qualities by setting a personal example at high standards in all regards.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends staff meetings and seminars or conferences in areas related to job responsibilities as needed.
- Provides staff with classroom management, and behavior management workshops
- Provides staff with www.disciplinehelp.com, Core Values, and ISAFE workshops.
- Coordinates the school discipline committee. Recommends programs and activities to improve the school discipline, safety and health of students.
- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment, implementation and relating to student affairs
- Assists in the coordination of all school based PLOs linked to individual professional development plans, the SIP and individualized action plans.
- Participates in and provides Professional Learning Opportunities focused on data analysis of student achievement.
- Participates in the SIP activities consistent with the SIP and the Academy's mission and guidelines.
- Attends and consistently contributes to the success of staff meetings, professional development sessions and action items.
- Follows feedback from supervisor and school leaders based on professional methods consistent with the SIP, Academy's mission, best practices and Michigan expectation.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or school needs.

RESULTS AND DATA MANAGEMENT

Dean of Student Affairs and Family Engagement Liaison

- 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/needs.
- Continuously evaluates and makes recommendations to assessments and surveys.
- Observes, records, and recommends programs/activities to parents for improving student achievement and behavior.
- Uses Data to guide decision-making, analyzes data and issues reports monthly to evaluate progress and recommends programs for improvements.

Instructional Coach

- Guides, mentors and supports staff and ensures timely follow up and accountability through ongoing classroom observations, walkthroughs and staff evaluations.
- Collects data, and establishes improvement plans based on varied student assessment 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 standardized assessments, district wide assessment data, Michigan standard exams, benchmarks, and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE

Dean of Student Affairs and Family Engagement Liaison

- Formulates general safety policies and procedures to be followed in the academy in compliance with local, State, and Federal OSHA rules and regulations
- Inputs data and records of disciplinary referrals and infraction slips into the computer.
- Reports all necessary reports required by regulatory agencies to the HES Vice President and Central Office.
- Participates in the investigation and recording of accidents and injuries on Academy premises.
- Complies with all district, school, and department-wide policies and follows established rules and guidelines in daily operations
- Coordinates, maintains and submits accurate and up-to date signed handbook forms, checklists and databases as required for efficient performance of assignments

Instructional Coach

- Creates and maintains an accurate and organized system for documenting and communicating school and subject expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.

PROFESSIONAL QUALITIES

- Organizes and files all disciplinary referrals, suspension notices, and negotiation forms on a routine basis.
- Attends and assists in coordinating and directing school activities as may be directed by the Principal or Superintendent and the HES President, 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 concerned parties only.

- Maintains open communication and positive interpersonal relationships with parents, teachers and administrators, and promptly inform parents of any concerns and/or situations involving their children.
- Backs up the Principal during her/his absence and/or as needed.
- Performs other duties as may be assigned by the Principal, the Superintendent, and the HES President or her designee.
- Participates in committees that contribute to a positive learning environment.
- Performs all duties with quality, efficiency, with the highest ethics, and dedication to the Academics and their Management.
- Performs all duties with quality, efficiency, with the highest ethics, and loyalty to the School and its Management.

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 Academics' 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 Curriculum
- A minimum of three years professional experience in an educational setting.
- Appropriate Michigan State Teaching Certification or eligibility for such certification

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 ability to perform the functions by sitting, standing and/or for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Director of Accounting	Department: Accounting
Supervisor: HES President/Chief Operating Officer(COO)	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the HES President and COO, schedules, plans, organizes, assigns, reviews, and manages Academics' 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 HES President and COO in all aspects of the academies budget preparation, planning, analysis, and monitoring.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Organizes the work of the accounting staff within the accounting services department, including: budget control records, proper receipt and disbursement of funds, cafeteria accounting, pupil attendance, special projects, internal auditing, and other fiscal activities.
- Responsible for the Accounting Department strategic planning.
- Collaborates and prepares financial reports and documents needed by the Academies' CPA firm and documents may be needed by the Auditor.
- 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 Supervisors, the Board of Directors and Authorizers.
- Plans and implements automated systems for maintaining inventory and purchasing using preapproved modules.
- Ensure the financial reports are maintained in compliance with HES and the Academies policies as well as US GAAP.

SUPERVISION AND IMPLEMENTATION

- Advises senior management, including the Board of Directors, HES President, Vice President and COO 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 Accounting Department, including but not limited to budget control records, and the proper receipt and disbursement of funds, cafeteria accounting, pupil attendance, special projects, internal auditing and other fiscal activities.
- Recommends updates to the department and procedures to ensure cost effective and timely 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.
- Organizes, motivates, directs and/or supervises the activities of others engaged in various school business activities.
- Establishes priorities and delegates effectively.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Coordinates, participates, and oversees all the Accounting Department meetings and activities.
- Plans, organizes, recommends, and directs in-service training and development, including determining training needs for the Accounting department staff.
- Plans and sets own goals for self-improvement consistent with the job requirements and/or the Academic needs.
- Ensure timely documentation of meeting minutes and PLOs where applicable.
- Evaluates and recommends PLOs needs for accounting staff.
- Interprets and implements the rules, State and Federal regulations, and policies of HES and the academies Board of Education, as they relate to assigned areas of responsibility.

RESULTS AND DATA MANAGEMENT

- Maintains records of expenditures and income, fund balances, reserves and appropriations, and prepares regular reports concerning District financial conditions and develops and administers a large, complex budget and Chart of Accounts, uses data to guide in decision makings.
- Prepares journal vouchers and entries and makes adjustments and closing entries; prepares, plans, and supervises activities related to year-end closing and processes bank deposits and reconcile bank accounts and balance sheets with the Academies' accounting system.
- Oversee the payroll and employee benefits entries.
- Enters accounts payable check requests and cash disbursements and tracks invoices to ensure prompt payments are made before late fees incur or service is delayed.
- Prepares general journal adjustments and accruals all in MTP, reviews trial balance in order to prepare monthly Financial Statements.
- Ensure the accuracy and efficiency with all accounting transaction.

REPORTING AND COMPLIANCE

- Maintains uniformity in the use of the accounting systems/application by strictly using the MIP/SAGE application and organizes all electronic records, databases, and supporting documentation all by year and category so that information may be easily accessed.
- 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, and regulations and requirements and that HES and Districts policies and procedures are met; Ensures compliance with HES, District and audit policies, procedure and requirements.
- Assists the supervisors in the preparation and monitoring of the academies budgets.
- Prepares a variety of District financial statements and conducts 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.
- Reconcile the receipt of all revenue and expenses in accordance of authority policies.
- Ensure all vendor payments in compliance with the State and Federal bidding regulation.
- 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 – GSRP- FID – US Bank).
- Oversees the Academy's purchasing process and activities

PROFESSIONAL QUALITIES

- Maintains communication with various Districts, county departments, personnel to respond to inquiries, obtain information, resolve issues and provide information concerning related accounting functions.
- Maintains communication with the Supervisor of main issues and concerns as they arise.
- Communicates with vendors and employees to arrange payment or resolve discrepancies as necessary; assists assigned personnel with difficult and complex issues, and engages in public speaking with large groups, explains complex concepts in a clear and coherent manner.
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the immediate Supervisor or her designee.

SAFETY LEGISLATION:

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APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Experience with Accounting and Fiscal Control Procedures and Methods; Theory and Practice of Modern School Management applicable to s 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, Funding in Public Schools, State and Federal Funds, and the Michigan Department of Education Code Provisions of School Accounting; Legal Contracts and other Binding Agreements; and the Use of Financial Applications, Preferably MIP.

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 three or more of the following areas would be desirable: accounting, budgeting, auditing, finance, insurance, or information systems.
- 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. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved By: Name and Title:	Signature:
Employee Name and Title:	Signature:

Hamadeh Educational Services, Inc. is an Equal Opportunity Employer.



Hamadeh Educational Services, Inc.

Job Description

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

BASIC FUNCTION:

Coordinates, implements and supervises the 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

- Supervises and coordinates the Athletic Department sports and activities
- Coordinates the department 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; in modification and utilization of the building, physical facilities, and school grounds.
- Coordinates and plans the athletic budgets and ensure all sports and students have an equal opportunity and secures equipment and resources for an effective program within the approved budget.

SUPERVISION AND IMPLEMENTATION

- Evaluates, develops, and reviews the Athletic and Physical Education Program curricular offerings and at the Academy and supervises their implementation.
- Provides students with counseling, guidance and proper supervision as needed.
- Consults with all departments on use of equipment, fire prevention and safety program.
- Develops coaching assessments in collaboration with the Principal and communicates the assessment performances.
- Collaboratively addresses problems of discipline concerning athletics with Coaches and Principal.
- Ensures that Athletic department staff and student athletes understand and follow proper safety and accountability procedures and provides guidance and proper supervision including supervision of discipline.
- Plans and implements Athletic Awards Programs in collaboration with Principal and Head Coach.
- Assists in the recruitment and interviewing of qualified athletic staff if needed.
- Assists in the supervision and evaluation of staff performance focusing on student achievement and ensuring accountability.
- Recommends requisitions and adequate supplies and equipment.
- Arranges transportation of all athletic teams in conjunction with the Coaches.

PROFESSIONAL LEARNING OPPORTUNITIES

- Participates in the School Improvement Plan (SIP) activities consistent with the SIP and the Academy's 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 the supervisor, the Academy leaders and stakeholders based on professional methods consistent with the SIP, the Academy's mission, best practice and Michigan expectations to improve own and department performance.
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or Academy needs.
- Plans, provides, or facilitates appropriate training and resources for students and staff consistent with the requirements.
- Ensures a safe, orderly and positive learning environment using safety guidelines and procedures.

RESULTS AND DATA MANAGEMENT

- Assists the Principal with the SIP to develop, supervise and evaluate the Academy's athletic program, 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 for the Athletic Department.
- Analyzes disciplinary data and issues reports monthly to evaluate progress and recommends programs for improvements.
- Assists in the development, recommendation, and administration of the athletic budget.
- Uses multiple sources of data to monitor and assess student achievement and effectively impact decision-making, goal setting, planning and qualifying to enroll in the Athletic Program.
- Ensures fiscal viability of the Athletic Program and manages all funds according to the HES policies and the Academy's guidelines.

REPORTING AND COMPLIANCE

- Formulates and oversees 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
- Electronically inputs data, records, and reports disciplinary referrals and infraction slips.
- Keeps the Principal and HES President informed and timely submits to the Vice President/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 timely preparation and submission of school reports and records as required by law, Board policies, and HES Policies.
- Timely and accurately provides the Central Office with properly completed athletic enrollment and insurance forms of students and coaching staff.
- Ensures that all the Academy's Board and administration policies are effectively explained and implemented.

PROFESSIONAL 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.
- Collaboratively participates in school committees that contribute to a positive learning environment.
- Performs all duties with quality, efficiency and dedication to the Academies and their 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 and 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 the Academy prior to the first day of employment.

APPROVALS:

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EXCLUSIONS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Fundamental knowledge and skills in major sports such as baseball, softball, football and basketball and basic knowledge of other sports; comprehensive knowledge of modern principles and practices of athletic and sports planning and organization; ability to plan and supervise athletic programs; ability to solve difficult athletic problems.

EDUCATION/ TRAINING:

- Must hold at least a Bachelor's Degree
- Experience in the promotion of athletic activities and experience with a college/university athletic programs 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 state mandated comprehensive skill assessment 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. Must work indoors and outdoors year round. Requires prolonged sitting or standing.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Director of Buildings, Facilities and Transportation

Department: School Administration

Supervisor: HES President or Designée

Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Manages and maintains the school buildings and properties in order to ensure operating excellence, cleanliness, and safety within the recommended budget. Maintains 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, 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 documents and oversees an inspection plan for all facilities and grounds reporting the condition of the facilities in collaboration with the Superintendent.
- Develops, recommends and implements approved health and safety procedures and plans regarding openings and closings of school buildings insuring security for all staff, students, and vendor and visitors

SUPERVISION AND IMPLEMENTATION

- Coordinates and administers the services related to facilities' planning and construction, maintenance, safety, remodeling, renovation, custodial services, and transportation maintenance.
- Assigns and supervises all custodial, maintenance, and grounds personnel, contractors, or subcontractors.
- Inspects and ensures completions of tasks of maintenance and/or custodial employees and/or contractors and/or subcontractors.
- Audits and evaluates custodial and maintenance staff and provides timely, accurate and useful feedback.
- Organizes, supervises, and schedules custodial services, summer cleaning, renovation and maintenance programs including summer project work on school grounds.
- Recruit, screen, evaluate, and recommend 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 building support services.
- Supervises the overall system for energy management programs.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Plans, organizes and facilitates appropriate training and development programs including 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 Academy needs.
- Attends staff meetings, training and school events as required and effectively implements new strategies.
- Coordinates, holds and keep minutes of departments' staff meetings and training sessions as may be required.
- Coordinates and attends all school events and activities as may be directed, such as Parent-Teacher conferences, orientations, etc.
- Ensures timely and complete participation in and documentation of training and PLOs where applicable.

RESULTS AND DATA MANAGEMENT

- Prepares required documentation for supervisor's approval on all payments to contractors or subcontractors for work completed.
- Performs purchasing duties such as obtaining 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.
- Plans, develops and oversees department budget, inventory and purchases, and current future project objectives are aligned 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 on call in case of emergencies that may threaten the Academy's property or equipment including transportation.
- 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, Academies, department-wide policies and daily routines and guidelines.
- Channels concerns/issues related to maintenance, facility and transportation to the Superintendent/HES President.

PROFESSIONAL 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 professional appearance and behaves in a manner appropriate to a public setting.
- Keeps the Superintendent and 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 dedication to the Academy and its Management.
- Performs other duties as may be assigned by the Superintendent and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING:

- Minimum of a High School Degree
- Minimum of five years of 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, State and Local building codes, policies and requirements.
- Must comply with all applicable laws related to building and transportation codes and regulations
- 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. The ability to perform the functions requires sitting, standing and/or walking for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, kneeling, crawling and reaching. Must work indoors and outdoors year-round

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title :	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Director of Data Analysis

Department: Administration

Supervisor: HES President and Assistant Superintendent

Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To provide strong leadership in the supervision of the department's functional units of program evaluation and testing and assessments in order to produce and deliver highest quality of professional services and informational products in support of the district's strategic mission and goals.

RESPONSIBILITIES:

DEPARTMENT PLANNING

- Reviews and updates weekly, monthly, quarterly, and annual plans to prepare for the next week, month, quarter, and year
- Maintains updated district documentation of evaluation methods, models and procedures.
- Ensures evaluations (educator and program) run as planned consistent with federal and state regulations.
- Assists in establishing the program evaluation for the school year (Superintendent's approval required).
- Designs needed assessments, implementation and follow-up as applicable to district and school program evaluations
- Designs and supervises the delivery of customized evaluation models as may be needed for teachers and schools.
- Monitors the student assessment programs through ongoing site visits and data and reporting monitoring to ensure proficient and timely administration of all state and district level assessments.

SUPERVISION AND IMPLEMENTATION

- Works closely with the school principals to ensure proper supervision of the activities and productivity of the program evaluations, testing, and assessments to achieve district and department goals and objectives. Serves as an internal consultant to schools and other departments regarding program evaluations, testing and assessments technical issues.
- Monitors alignment of assessments and standards as needed
- Monitors the student assessment programs to ensure proficient and timely administration of all state and district level assessments. Coordinates the integration of advanced internet technology and evaluation and assessment.
- Works closely with the supervisor and provides supervisory direction as designated, to achieve and maintain proficient and efficient district-wide testing administration, test material security and accountability.
- Works closely with the supervisor to design data collection instruments and customized assessment reports to communicate district and schools performances on state and local assessments.
- Supervises the selection and implementation of evaluation designs, evaluation activities, data analysis, results reporting and communication.
- Conducts and analyzes the results of required assessments, implementation, formative, summative and follow-up as applicable to district and school program evaluations.
- Assists with on-going efforts to improve and integrate electronically test administration, scoring and reporting at the classroom and district levels.
- Assists in item analysis studies for M-STEP, NWEA, SAT, PSAT, WIDA, SLO's and all other district assessment-tested subjects and identifies strengths and needs for all assessments where beneficial
- Supervises the delivery of customized evaluation models as appropriate for teachers and schools.
- Assists the Principals in reviewing and improving annually the District-wide Assessment and Testing Program.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends training sessions and conferences as may be assigned by the supervisor.
- Stays updated in the areas of Assessments, Research, and Evaluation in Education to ensure proper implementation of the assessment program, and continued compliance.
- Teaches statistical methods and databases that staff members can use to extract more information from current data.
- As applicable, provides professional and technical training for assigned staff in the areas of assessments and the tools that are used by the school and district to enhance student performance and meet the SIP and DIP goals.
- Promotes objective and professional approach to data-driven decision-making.

RESULTS AND DATA MANAGEMENT

- Ensures data security
- Submits reports in a timely manner
- Work has evidence of creativity and authenticity
- Uses evaluation quality checklist to ensure accuracy and completeness of evaluation processes and reports.
- Maintains site visitation logs and notebooks as an integral part of the evaluation process.
- Effectively communicates the results of needs assessments, implementation, and follow-up as applicable to and as may be needed for district and school program evaluations.
- Reports findings for assessments data analysis for grants, standardized assessments, and internal data (i.e. grades, attendance, etc.)
- Assists and evaluates annually the accuracy and completeness of District Testing Schedule
- Supports the SIP and DIP teams and provides them with required data analyses and communicates findings as needed to meet the state reporting requirements for the SIP and DIP.
- Analyzes assessment data and shares with staff to help improve their instruction to close the achievement gap.

REPORTING AND COMPLIANCE

- Works with the Director of Improvement and Accountability in monitoring trends in data pertaining to and affecting the Academics Scorecard.
- Provides evaluation technical assistance to schools and other district units to meet evaluation needs as would be required by schools and grant-sponsoring agencies.
- Serves, as assigned, as liaison between the district and other external educational agencies regarding improvement opportunities and/or issues related to district/school performance and accountability.
- Maintains updated compiled reports of active and instructionally related programs and projects of schools requiring some method of evaluation.
- Completes and submits annual education reports, CRDC reports and other state required administrative evaluations.
- Ensures rosters are uploaded and ready for testing before test windows begin or otherwise.

PROFESSIONAL QUALITIES

- Works closely with schools and district administrators to share information pertinent to program or project evaluations.
- Follows an organizational system for documenting and communicating student progress and concerns.
- Maintains confidentiality and security of data and findings.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Promotes objective and professional approach to data-driven decision-making to serve the best interests of students.
- Assists in preparing communications regarding data from evaluations for parents and/or community members' stakeholders as directed by supervisor.
- Performs all duties with quality, efficiency and dedication consistent with the Academies and HES mission and vision.
- Performs other duties as may be assigned by the immediate supervisor, the HES President/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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, Advanced computer literacy, keyboard skills, and time management skills

EDUCATION/TRAINING

- Minimum Master's Degree in Education in any of the following: Evaluation and Research, School Assessments and Evaluations, Curriculum and Instruction or an equivalent in a related field.
- Minimum of three years of experience or training in education and school administration; or equivalent combination of education and experience.
- Must be a Certified Teacher and have 3 years teaching experience in the State of Michigan.

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved By: Name and Title:	Signature:
Employee Name and Title:	Signature:

Hamadeh Educational Services, Inc. is an Equal Opportunity Employer.



Hamadeh Educational Services, Inc.

Job Description

Job Title: Director of Food Services Program	Department: Food Services
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Manages and oversees all aspects of the Food Services Program at the Academies in a manner that is efficient and in line with the district's guidelines, procedures and nutrition policies.

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 students with special needs, in accordance to their medical care provider's recommendations and in collaboration with the parents.
- Places orders for all necessary food services supplies and products.
- Coordinates all school functions involving food service with the Academy 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 planning by sharing ideas and input to enhance service and programs.
- Effectively manages and supervises staff by establishing a environment of accountability and promoting performance that takes into consideration the best interests of the students and Academy.

SUPERVISION AND IMPLEMENTATION

- Supervises and manages all food preparation and line service.
- Supervises, trains and evaluates assigned 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 Program
- 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 directed by supervisor.
- 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 and redirects staff to ensure accountability and compliance with the employment policies.
- 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.
- Completes and submits all reports 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 HES, Academy, department, district, 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.

PROFESSIONAL QUALITIES

- Cancels lunch and/or deliveries when required and during school closings.
- Develops effective methods of managing, compiling, organizing and tracking department documentation of student records in an organized and accessible manner.
- Maintains an organized food service calendar and documentation.
- Provides and maintains excellent customer service and positive communication with administration, staff, students, parents and community.
- Performs all duties with quality, efficiency and dedication to the Academies and their 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 issues and concerns.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts
- Participates in school committees that contribute to a 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills, knowledge of Food Service Program requirements, and leadership skills

EDUCATION/TRAINING:

- High School Diploma or Equivalent and 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. Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and must be able to work in and around fumes and odors.

Issued and Approved by: Name and Title :	Signature:
Employee Name and 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 (HR)
Supervisor: HES President/Vice President/Chief Operating Officer (COO)	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the HES President, Superintendent, and/or Vice President, and Chief Operating Officer (COO) oversees and maintains all aspects of Human Resources management excluding talent acquisition, 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. to insure compliance and act as a resource for Talent Acquisition and HR Management Team concerning compliance issues as delegated.
- Assists with establishing new employee procedures, Employee Handbook updates and distribution of changes.
- Develops and implements department improvement plan by sharing ideas and input to enhance services and program in alignment with district SIP and HES mission and vision.
- Acting as a point of contact for staff members for resources or concerns and relaying including relaying issues to HES HR Management Team
- Works in conjunction with HR Management Team to increase employee retention, engagement and satisfaction
- Reviews Academy class schedules for appropriate staff qualifications for new hire recommendations

SUPERVISION AND IMPLEMENTATION

- Works in conjunction with administration regarding post-evaluation procedures and evaluation of HR Compliance staff.
- Oversees, prepares, processes and maintains personnel compliance records to include updating records as needed.
- Coordinates the development, implementation, revising, distribution and collection of job descriptions and performance evaluations including review for accurate completion per requirements
- Coordinates the Staff Monetary Incentive Program and appreciation programs in partnership with the HR Management Team
- Assists current supervisors with innovative and effective methods to increase productivity and performance.
- Reviews, observes, evaluates and redirects the human resources compliance staff and leads their improvement plan for more effectiveness.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOS)

- 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 including staff career and leadership development for future HES staffing needs.
- Performs self-professional development to increase productivity and performance and plans own goals for self-improvement consistent with the job requirements and/or Academies or HES needs.
- Trains, supervises and evaluates personnel assigned to areas of responsibility.
- Plans, provides or facilitates appropriate training and resources for staff consistent with the requirements.
- Coordinates the collection, tracking and completion of Tri-Annual all staff Professional Development Logs
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.
- Plans own goals for self-improvement consistent with the job requirements and HES needs.

RESULTS AND DATA MANAGEMENT

- Oversees and prepares vacation, sick, FMLA and personal time in collaboration with the HR Management Team including orchestrating HES important occasion responses to staff.
- Maintains bulletin boards of required employee postings and general information and maintaining documentation of updates and postings including maintaining historical records.
- Oversees the Academies' schedule for compliance consistently with staff qualifications including substitutes and outside contractors.
- Collaborates with building maintenance leadership on general safety programs to include conducting periodic inspections and safety programs on a yearly basis to insure compliance.
- Coordinates safety training for staff members including BBP, CPR, AED, ADA and others may be required. Reports all unsafe practices to Management
- Ensures employee procedures and policies are clear, documented, communicated and audited.
- Assists with compiling terminated, new, and active staff lists and ensures that Transparency binders are up-to date and available for easy reference.
- Assists with the completion of employment verification forms, recommendations, various documentation and correspondence as directed by HR Management Team
- Prepares and compiles HR information for quarter/annual personnel reports and successfully completes the personnel audits per all requirements.

REPORTING AND COMPLIANCE

- Completes and oversees reporting and compliance requirements regarding staff qualifications to MDE, WCRESA, LARA, the authorizer, and the HES President.
- Secures teaching permits, personnel approvals, 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 HES and district, school, department-wide policies, daily routines and State and Federal guidelines.
- Completes and timely submits all required reports and communication per specifications.
- Reports issues and concerns to HES Management Team
- Demonstrates availability when needed.

PROFESSIONAL QUALITIES

- Takes all necessary measures to ensure confidentiality of all staff information.
- Follows an organizational system for documenting and communicating progress and concerns.
- 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 dedication to the Academies and their Management.
- Communication reflects commitment to the greater HES community to the best interest of the Academies and students.
- Performs other duties as may be assigned by the Supervisor.

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 the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 have advanced oral comprehension & expression skills, advanced written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, and highly developed organization and planning skills
- Must exhibit exemplary professionalism, accomplished computer literacy skills, and time management skills.
- Requires experience with Leadership, Supervision and Diplomacy
- Must have advanced conflict resolution skills, negotiation and persuasion skills and experience working under pressure

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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ability to perform the functions by sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Director of Instructional Improvement	Department: Mentoring and Coaching
Supervisor: Superintendent and HES President	Employer: Hamadeh Educational Services, Inc. (HES)

BASIC FUNCTION:

To provide instructional support and leadership in the implementation and delivery of mentoring and coaching services to produce and deliver the highest quality of professional services and to enhance students' achievement in support of HES and the district's strategic mission and goals.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Develops Professional Developments (PD) and/or interventions with teachers, instructional and support administrators to maximize teachers' potential.
- Works collaboratively with other team members on curriculum and instructional planning, department planning and will accept and act upon feedback from supervisor.
- Collaborates with administrators and teachers to ensure the proper implementation of the Academy's assessment program (Standardized and other types of assessments.)
- Trains instructional staff to develop and implement instructional strategies that target student needs and enhance student achievement.
- Provides mentoring, coaching, and direction to the ESL Program Implementation Coordinator, Early Childhood Specialist, and Coordinator of Special Programs to increase productivity and efficiency.

SUPERVISION AND IMPLEMENTATION

- Plans the activities and productivity of the staff mentoring and coaching programs to achieve district and department goals.
- Serves as an 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.
- Provides high-level support to the Principals by assisting in various means including observations, and walk-through.
- Serves as a resource to the school improvement committee and works with the Academy administrators to develop, implement and evaluate the Academy's continuous improvement plan.
- Collaborates with the Principals and the Director of Improvement and Accountability (DIA) in the development, review and implementation of the School Improvement Plan (SIP) including the Professional Development Plan (PDP) as relevant to areas of responsibility.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Advises building PD SIP committees as may be needed.
- Trains, personnel assigned to area of responsibility.
- Conducts a program of supplemental in-service education for assigned personnel.
- Plans, provides, or facilitates appropriate training and resources for staff on mentoring and coaching.
- Participates in staff meetings as necessary, to the support implementations of the supplemental mentoring program.

RESULTS AND DATA MANAGEMENT

- Evaluates staff mentoring and coaching programs and reports findings to the Superintendent and HES President, making recommendations for improvement as applicable to meet the Academies' goals as defined in the SIP.
- Reviews research that pertains to best practices and changes in legislation and keeps the supervisor abreast of the new changes and requirements and makes recommendations to ensure compliance with the updates.
- 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

- Keeps the Superintendent and HES President informed of issues and concerns in areas of responsibility.
- Creates and maintains an accurate and organized system for documenting and communicating school and subject expectations
- Accurately completes and submits in a timely manner all required reports per specifications.
- Develops presentations for Superintendent on results for evaluation and reporting purposes.

PROFESSIONAL QUALITIES

- Participates in school committees that contribute to a positive learning environment.

- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Promotes objective and professional approach to data-driven decision-making.
- Establishes and maintains positive interpersonal relationships with all children, parents/guardians, and fellow staff.
- Assists in preparing communications for parents, staff and/or community members as may be required.
- Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Performs other duties as may be assigned by the Superintendent and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND EXPERIENCE:

- Minimum Master's Degree in Education in any of the following: School Assessments and Evaluations, Curriculum and Instruction or an equivalent in a related field.
- Minimum of three years of experience or training in education and school administration; or equivalent combination of education and experience.
- Must have School Administration Certification or be enrolled in and accredited program in which a School Administrator Certification will be attained within 3 years.
- Must comply with all applicable laws related to the State of Michigan School Administrator requirements.
- 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. The ability to perform the functions by sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employees Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Director of Staff Mentoring and Coaching	Department: Central Office/Support Center
Supervisor: HES President and Chief Operating Officer (COO)	Employer: Hamadeh Educational Services, Inc. (HES)

BASIC FUNCTION:

To provide strong leadership in the development and implementation of the supplemental mentoring and coaching program for the instructional staff to develop and deliver highest quality of professional services and to enhance student achievement in alignment with the HES Pillars and the Districts' School Improvement Plan (SIP) and the District Improvement Plan (DIP) mission and vision.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS:

- Reviews instructional staff evaluations and collaborates with the teachers and instructional administrators, and provides them with feedback to enhance their understanding of the evaluation tools' elements and standards in order to improve their performance and student achievement.
- Develops professional development activities and/or interventions to support teachers and instructional administrators to maximize their potential.
- Trains instructional staff to develop and implement instructional strategies that target student needs and enhance student achievement.
- Collaborates with HES and Academics' instructional leaders to ensure the completion of district and school-wide professional development plan aligned with HES mission and vision and the academics' SIP and DIP.
- Collaborates in formulating and implementing customized mentoring and coaching activities that meet the specific needs of instructional staff to enhance student achievement.
- Responsible for the development of the department strategic plan aligned with the HES Pillars and Academics' SIP and DIP mission and vision.

IMPLEMENTATION OF SUPPLEMENTAL COACHING AND MENTORING:

- Plans and monitors the mentoring and coaching of instructional staff to achieve district and department goals.
- Serves as an internal consultant to the academics regarding staff mentoring and coaching programs, and makes recommendations for improvements as needed to meet the academics' goals and objectives.
- Provides high-level support and guidance to ensure effective instructional staff evaluations thru various means including effective formal and informal observations, walk-throughs, and evaluations.
- Collaborates with the Principals and HES President and COO in the development, review and implementation of the SIP and DIP as relevant to the areas of responsibility.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs):

- Advises Academics' Supplemental Professional Development (SPD) teams on the SIT (School Improvement Team) as may be needed.
- Trains Academics' instructional staff in the areas of responsibility.
- Plans and attends research-based and best practice professional developments (PDs) for the professional refinement in developing own performance effectiveness in the areas of responsibilities.
- Participates in meetings of the instructional staff, as are necessary, to support the implementation of the supplemental mentoring program, and the areas of responsibilities.
- Reviews research that pertains to the best practices and changes in legislation and keeps the supervisor abreast of the new changes and requirements and makes recommendations to ensure compliance with the changes in the areas of responsibilities.

RESULTS AND DATA MANAGEMENT:

- Evaluates staff mentoring and coaching programs and reports findings to the HES President and COO.
- Recommends areas for improvement as applicable to meet the Academics' goals as defined in the SIP and the DIP.
- Reviews the local and state student assessment program for the academics and recommends programs and strategies designed to enhance instruction delivery methods in order to improve student performance.
- Mentors the Principals on the supervision and evaluation of teachers' performance with the focus on student achievement and ensuring instructional staff accountability.
- Analyzes instructional staff evaluation results and recommends improvements to Academics' leaders to enhance the professional performance of their instructional staff.

REPORTING AND COMPLIANCE:

- Keeps the HES President and COO informed of main issues and concerns in areas of responsibility
- Develops presentations for HES President and COO on results of program review for evaluation and reporting purposes.
- Prepares written reports including developing recommendations for corrective action and presents reports and recommendations to HES President and COO, as applicable.

- Collaborates with school principals and Human Resource Department to ensure compliance and fidelity of instructional staff evaluation and mentoring.
- Works closely with school principals and district administrators to secure relationships and to commonly share information pertinent to program or project evaluations.

PROFESSIONAL QUALITIES:

- Demonstrates professionalism in work ethics, handling confidential information, and managing conflicts.
- Promotes objective and professional approach to data-driven decision-making.
- Plans, prepares and keeps pertinent documentation of necessary and relevant communications as may be needed.
- Performs all duties with quality, efficiency and dedication to the Schools and HES.
- Performs other duties as may be assigned by the HES President, COO, or 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND EXPERIENCE:

- Minimum Master's Degree in Education in any of the following: School Assessments and Evaluations, Curriculum and Instruction or an equivalent in a related field.
- Minimum three years' experience or training in education and school administration; or equivalent combination of education and experience.
- Must have School Administration Certification or be enrolled in and accredited program in which a School Administrator Certification will be attained within 3 years
- Must comply with all applicable laws related to the State of Michigan School Administrator requirements.
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

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Issued and Approved by: Name and Title :	Signature:
Employees Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Director of Talent Acquisition	Department: Human Resources (HR)
Supervisor: President/HES Vice President/Chief Operating Officer	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the HES President or her/his delegate, HES Vice President (VP) or Chief Operating Officer (COO) oversees and maintains all aspects of talent acquisition and recruitment.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Recruits, interviews and hires qualified and needed staff for HES and its academies under the direction of the Supervisor, HES President and Vice President.
- Coordinates the overall IIR Recruitment process including attending job fairs and the careful selection of prospective employees.
- Ensures the Talent Acquisition department adheres to established recruitment policies and procedures.
- Manages external recruitment postings and advertisements as needed.
- Oversees new staff qualifications including teachers, teacher substitutes, paraprofessionals, food service handlers, bus drivers, administrators, etc.
- Assists with establishing new employee procedures, Operations & Procedure Manual updates and distribution of changes.
- Maintains a wide range of recruitment poll and databases and makes recruitment and selection recommendations to the Supervisor, HES President and Vice President.
- Coordinates external job announcements and assists with internal announcements and related procedures. Coordinates department improvement plans in alignment with HES and its Academies' School Improvement Plan (SIP), HES mission and vision, by sharing ideas and input to enhance services and program.

SUPERVISION AND IMPLEMENTATION

- Works in conjunction with the Supervisor regarding evaluation of Talent Acquisition staff.
- Oversees, prepares, processes, and maintains new employee application process and personnel records to maintain compliance and ensuring all onboarding documents are received
- Evaluates and recommends Talent Acquisition staff development needs.
- Reviews and coordinates Talent Acquisition staff incentive and appreciation programs.
- Applies innovative and effective methods to increase productivity and performance within the Talent Acquisition Department.
- Reviews, observes, evaluates and redirects the Talent Acquisition staff and leads their improvement plan for more effectiveness.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends and/or coordinates meetings, activities and training sessions, as may be needed.
- Seeks opportunities and mentoring from designated staff for growth and professional development.
- Performs self-professional development to increase productivity and performance
- Plans personal development goals to be consistent with and supportive of job requirements and HES Academy needs
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.

RESULTS AND DATA MANAGEMENT

- Oversees absentee records of department staff to include recording hours and notifying management of time away from work.
- Oversees the school schedule for compliance consistently with staff qualifications.
- Ensures Talent Acquisition employee procedures and policies are clear, documented, communicated and implemented.
- Ensures all position openings and vacancies are timely filled with qualified candidates that are a good fit to the organization.
- Ensures new hire announcements are conducted in a timely manner. Completes and oversees all new hire employment verification forms, recommendations, various documentation and correspondence.
- Prepares, compiles, and maintains new hire information for quarter/annual personnel reports and disseminates it to the HR department.

REPORTING AND COMPLIANCE

- Completes and administers reporting and compliance requirements regarding new staff qualifications to the Supervisor, HES President and Vice President.
- Provides documentation for permits and licenses to Supervisor, HR Director, HES President and Vice President as needed and notifies new staff in writing of all the procedures and requirements to maintain employment and compliance.
- Ensures new staff training and certification are current and aligned with guidelines and policies.

- Complies with all HES and District, school, department-wide policies, daily routines and State and Federal guidelines.
- Completes and timely submits all required reports and communication per specifications to Supervisor, HES President and Vice President
- Reports issues and concerns to Supervisor and HES President and Vice President.
- Demonstrates availability and flexibility in unscheduled assignments, understands, adopts, and works consistently with HES mission.

PROFESSIONAL QUALITIES

- Complies with all District, school, and departmental policies; upholds the employment and FERPA, confidentiality and proper daily operations.
- Follows a detailed organizational system for documenting and communicating progress and concerns.
- 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 dedication to the Academies and their Management.
- Performs other duties as may be assigned by the Supervisor.

SAFETY LEGISLATION:

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APPROVALS:

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EXCLUSIONS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND TRAINING:

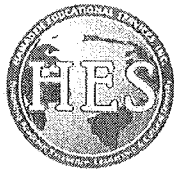
- Minimum a Bachelor's Degree in Human Resources or related field or an equivalent combination of education and experience.
- Thorough understanding of Michigan Human Resource regulations and requirements
- A minimum of three years professional experience in Human Resources and/or supervision
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable.

PHYSICAL DEMANDS:

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Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: District Support Liaison	Department: Administration
Supervisor: Superintendent/HES President	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Collaborates with the Superintendent/HES President in the development and implementation of various initiatives including, the monitoring of internal controls and the development and distribution of programs, policies and procedures.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with HES leaders to identify areas of need to develop and implement practices for better communication around upcoming projects, activities and initiatives.
- Manages the Academy calendar and helps prioritize commitments and projects including planning for near-term and future events and needs.
- Provides timely, accurate information about meeting participants and meeting purposes including preparing agendas and monitoring progress of assignments and outcomes to ensure completion.
- Acts as a project manager to support the Superintendent/HES President to plan, develop and implement multiple projects, initiatives and presentations.
- Effectively assists in the formulation and implementation of policies and procedures related to Academy activities in alignment with HES and the Academies' vision, mission, strategic and School Improvement Plan (SIP).

SUPERVISION AND IMPLEMENTATION

- Effectively interprets and implements policies including State and Federal regulations, and policies of the Board of Education, as they relate to assigned areas of responsibility.
- Tracks and records stakeholders' suggestions for new program and activities for possible future implementation.
- Coordinates with internal resources and third parties/vendors for the seamless execution of projects.
- Monitors projects to ensure guidelines are complied with and deadlines are achieved successfully.
- Communicates with stakeholders to clarify the desired outcomes of various projects ensuring compliance, quality and efficiency.
- Responds to and initiates inquiries (questions regarding purchasing, personnel, facilities, administration, specialized programs, etc.) Explains policies, answer questions, and independently resolve problems whenever feasible.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Assists in coordinating and conducting staff meetings related various projects and initiatives
- Provides stakeholders with necessary professional development opportunities to enhance the outcomes of various initiatives to positively impact the outcomes of projects.
- Plans personal development goals to be consistent with and supportive of job requirements and HES Academy needs
- Attends meetings and training as may be necessary and as may be directed by the supervisor to enhance the needed skills for this position.
- Ensures timely and complete participation in and documentation of PLOs where applicable.

RESULTS AND DATA MANAGEMENT

- Uses data to guide decision-making, analyzes data and issues reports monthly to evaluate progress and recommends programs for improvements.
- Performs complex administrative duties and tasks to support projects and initiatives including using discretion and independent judgment to make decisions.
- Performs statistical calculations on data for reports and presentations including composing and preparing data for presentation to senior leadership.
- Reviews and analyzes the academies security systems to support the academies safety program in compliance with local, state, and federal guidelines and regulations and reports safety concerns to supervisor.
- Collaborates with various stakeholders to analyze data to promote process improvement and lean thinking
- Follows up with stakeholders to ensure various projects and initiatives are implemented and completed with fidelity.

REPORTING AND COMPLIANCE

- Participates in the investigation and documenting of various accidents and injuries on Academy premises and reports them to the Vice President and Supervisor for required regulatory reporting.
- Complies with all districts, academy, and department-wide policies and follows established rules and guidelines in daily operations.
- Maintains and submits accurate and up-to date checklists and databases as required for efficient performance of assignments.
- Provides the Superintendent/HES President with support as assigned in matters involving district initiatives and projects including keeping stakeholders abreast of key developments.
- Maintains accurate records keeping and ensures all documentation is organized and preserved for efficient reference and operations.

PROFESSIONAL QUALITIES

- Performs all duties with quality, efficiency, with the highest ethics, and dedication to the Academics and their Management.
- Demonstrates professionalism with the highest work ethics in handling confidential information and managing conflicts.
- Maintains a professional and positive communication with all members of the Board of Directors, Academics staff, parents and Community members.
- Demonstrates efficient time management, performs all duties reliably, efficiently, with the highest ethics, and strong sense of commitment to the Academics and Management.
- Demonstrates flexibility in unscheduled assignments, understands, adopts, and works consistently with HES mission.
- Performs other duties as may be assigned by the Superintendent/HES President or her designee.

SAFETY LEGISLATION:

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APPROVALS:

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EXCLUSIONS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION / TRAINING:

- Bachelor's Degree in Administration, Communications or any related field or a combination of education and experience. 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. The ability to perform the functions by sitting, standing and/or walking for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Early Childhood Associate Teacher	Department: Academic – Instruction
Supervisor: Early Childhood Specialist	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the supervision of the classroom teacher, assists in the smooth and efficient operation of the Pre-K classroom in a team teaching model and assists with implementing curriculum, child assessments, home visits, and supporting parent engagement activities.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists the classroom teacher in creating an orderly classroom environment conducive to learning and appropriate to the appropriate developmental levels of the Pre-K students.
- Partners with the classroom teacher to proactively plan and deliver effective large group, individual and small group instructional activities to that are consistent with students developmental levels, interests and abilities.
- In Collaboration with the Lead Pre-K teacher to create lesson plans and maintains a detailed documentation as may be required.
- Collaborates with Lead Pre-K teacher with common goals to increase student development.
- Reports to duties on time and contributes to effectively ensuring student safety, orderly behavior and maintaining classroom routines.
- Performs job duties to support student development consistent with the job description.

SUPERVISION AND IMPLEMENTATION

- Collaborates with the Lead Pre-K teacher to effectively implement lesson plans consistent with the needs and abilities of students
- Assists with snack time, meal time, rest time, transitions, physical activities and indoor and outdoor activities
- Handles confidential/sensitive information appropriately.
- Uses appropriate interventions when responding to student behaviors.
- Enforces the Academy's Pre-K student discipline policies clearly and consistently.
- Insures that Adult to student ratios are continually maintained

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-evaluation to identify areas of strengths and needs and seeks 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.
- Utilizes supervisor's directives and stakeholder feedback to improve performance.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or Academy needs.

RESULTS AND DATA MANAGEMENT

- Maintains and updates student files and documentation per GSRP and Academy requirements.
- Evaluates student progress review of child assessment data and provides feedback to Lead Pre-K teacher on recommendations best suited for student.
- Tracks students' developmental progress and evaluates growth improvements as indicated by GSRP and curriculum guidelines.
- Uses data to inform decision-making; analyzes disciplinary data; evaluates progress; recommends programs for improvements; awards progress and achievement.
- Ensures lessons are effectively followed and student achievement is evident.

REPORTING AND COMPLIANCE

- Accurately completes and timely submits all required paperwork and up-to-date reports per specifications including records of individualized student activities.
- Demonstrates positive support to the School Improvement Plan (SIP). Documents students' progress and achievement in daily interactions.
- Complies with all Academy and department-wide policies, daily routines and guidelines.
- Collaboratively participates in Academy committees that contribute to a positive learning environment.

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication with all students, parents and stakeholders.
- Fosters teamwork and demonstrates flexibility as to unscheduled assignments and/or placements and understands and works towards the Academy's 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 consistent with the Academy's mission.
- Performs other duties as may be assigned in writing by the Supervisor, Principal and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING:

- Must have a valid CDA or Associates Degree in Early Childhood Education or Child Development from one or more regionally accredited two- or four-year colleges or universities (Accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE) or or an existing MDE 120 hour approval
- 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching. Ability to work indoors and outdoors year round

Issued and Approved By: Name and Title :	Signature:
Employee Name and Title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer



Hamadeh Educational Services, Inc.

Job Description

Job Title: Early Childhood Specialist SIA, UA, ULA	Department: Administration
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Principal, serves as a consultant/resource person as well as an instructor of the early childhood students and facilitates appropriate instruction and effective intervention strategies to maximize students' potential and achievement.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Serves as the coordinator for the Early Childhood department.
- Serves as an instructional resource for students and staff in the Pre-K Program and assists with the Kindergarten Program 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.
- Plans, processes purchases for the early childhood department and tracks expenditures consistent with the budget.

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.
- Schedules, facilitates and conducts student home visits, parent/teacher conferences, and maintenance of the classroom assessment toolkit (Creative Curriculum).
- Supervises and evaluates staff performance focusing on student achievement and ensuring accountability.
- Provides students with counseling, guidance and proper supervision as needed.
- Plans, coordinates, prepares, and processes purchases of curriculum materials, resources, and other necessary needs for Pre-K and keeps track of all expenditures consistent with the approved budget.
- Recommends requisitions of adequate supplies, resources and equipment.
- Plans academic contests, activities, and concerts, fairs, and parents events.

PROFESSIONAL LEARNING OPPORTUNITIES

- Coordinates, participates, and 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 may be needed.
- 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, and PTC Meetings.
- Serves on School Improvement Plan (SIP) and Total Quality Management (TQM) committees.

RESULTS AND DATA MANAGEMENT

- Analyzes data within the Pre-K and Kindergarten Programs and uses results for improvement.
- Evaluates students' performance in Pre-K by reviewing report cards, progress reports and the results of formative and summative assessments.
- Develops, recommends, and administers the department budget.
- Monitors latest research, trends and developments in curriculum and instruction and disseminates information to the appropriate personnel with intent of providing philosophical direction to curriculum development.
- Submits reports and records needed and as required by law, Board policies, and administrative directives.

REPORTING AND COMPLIANCE

- Prepares, submits, and maintains accurate, complete and correct records, licenses and permits needed as required by law, district policies, 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, purchases, inventory, etc.)
- Complies with all district, school, department-wide policies and daily routines and guidelines.

PROFESSIONAL QUALITIES

- Participates in Academy committees that contribute to a positive learning environment.
- Participates collaboratively in school functions, activities, and committees and attends Parent-Teacher conferences, open houses, and orientations.
- Assists in the interview, selection and assignment of personnel, certified and classified employees for the Pre-K Program.
- Attends to assignments punctually and considers the impact of his/her attendance on student achievement.
- Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Performs other duties as may be assigned in writing by the Principal, Superintendent, and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills and thorough knowledge of Creative Curriculum

EDUCATION / TRAINING

- Minimum of a Master's Degree in the study of Early Childhood Education
- A current Michigan Teaching Certificate for Early Childhood is a plus
- At least 3 years of Pre-K teaching experience.
- Must be certified in adult/child/infant CPR and First Aid

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 ability to perform the functions requires sitting, standing and/or walking for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to stooping, bending, reaching, crouching, kneeling and twisting.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Family and Community Engagement Liaison	Department: Administration
Supervisor: HES President	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION

Assists the HES President in managing the family engagement and community activities by serving as the liaison with students, parents, teachers, and community organizations to successfully address issues of concerns or areas in need of improvement and implementing strategic methods and activities to enhance family and community engagement to improve student achievement.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Plans and conducts the evaluation of family and community engagement in the Academies through the documentation of family/parent activities held, attendance sheets, etc. and recommends improvements to enhance family engagement.
- Engages in parental and community outreach activities to encourage increased participation
- Collaborates with the Academies' leaders to organize, advertise and facilitate parent meetings/events as may be needed.
- Effectively assists in the formulation and implementation of policies and procedures related to parental involvement activities.
- Coordinates the parent/family involvement and helps evaluate effectiveness through surveys, documentation of activities held, attendance sheets, etc.
- Effectively develops and recommends ongoing list of community resources that are needed and useful to students and parents to assist achieving their goals towards high school graduation, college completion, and career planning.
- Collaborates with the Academies' leaders and Family Engagement Liaisons to plan and implement activities to enhance family engagement.
- Plans, coordinates and oversees the alignment of family engagement activities across the HES academies and to eliminate duplication of services that are offered by the Academies' Family Engagement Liaisons and those that are offered by the Family Engagement and Community Liaison.
- Develops and implements department improvement plan by sharing ideas and input to enhance services and program in alignment with district SIP and HES mission and vision.
- Is responsible for coordinating community outreach activities that align with the mission and vision of HES including the solicitation of resources for the benefit of the academy through various community groups, grants and partnerships. Is responsible for increasing awareness of the academy booster activities and groups.

SUPERVISION AND IMPLEMENTATION

- Effectively evaluates current family engagement resources, guidelines, and programs to reach optimal quality and efficiency.
- Monitors outside/community resources and programs and evaluates their effectiveness on student and parental involvement.
- 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.
- Attends the Academies' Parent Teacher Committees (PTCs) meetings at least quarterly per school and reports meeting minutes to the HES President.
- Collaborates with the identification of family volunteers, parent, leaders and organizations and maintains partnerships to support the academics programs and activities.
- Conducts home visits as may be necessary to bridge the gaps between the Academies and the families to enhance mutual understanding, open communication, and promote the use of available resources and programs, and maintaining family support.
- Tracks and records stakeholders' suggestions for new program and activities for possible future implementation.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Coordinates and conducts staff meetings related to family engagement programs.
- Attends staff meetings and seminars or conferences in areas related to job responsibilities as needed.
- Provides families with necessary professional development opportunities to enhance family engagement and family skills to positively impact student family connection and student achievement.
- Attends meetings and training as may be necessary and as may be directed by the supervisor to enhance the needed skills for the position.
- Ensures timely and complete participation in and documentation of PLOs where applicable.

RESULTS AND DATA MANAGEMENT

- Tracks family engagement attendance at the PTC meetings, conferences, and school activities and recommends improvements to school leaders.
- Works closely with all parties involved in students' affairs to address families' areas of concerns.
- Records and tracks all family concerns and resolutions, and family satisfaction.
- Observes records and recommends programs/activities to families for improving student achievement and behavior.
- Uses data to guide decision-making, analyzes data and issues reports monthly to evaluate progress and recommends programs for improvements.

REPORTING AND COMPLIANCE

- Updates and submits to HES President a report of family engagement and community liaison activities consistent with the job description and requirements and expectations of the position.

- Is available when needed to ensure completion of tasks and the full safety of the Academy, students, staff, and parents.
- Prepares and submits all documentation required for department authorization and evaluation.
- Complies with all districts, Academics, and department-wide policies and follows established rules and guidelines in daily operations.
- Maintains and submits accurate and up-to date reports, checklists, and databases as required for efficient performance of assignments.

PROFESSIONAL QUALITIES

- Organizes and files all parent complaints, parent notices, and resolution forms on a routine basis.
- Maintains documentation of all meeting minutes, parents' data, contact information and related community resources.
- Maintains the privacy of students and their families by keeping all cases confidential and sharing with concerned parties only.
- Attends and assists in coordinating and directing family engagement activities as may be directed by the HES President, such as Parent-Teacher Conferences, open houses, orientations, PTC meetings, athletic meetings and other events where families are engaged.
- Maintains the privacy of students and their families by keeping all cases confidential and sharing with concerned parties only.
- Maintains open communication between parents, teachers and administrators, and promptly inform parents of any concerns and/or situations involving their children when and where the school administration is not involved in reporting to the parents.
- Provides the HES President with support as needed in matters involving the parents and their concerns.
- Performs all duties with quality, efficiency, with the highest ethics, and dedication to the Academics and their Management.
- Performs other duties as may be assigned by the HES President or assigned 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND TRAINING

Bachelor's Degree in Administration or Communication or any related field or a combination of education and experience; 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. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Family Engagement and Community Liaison

Department: Administration

Supervisor: HES President/COO

Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION

Assists the HES President/COO in managing the family engagement and community activities by serving as the liaison with students, parents, teachers, and community organizations to successfully address issues of concerns or areas in need of improvement and implementing strategic methods and activities to enhance family engagement to improve student achievement

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Plans and conducts the evaluation of family engagement in the Academies through surveys, documentation of family/parent activities held, attendance sheets, etc. and recommends improvements to enhance family engagement.
- Effectively develops and shares a list of community resources to increase parent effectiveness to support their children to achieve their goals towards high school graduation, college completion, and career planning.
- Collaborates with the Academies' leaders, counselors, social workers, and teachers to identify areas of needs to develop and implement practices for better communication between home and school about academic activities, student progress, and family engagement programs to enhance student achievement.
- Collaborates with the Academies' leaders to organize, advertise and facilitate parent meetings/events as may be needed.
- Collaborates with the Academies' leaders and Family Engagement Liaisons to plan and implement activities to enhance family engagement.
- Plans, coordinates and oversees the alignment of family engagement activities across the HES academies and to eliminate duplication of services that are offered by the Academies' Family Engagement Liaisons and those that are offered by the Family Engagement and Community Liaison.
- Develops, monitors, evaluates, and implements electronic (social media, automated calls, email campaigns, etc.) community and family engagement strategies, activities, and programs to enhance family engagement.
- Develops and implements department improvement plan by sharing ideas and input to enhance services and program in alignment with district SIP and HES mission and vision.

SUPERVISION AND IMPLEMENTATION

- Effectively evaluates current family engagement resources, guidelines, and programs to reach optimal quality and efficiency.
- Monitors the effectiveness of family 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.
- Attends the Academies' Parent Teacher Committees (PTCs) meetings at least quarterly per school and reports meeting minutes to the HES President/COO.
- Collaborates with the identification of family volunteers, parent, leaders and organizations and maintains partnerships to support the academies programs and activities.
- Conducts home visits as may be necessary to bridge the gaps between the Academies and the families to enhance mutual understanding, open communication, and promote the use of available resources and programs, and maintaining family support.
- Tracks and records stakeholders' suggestions for new program and activities for possible future implementation.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Coordinates and conducts staff meetings related to family engagement programs.
- Provides families with necessary professional development opportunities to enhance family engagement and family skills to positively impact student family connection and student achievement.
- Provides professional development and needed resources and support to the Academies' Family Engagement Liaisons and other team members as necessary.
- Attends meetings and training as may be necessary and as may be directed by the supervisor to enhance the needed skills for this position.
- Ensures timely and complete participation in and documentation of PLOs where applicable.

RESULTS AND DATA MANAGEMENT

- Tracks family engagement attendance at the PTC meetings, conferences, and school activities and recommends improvements to school leaders.
- Works closely with all parties involved in students' affairs to address families' areas of concerns.
- Records and tracks all family concerns and resolutions, and family satisfaction.
- Observes records and recommends programs/activities to families for improving student achievement and behavior.
- Uses data to guide decision-making, analyzes data and issues reports monthly to evaluate progress and recommends programs for improvements.

REPORTING AND COMPLIANCE

- Collaborates in the formulation of general family engagement safety policies and procedures to be followed in the schools in compliance with local, State, and Federal Occupational Safety and Health Administration (OSHA) rules and regulations, American Disabilities Act, FERPA, and Internet Safety.

- Updates and submits to HES President/COO and Director of Accountability, Improvement and Assessment on an annual basis the Parent Compact, NCLB and as may be required by MDE and the academics' boards.
- Participates in the investigation and recording of family accidents and injuries on Academy premises only on as may be needed by the HES President/COO and reports them to Vice President and HES President as required by regulatory agencies.
- Complies with all districts, Academies, and department-wide policies and follows established rules and guidelines in daily operations.
- Maintains and submits accurate and up-to date reports, checklists, and databases as required for efficient performance of assignments.

PROFESSIONAL QUALITIES

- Organizes and files all parent complaints, parent notices, and resolution forms on a routine basis.
- Maintains documentation of all meeting minutes, parents' data, contact information and related community resources.
- Attends and assists in coordinating and directing family engagement activities as may be directed by the HES President/COO, such as Parent-Teacher Conferences, open houses, orientations, PTC meetings, athletic meetings and other events where families are engaged.
- Maintains the privacy of students and their families by keeping all cases confidential and sharing with concerned parties only.
- Maintains open communication between parents, teachers and administrators, and promptly inform parents of any concerns and/or situations involving their children when and where the school administration is not involved in reporting to the parents.
- Provides the HES President/COO with support as needed in matters involving the parents and their concerns.
- Performs all duties with quality, efficiency, with the highest ethics, and dedication to the Academies and their Management.
- Performs other duties as may be assigned by the HES President/COO or assigned 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND TRAINING

Bachelor's Degree in Administration or Communication or any related field or a combination of education and experience; 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. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and 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: Director of Food Services Program	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Supervise all aspects of the food services program at the Academy in a manner that is efficient and in line with the district's guidelines and procedures. 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 and 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 the Academy's 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 Academy's 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 the Academy's 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 (MDR, 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 and food service supervision.
- Ensures that campus is orderly and secure at all time.
- Performs all tasks in compliance with code of ethics, state/local/MDR 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 Director 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.

PROFESSIONAL QUALITIES

- Develops effective methods of managing, compiling, organizing and tracking department documentation in an organized and accessible manner.
- Maintains exceptional customer service and positive communication with administration, staff, students, parents and community.
- Establishes and maintains positive team spirit among all staff and the Academy's community.
- Performs all duties with quality, efficiency and dedication to the Academy 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 and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills, knowledge of Food Service Program requirements, and leadership skills

EDUCATION/TRAINING:

- High School Diploma or Equivalent and 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. Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Food Services Supervisor	Department: Food Services
Supervisor: Director of Food Services Program	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Supervise all aspects of the food services program at the Academy in a manner that is efficient and in line with the district's guidelines and procedures.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in preparing and planning school- meal menus to meet the USDA nutritional requirements.
- Prepares and 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 the Academy's 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 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 Academy's policies and guidelines.
- Assists in assessing students' preferences, to continuously improve the food service
- Monitors students' conduct in lunch room, and makes sure of an orderly environment.
- 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 Academy 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 any issues, concerns and/or safety hazards.
- 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 Director 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.

PROFESSIONAL QUALITIES

- Develops effective methods of managing, compiling, organizing and tracking department documentation in an organized and accessible manner.
- Maintains exceptional customer service and positive communication with administration, staff, students, parents and community.
- Establishes and maintains positive team spirit among all staff and the Academy's community.
- Performs all duties with quality, efficiency and dedication to the Academy 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.
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APPROVALS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills and leadership skills

EDUCATION/TRAINING:

- High School Diploma or Equivalence and 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. Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Human Resources Compliance Administrator	Department: Human Resources (HR)
Supervisor: Vice President/Chief Operating Officer/Director of Human Resources	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Vice President and Director of Human Resources coordinates the compliance and record keeping of various complex administrative tasks including the monitoring of internal controls and the development and distribution of policies and procedures. .

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Develops effective methods of managing, compiling, organizing and tracking department documentation. Performs related tasks as assigned by Supervisor.
- Responsible for securing missing or updated documentation from staff and contractors to ensure continued compliance
- Sets clear objectives for department, participates in improvement plans by sharing ideas and input to enhance services and programs.
- Coordinates the scheduling of pre and post audit activities including recommending process and policy improvements.
- Orders and maintains supplies, inventory and stock, provides follow up on purchase orders, post office correspondence, packing slips, and receipt of purchases.
- Revises, corrects, and drafts correspondence in addition to creating/maintaining databases for employment eligibility for active and terminated employees.
- Responsible for the reconciliation of AFLAC supplementary benefit plans including the review of monthly vendor statements. .
- Compares various components of benefits and coverage.
- Responsible for the review of the mid-year and end of year staff evaluations including ensuring compliance with internal policies.
- Responsible for the preparation and facilitation of multiple regulatory or stakeholder audits throughout the year.
- Follows up with staff to collect needed documentation and ensure compliance with HES policies including ensuring the accuracy of personnel records. .

SUPERVISION AND IMPLEMENTATION

- Responsible for the compliance of the I-9 employment verification forms in accordance with USCIS rules and regulations including facilitating internal audits and the development of internal processes.
- Develops an internal compliance calendar with up-to-date records of upcoming projects, assignments and events/tasks.
- Coordinates the verification and completion of service provider's documentation for the Academies including ensuring compliance with internal processes and procedures
- Schedules internal audits to assist the Vice President and Director of Human Resources with evaluating preparedness and adherence to rules and regulations as established by the MDE, WCRESA, the authorizer, Academy, and HES.
- Coordinates and organizes CPR/FA (and BBP) sessions throughout the school year to ensure compliance.
- Responsible for the coordination and completion of all IIQ forms for all staff including ensuring compliance and highly qualified status.
- Audits annual general agencies proposals for each site location, provide feedback, and communicate with insurance vendor regarding issues and counts needed to secure insurance coverage. Prepare documents and other required questionnaires for appropriate levels of coverage, etc.
- Follow up with staff to obtain releases of information for transitions between academies. Ensures that needed DFA is on file for each employee and follows up with staff to ensure compliance.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends and coordinates all school events, meetings, seminars, workshops, and activities as directed by the Supervisor, and HES President.
- Records meeting minutes; maintains Professional Development Binders, professional learning session documentation, and sign-in forms.
- Ensures timely and complete participation in and documentation of meeting and PLOs where applicable.
- Provides and coordinates staff with training sessions as assigned by Supervisor.
- Guides staff, students and parents to ensure the smooth operation of the Academies.
- Plans personal development goals to be consistent with and supportive of job requirements and HES Academy needs

RESULTS AND DATA MANAGEMENT

- Creates and maintains spreadsheets, databases, presentations, and reports for the effective use and managing of HR compliance processes and procedures.
- Analyzes HR Data as to make data driven decisions related to the application of internal processes and procedures
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.
- Organizes and preserves paper and computer files for efficient reference and operation.
- Audits and updates transparency documentation, staff professional development documentation, highly qualified forms, and other compliance related documents at the academy level.
- Participates in the SMI as may be needed and delegated by the Superintendent and Supervisor.

REPORTING AND COMPLIANCE

- Reports all complaints, actions, and issues related to the Academies to Supervisor; maintains accurate records.
- Provides excellent customer services, relies on positive communication
- Maintains professional appearance and demonstrates self ethically and in a manner appropriate to a public setting and HES philosophy.
- Internalizes and reflects upon Supervisor directives to improve individual performance.

- Coordinates the compliance and processing of all employment documentation as may be required by Local and State authorities, Academy Board and Personnel and HES administration.
- Complies with all District, school, and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations.

PROFESSIONAL QUALITIES

- Practices time management, performs all duties reliably, efficiently, with the highest ethics and strong sense of dedication to the Academics and its Management.
- Promotes a professional and positive work environment as evidenced by Supervisor's satisfaction and consistent with HES mission and Philosophy.
- Effectively communicates with stakeholders and addresses their needs to ensure satisfactory customer service.
- Performs variety of clerical duties as assigned by Supervisor, Chief Operating Officer, HES Vice President, and/or President.
- Takes all necessary measures to ensure confidentiality of all staff information and HR activities.
- Implements effective workflow systems for company-wide use.
- Follows a detailed organizational system for documenting and communicating all assigned tasks and projects
- Performs other duties as assigned. Demonstrates flexibility in unscheduled assignments, understands, adopts, and works consistently with HES mission.

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Human Resources Data Generalist	Department: Human Resources (HR)
Supervisor: Human Resources Data Specialist/Vice President	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the supervisors, compiles and keep records, issue reports and performs a variety clerical, administrative, and office tasks and other duties as may be needed and delegated by the supervisor.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Plans and prepares with department staff in the scheduling of employment activities, audit and personnel updates, and communications.
- Reviews and processes employee timesheets, Academy substitute logs and independent contractor documentation.
- Monitors, reviews and processes insurance bills and payroll deductions including maintaining accurate records and documentation.
- Plans and submits the semi-annual REP submission by maintaining accurate documentation and producing lists and databases necessary for accurate submittals.
- Confirms and verifies all staff qualifications including teachers, substitute teachers, paraprofessionals, food service handlers, bus drivers, administrators, etc.

SUPERVISION AND IMPLEMENTATION

- Communicates with staff to collect assignments and reports and ensure compliances with HES policies
- Proactively participates in department improvement plan by sharing ideas and input to enhance services and programs.
- Reviews and updates department documents and templates for the accurate use by employees and central office/support center administrators.
- Performs a variety of administrative duties as assigned by Supervisors including updating databases and records as necessary.
- Continuously reviews updates to MDE guidance documents related to REP reporting requirements and develops suggestions to make improvements/changes as necessary.

PROFESSIONAL LEARNING OPPORTUNITIES

- Attends and/or plans the coordination and facilitation of staff meetings, training sessions, and school activities as may be needed and effectively implements new strategies.
- Collaborates in evaluating and recommending staff development needs.
- 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 the Academies' needs.
- Reflects upon supervisor directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Creates and maintains spreadsheets, databases, presentations, and reports as assigned by Supervisor.
- Manages data to guide decision-making and formulation of recommendations and improvements for the Department.
- Organizes and preserves paper and computer files for efficient reference and operation.
- Analyzes HR Data to make data driven decisions related to the application of internal processes and procedures
- Timely verifies and notifies senior HR leadership team of staffing and contractor reporting and insures reporting data integrity

REPORTING and COMPLIANCE

- Completes the processing of employment documentation as may be required by local and State authorities, school Board and personnel, and HES administration.
- Complies with all District, school, and Departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations.
- Effectively and timely screens and manages phone calls and visitors, and promptly channels concerns to administration for solutions.
- Review and audit tax documentation related to benefit plans to insure accuracy and compliance.
- Takes all necessary measures to ensure confidentiality of all staff information and HR activities

ADMINISTRATIVE QUALITIES

- Follows an organizational system for documenting and communicating staff hires, terminations, transfers and concerns with stakeholders.
- Maintains professional appearance and demonstrates self ethically and in a manner appropriate to a public setting and HES philosophy
- 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 dedication to the Academies and their Management.
- Performs other duties as may be assigned by the Supervisor, Superintendent or HES President.

SAFETY LEGISLATION:

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APPROVALS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND TRAINING:

- Minimum of a Bachelor's Degree in Human Resources or related field or an equivalent combination of education and experience.
- 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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Human Resources Data Specialist	Department: Human Resources (HR)
Supervisor: Vice President and Chief Operating Officer	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Assists the Vice President in maintaining required reporting and tracking related to employee records and assists with other human resources duties as may be needed and delegated by the supervisor.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Plans, prepares and administers all employee benefit programs including managing annual enrollment implementation and the new hire enrollment process.
- Makes recommendations for updating the Operations and Procedures Manual (OPM) policies including the distribution and implementation of changes.
- Plans the annual budget preparation by estimating personnel costs, and the tracking of costs throughout the year including providing necessary reports and records.
- Monitors time allocation to restricted funds by reviewing and auditing Personnel Activity Reports (PARs) and completing the annual regulatory semi-annual certification process.
- Plan and implement processes and procedures related to the record keeping of time, and update as necessary.
- Reconciles benefit payments for employer and employees to ensure proper payroll deductions and payments are contributed to the benefit plan costs.
- Prepares and submits REP report on semi-annual basis, including the review and verification of related employment documentation.
- Supervises the Human Resources Data Generalist including effectively communicating expectations and evaluating performance.

SUPERVISION AND IMPLEMENTATION

- Manages the confirmation and verification of all staff qualifications including teachers, substitute teachers, paraprofessionals, food service handlers, bus drivers, administrators, etc.
- Prepares the annual 401K audit information for the required 5500 filing.
- Proactively participates in department improvement plan by sharing ideas and input to enhance services and programs.
- Communicates with staff in relation to benefit program enrollment and related payroll deductions
- Ensures and verifies employee enrollment and terminations are processed and reflected accurately on vendor monthly statements.
- Requests required approvals and permits from the Department of Education where necessary and files required reports related to staff assignments as requested by MDE or the ISD.
- Reviews and updates department documents and templates for the accurate use by employees and central office/support center administrators.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends and/or plans the coordination and facilitation of staff meetings, training sessions, and school activities as may be needed and effectively implements new strategies.
- Collaborates in evaluating and recommending staff development needs.
- 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 the Academies' needs.
- Reflects upon supervisor directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Completes and records all employment verification forms, reference checks, and recommendations.
- Compiles and prepares additional HR information for quarter/annual personnel and state reports and audits.
- Manages and maintains accuracy of transactions in the PlanSource system including open enrollment, new hires and life events.
- Reviews schedules annually for compliance and the verification of qualifications of staff. Collaborates with the Principal to produce final staff schedules for distribution.
- Verifies and updates staff database annually related to employment records and maintains and distributes updated staff lists.
- Manages and verifies all documentation and records related to certification, background checks, and employment in order for accurate and thorough REP reporting.

REPORTING AND COMPLIANCE

- 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.
- Collaborates in the preparation of reporting and compliance requirements regarding staff qualifications to MDE, WCRESA, the Authorizer, Academies and HES.
- Manages and maintains the required notices and deadlines related to benefit and 401K enrollment to plan participants.
- Accurately completes and timely submits all required reports per specifications.
- Complies with all District, Academy and department-wide policies and daily routines/guidelines.

- Maintains current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).

PROFESSIONAL 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 and HR activities.
- 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 dedication to the Academics and their Management.
- Performs other duties as may be assigned by the Supervisor, Superintendent 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING:

- Minimum of a Bachelor's Degree in Human Resources or related field or an equivalent combination of education and experience.
- Thorough understanding of Federal, State and Local employment rules and regulations.
- A minimum of three years of professional experience in Human Resources and/or supervision or a related field.
- 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. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Human Resources Generalist - Payroll	Department: Human Resources (HR)
Supervisor: Vice President and Chief Operating Officer	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Responsible for accurately and efficiently updating, maintaining and processing benefits administration, time and attendance tracking and other related HR tasks.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Coordinates the administration of various human resources plans and procedures including benefits via PlanSource and time and attendance tracking via KRONOS, Microsoft Excel, and Time-Clock Plus and any other system designated by the employer.
- Coordinates in collaboration with the Vice President in accurately completing payroll processing on a weekly basis and ensures all employees are compensated in an accurate and timely fashion.
- Responsible for the administration in collaboration with the Director of Human Resources of FMLA and other leaves of absences in accordance with Federal, State Local, and HES employment rules and regulations.
- Manages the KRONOS, Time-Clock Plus and any other system designated by the employer ensuring that time-off requests, timesheets and punches are accurately completed by all employees at HES.
- Provides excellent customer service to employees by ensuring all payroll, benefits and other inquiries are responded to and solved in an accurate and timely fashion.
- Proactively participates in department improvement planning by sharing ideas and input to enhance the services and programs of the human resources department.

SUPERVISION AND IMPLEMENTATION

- Coordinates the enrollment of employees into various benefits plans including health, dental, life, disability, FMLA, and 401K plans
- Coordinates and processes various employee forms including insurance, retirement, COBRA and worker's compensation in collaboration with the supervisor.
- Tracks daily attendance and updates record of attendance for each employee via the KRONOS, Time-Clock Plus and any other system designated by the employer on a daily basis by reviewing daily and weekly missed punch reports.
- Collects, organizes and manages timesheets for accuracy and completeness and follows up with staff as needed to ensure compliance.
- Coordinates reviewing and recommending changes to the employee operations and procedure manual and the implementation and compliance of those changes.
- Manages the processing and maintaining of employee personnel records including updating records as needed
- Responsible for the compliance of required bulletin boards employee postings and general information as required by Federal, State and Local employment rules and regulations. .

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends and/or assists the Vice President and Chief Operating Officer in the coordination and facilitation of staff meetings, training sessions, and school activities as may be needed and effectively implements new strategies.
- Performs self-professional development to increase productivity and performance.
- Ensures timely and complete participation in and documentation of training sessions as needed.
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or Academy needs
- Internalizes and reflects upon Supervisor directives to improve individual performance.

RESULTS AND DATA MANAGEMENT

- Maintains absentee records to include recording hours and notifying management of time away from work.
- Updates and maintains staff attendance, employee benefits, 401K eligibility, ACP, ESL, FMLA, and hourly staff databases.
- Manages the reconciling of benefit invoices
- Responsible for accurately compiling and reporting weekly time worked for each employee for payroll processing.
- Records and prepares vacation, sick, FMLA, personal time and injury reports for review and processing
- Responsible for the completion of various employment verification forms. Timely and accurately completes paperwork and processes updates for employee health, dental, disability, FMLA, garnishments, injury reports, COBRA and 401K plans as needed

REPORTING AND COMPLIANCE

- Manages the reporting of various compliance requirements including OSHA and FMLA and in accordance with employment laws and to the specification of other stakeholders such as MDE, WCRESA, the authorizer and HES.
- Manages the processing of payroll garnishments and distributes to appropriate parties within the required time period
- Completes FMLA forms and sends response to staff within the required time period
- Processes COBRA documentation in a timely fashion and in accordance with all applicable employment rules and regulations.
- Accurately completes and timely submits all required reports per specifications.
- Complies with all district, school, department-wide policies and daily routines/guidelines.

PROFESSIONAL QUALITIES

- Takes all necessary measures to ensure confidentiality of all staff information including all sensitive HR information represents the best possible impression of our organization when interacting with the community, prospective employees, current employees, and other industry professionals.
- Effectively communicates with stakeholders and addresses their needs to ensure satisfactory customer service.
- 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 Academies and their Management.
- Performs other duties as may be assigned by the Chief Operating Officer, HES President or Vice President.

SAFETY LEGISLATION:

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APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION AND TRAINING:

- Minimum a Bachelor's degree in Human Resources or related field or an equivalent combination of education and experience.
- Thorough understanding of Federal, State and Local employment laws
- A minimum of three years professional experience in Human Resources and/or supervision.
- 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. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Interventionist Teacher	Department: Instructional
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Principal, serves as a consultant/resource person as well as instructor of students identified as eligible for secondary services and recovery, using a variety of instructional techniques to improve student achievement.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Provides direct instruction to individual and groups of students identified as eligible for intervention services and recovery in individual, small group or full classroom settings.
- Works collaboratively with teachers to plan and implement clear objectives for all lessons, units and projects that best meet the learning needs of students.
- Ensures 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 content standards and the needs and capabilities of the individuals or student groups involved.
- Creates a learning 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 support strategies for students with major learning gaps to facilitate diagnostic information gathering, targeting instruction and intervention strategies.
- Uses identified needs and content expectations to guide the learning process toward student achievement of district's content standards.
- Supervises, guides, and redirects students when performing assessments and delivering instruction to ensure focus on achievement and academic progress.
- Integrates appropriate technology tools and resources in planning and instruction to engage students and promote learning and computer literacy.
- Ensures that all requirements of program and procedures are carried out properly and deadlines are met.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Participates in the School Improvement Plan (SIP) activities consistent with the SIP and the Academy's mission and guidelines.
- Participates in conferences, workshops and other staff development opportunities related to instructional support and effectively implements new strategies and improved instructional methods as may be needed or required.
- In coordination with the Principal, plans, organizes, and facilitates in-service training and development for staff consistent with the SIP and departmental needs.
- Attends staff meetings and all school events and activities as may be directed, such as parent-teacher conferences, open houses, orientations and PTO meetings, etc.
- Ensures timely and complete participation in and documentation of PLOs as needed Plans and reaches own goals for self-improvement consistent with the job requirements and/or the Academy's needs.
- Utilizes supervisor directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Analyzes 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, planning and awarding student achievement.
- Assesses the strengths and needs of students on a regular basis and communicates these to classroom teachers and parents.
- Monitors latest research, trends and developments in curriculum instruction.
- Assists classroom teachers and administrators with the interpretation of formal and informal diagnostic test data.
- Maintains current and accurate records to demonstrate student performance, achievement, and growth.
- Recognizes and promotes student achievement by posting student work, making parental contacts, and providing incentives and awards.

REPORTING AND COMPLIANCE

- Completes, submits, and maintains comprehensive, accurate, and updated reports per specifications (lesson plans, student attendance, portfolios, correspondence, grade book, lesson plan records, progress reports, logs, etc.)
- Assists the administration in implementing policies and rules governing student life and conduct and developing reasonable rules of classroom behavior and procedures to maintain order in the classroom in a fair and just manner.
- Keeps supervisor informed of issues and concerns.
- Complies with all the district, Academy, and department-wide policies and complies with rules and guidelines in daily routines.
- 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.

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication between administration, staff, students, parents and community.
- Consults frequently with classroom teachers on instructional matters.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Establishes and maintains positive team spirit among all staff and the administration.
- 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 dedication to the Academy and 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:

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APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and schools relating to products, processes, know-how, marketing, teaching, selling ideas, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, diplomacy, math aptitude, organization, planning, professionalism, reading skills, computer literacy, keyboard skills, time management skills

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 state mandated comprehensive skill assessment and all other examination(s) required by Section 1531 of the revised school code
- Official Transcripts must be provided. Transcripts from a foreign University must be evaluated by an MDE accredited evaluation entity for US credit/degree equivalency.
- Reading Endorsement is recommended

PHYSICAL DEMANDS:

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

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Lead Library Supervisor	Department: Instruction
Supervisor: Principal or Academy Librarian	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Supervisor, manages and leads a smooth and efficient operation of the District Libraries and monitors utilization of services, materials and resources offered to the Academics, students, and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists in developing, promoting and/or supporting supplementary literacy and other core programs as aligned with the SIP, State standards and the Academics' mission and goals
- Assists in the effective management of library, to ensure smooth operation and to maximize benefits to staff and students.
- Assists in recommending purchases and expenditures and collects and provides data to assist in decision process such as providing statistical reports on circulation.
- Assists in planning, coordinating, and implementing various grant programs to support the instructional program and maintaining timely reporting.
- Assists in planning and implementing department guidelines/procedures for library use, activities, communication, meetings, etc
- Under the supervision of the 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.
- Supervises library technicians district-wide and provides training and support.
- Carries out the library's daily routines and activities and maintains a safe and enjoyable learning environment.
- Ensures library schedules are followed
- 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. and ensures they are in good condition and have charged batteries.
- Oversees proper circulation, acquisition, cataloging and other operational activities or functions of the library 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, monitors, timely collects all library fines and ensures submission to accounting
- Processes laminating requests as authorized by supervisor and consistent with the policies stated in the Library Manual.
- Maintains proper shelving, straightening and organizing of library materials daily, and ensures material maintenance Assists in cataloging and processing of newly acquired library materials,
- 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 (PLOs)

- Participates in PLOs where applicable and provides proper training and evaluation of library staff for accountability.
- Attends staff meetings, workshops, activities and training sessions as required and seeks opportunities 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.
- Assists with media training for staff and acts as a teacher and curriculum specialist when using library resources.

RESULTS AND DATA MANAGEMENT

- Develops effective methods of managing, compiling, organizing and tracking department documentation in an organized and accessible manner.
- Schedules supplemental and innovative library programs and ensures a variety of library resources are available to increase circulation.
- Monitors all incoming and outgoing book orders confirm 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.
- Assesses grants for relevance, program alignment, accuracy, and appropriate implementation. Confirms that associated progress reports are accurately and timely submitted.

- Develops effective methods of managing, compiling, organizing and tracking department documentation of student records in an organized and accessible manner.
- Uses data to effectively to impact decision-making, goal setting, planning and 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, Academies, and department policies, procedures and code of ethics and follows established rules/guidelines in daily operations.
- Reports issues and concerns to Principal in a prompt and professional manner.
- Plans and reports to Supervisor department improvement plan to enhance services and programs.

PROFESSIONAL QUALITIES

- Maintains professional appearance and demonstrates self ethically and in a manner appropriate to a public setting and HES philosophy.
- Practices time management, performs all duties reliably, efficiently, with the highest ethics and strong sense of dedication to the Academies and its Management.
- Collaboratively participates in committees that contribute to a positive learning environment.
- Promotes a professional and positive work environment as evidenced by Supervisor's satisfaction and consistent with HES mission and Philosophy
- 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, or Hamadeh Educational Services, and/or Representation of the HES Board President unless specifically delegated by her in writing.

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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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Experience with the library filing systems, inventory processes and 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.

EDUCATION/TRAINING:

Associate's Degree or higher; Must be well versed with the State "Computer Literacy Standards"; 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. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, kneeling, crawling and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title :	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Lead Nurse Aide	Department: Nursing
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Principal, manages and leads a smooth and efficient operation of the nurse aide and nursing stations district wide and assists with care for the health needs of students in accordance to the academy's guidelines and policies and perform necessary emergency care services such as CPR and First Aid for students and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Supervises nursing areas district-wide and insures consistent training and procedures are maintained
- Ensures that all nursing station supplies are maintained according to established standards and within valid use dates
- Monitors proper implementation of health policies and practices and guidelines are being followed at all Academics and
- Proactively participates in department improvement plan by sharing ideas and input to enhance services and 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.
- Trains, coordinates and implements appropriate measures to address crisis situations.
- Oversees that Nurse Aides are effectively managing the time students spend at nurse's station to avoid overcrowding and unnecessary loss of instruction time.

SUPERVISION AND IMPLEMENTATION

- Supervises and provides care for the health needs of 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.
- Insures that Nurse Aides follows a precise and consistent system for storing and administering medications.
- Collaborates with staff and administration to identify and act on health concerns and situations interfering with learning.
- Ensures that Nurse Aides are effectively supervising students referred to Nurse Aide's office consistent with the Academy's policies and guidelines.
- Maintains oversight of up-to-date records of student medical information, time of office visits, emergency contact information, etc. are being managed accurately at all Academics

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Provides, organizes and/or participates in training programs, conferences, courses or other aspects of professional growth and development when needed and effectively implements new strategies for nursing staff
- Attends staff meetings, workshops, activities and training sessions as required
- Performs routine evaluations to identify areas of strengths and needs and seeks ways to improve and enhance department and staff work related skills.
- 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 HES Academy needs
- Coordinates and implements district wide health awareness programs.
- Seeks and makes available outside resources that can be beneficial to all Academics, students, their families and school personnel.

RESULTS AND DATA MANAGEMENT

- Develops effective methods of managing, compiling, organizing and tracking department documentation in an organized and accessible manner
- Ensures that students receive appropriate and sufficient health care services.
- Oversees that accurate and up-to date physical and electronic emergency and daily incidents files are being maintained in Nurse Aide's station.
- Ensures that Nurse Aides have communication with Administration, parents and staff that is prompt, productive and well-documented.
- Oversees that students' health data is compiled and analyzed thoroughly so that informed recommendations can be made to students, staff and parents.
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.

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 the district, Academy, department-wide policies, daily routines and guidelines.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Promptly reports cases of communicable diseases to supervisors.
- Timely informs parents of any concerns related to their child(ren)'s health and safety

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Promotes a professional and positive work environment as evidenced by Supervisor's satisfaction and consistent with HES mission and Philosophy
- Follows an organizational system for documenting and communicating student issues and concerns with stakeholders.
- Participates collaboratively in school functions, activities, and 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 dedication to the Academy and its Management.
- Performs other duties as may be assigned in writing by the Principal, Superintendent or her/his designee.
- Demonstrates flexibility in ensuring that assignments are completed in a timely manner
- Understands the school mission and adopts and works within the vision and pillars established by HES

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

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

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Library Aide	Department: Instruction
Supervisor: Lead Library Supervisor	Employer: Hamadeh Educational Services (HES)

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 materials and area set up, supervising during the event and any other duties that may be required.
- Provides for effective management of the library, to ensure smooth operation, and to maximize benefits to staff and students.
- Collaborates with the Lead Library Supervisor to implement the school-wide and district library programs and policies.
- Collaborates with the library staff to meet the scheduled service in a timely and efficient manner and maintain efficient library scheduling hours.
- Ensures appropriate appearance, décor and learning environment of the library; 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., and ensures 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.
- Redirects students and staff in compliance with the mandated rules and regulations.

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 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 check-out 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 organizing of library materials daily and ensures material maintenance.
- 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 (PLOs)

- Plans personal development goals to be consistent with and supportive of job requirements and HES Academy needs.
- 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, Principal, Superintendent and HES President.
- Assists in training of volunteers and community service student library assistants.
- Assists with media training for staff

RESULTS AND DATA MANAGEMENT

- Develops effective methods of managing, compiling, organizing and tracking department documentation in an organized and accessible manner. Monitors all incoming and outgoing book orders confirming 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. Uses data effectively to impact decision-making, goal setting, planning and 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 policies, procedures and code of ethics and follows established rules/guidelines in daily operations.
- Reports issues and concerns to supervisor in a prompt and professional manner.
- Participates in PLOs where applicable and completes documentation in timely manner.

PROFESSIONAL QUALITIES

- Maintains professional appearance and demonstrates self ethically and in a manner appropriate to a public setting and HES philosophy Practices time management, performs all duties reliably, efficiently, with the highest ethics and strong sense of dedication to the Academics and its Management.
- Promotes a professional and positive work environment as evidenced by Supervisor's satisfaction and consistent with HES mission and Philosophy
- Performs other duties as may be assigned by the supervisor, superintendent and HES President or her/his delegate.
- Uses, manages, stores and analyzes data effectively and appropriately.
- Demonstrates professionalism in work ethics, handling confidential information and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills
- Experience with the library filing systems, inventory processes and 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.

EDUCATION/TRAINING:

- Associates Degree or higher
- Must be well versed with the State "Computer Literacy Standards"
- 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. The ability to perform the functions by sitting, standing and/or walking for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Lunch Aide and Monitor	Department: Food Services
Supervisor: Coordinator or Director of Food Services	Employer: Hamadeh Educational Services (HES)

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 IMPROVMENTS

- 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.
- 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.
- Assembles food, dishes, utensils and supplies needed for timely meal preparation.
- Assists in coordinating all school functions involving food service with the Supervisor and the Principal.

SUPERVISION AND IMPLEMENTATION

- Serves staff and students on the service line in a professional and timely manner, while following portion control guidelines.
- Assists with cleanup 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.
- Operates kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
- Completes routine maintenance of kitchen and equipment, including weekly deep cleaning.

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 the Academy's needs
- 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.
- Ensures cleanliness of cafeteria before and after meals.
- Conducts PowerSchool lunch data counts.
- Properly and efficiently, uses the technology hardware and lunch application software if and when requested.

REPORTING AND COMPLIANCE

- Communicates effectively with staff and students.
- Follows and remains in compliance with all the district, Academy, department-wide policies and daily routines and guidelines.
- 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, unusual circumstances, issues or observations regarding food health, safety and compliance concerns to appropriate supervisor(s).
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.
- Utilizes supervisor directives and stakeholder feedback to improve performance.

PROFESSIONAL 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 Superintendent.
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the Principal or Superintendent or her designee.
- 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

PHYSICAL DEMANDS:

Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and Approved by: Name and Title :	Signature:
Employee Name and Title :	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Lunch Aide	Department: Food Services
Supervisor: Coordinator or Director of Food Services	Employer: Hamadeh Educational Services (HES)

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 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. Stirrs 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 Supervisor and the Principal.

SUPERVISION AND IMPLEMENTATION

- Follows standardized recipes.
- Assists with preparation of meals following established protocols and keeps work area around clean and safe.
- 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 (PLOs)

- 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 the Academy's needs.
- 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 and prepares meals following established protocols
- Runs cash register on the service line if cashier is absent.
- 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

REPORTING AND COMPLIANCE

- Communicates effectively with staff and students.
- Follows and remains in compliance with all the district, Academy, department-wide policies and daily routines and guidelines.
- 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, unusual circumstances, issues or observations regarding food health, safety and compliance concerns to appropriate supervisor(s).
- Prevents hazardous situations by immediately cleaning up any spills when they occur, and following proper safety procedures.
- Utilizes supervisor directives and stakeholder feedback to improve performance.

PROFESSIONAL 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 Superintendent.
- Performs all duties with quality, efficiency and dedication to the Academy 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

- High School Diploma or equivalent
- Knowledge of Sanitation and Safety issues (Training sessions will be provided)

PHYSICAL DEMANDS:

Requires prolonged standing; physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 75 pounds at a time; stooping, bending and reaching; daily repetitive motion with hands and arms in food preparation and serving. Requires 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 and Approved by:	Signature:
Employee's Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Nurse Aide and Administrative Assistant	Department: Administration
Supervisor: Office Manager and Pupil Accountant and Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Office Manager and Pupil Accountant and Principal, to assist and care for the health needs of students in accordance to the academy's guidelines and policies and perform necessary emergency care services such as CPR and First Aid for students and staff; Nurse Aide and Administrative Assistant also compiles and maintains records, issue reports, and performs clerical, administrative and office tasks..

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Proactively participates in department improvement plan by sharing ideas and input to enhance services and 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.
- Assists in ordering and maintaining inventory of medical and office supplies, provides follow up on purchase orders, packing slips, and receipt of purchases.

SUPERVISION AND IMPLEMENTATION

- Provides care for the health needs of 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 and administration to identify and act on health concerns and situations interfering with learning.
- Effectively supervises students referred to Nurse Aide's office consistent with the school policies and guidelines.
- Maintains up-to-date records of student medical information, time of office visits, emergency contact information, etc.
- Performs variety of clerical duties as assigned by Supervisor, Principal, and Superintendent.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- 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 personal development goals to be consistent with and supportive of job requirements and HES Academy 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.
- Scans, files, and processes all physical and electronic emergency and daily incidents files in Nurse Aide's station and as requested by Supervisor.
- Ensures clean, sanitary and efficiently organized set-up 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.
- Uses data to guide decision-making and formulation of recommendations and improvements for the Department.

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 and guidelines.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Promptly reports cases of communicable diseases to supervisors.
- Timely informs parents of any concerns related to their child(ren)'s health and safety.

PROFESSIONAL QUALITIES

- Maintains excellent 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, and 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 dedication to the Academy and its Management.
- Performs other duties as may be assigned in writing by the Supervisor, Principal, Superintendent or her/his designee.
- Demonstrates flexibility in ensuring that assignments are completed in a timely manner
- Understands the school mission and adopts and works within the vision and pillars established by HES

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, or Hamadch 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 Hamadch 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

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

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Nurse Aide-SIA	Department: Nursing
Supervisor: Lead Nurse Aide	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Lead Nurse aide , to assist and care for the health needs of students in accordance to the academy's guidelines and policies and perform 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 and 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 the health needs of 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 and administration to identify and act on health concerns and situations interfering with learning.
- Effectively supervises students referred to Nurse Aide's office consistent with the Academy's policies and guidelines.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- 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 personal development goals to be consistent with and supportive of job requirements and HES Academy 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 clean sanitary and efficiently organized set-up 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 the district, Academy, department-wide policies, daily routines and guidelines.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts.
- Promptly reports cases of communicable diseases to supervisors.
- Timely informs parents of any concerns related to their child(ren)'s health and safety.
- Demonstrates availability when needed.

PROFESSIONAL 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, and 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 dedication to the Academy and its Management.
- Performs other duties as may be assigned in writing by the Supervisor, Principal, Superintendent or her/his designee.
- Demonstrates flexibility in ensuring that assignments are completed in a timely manner
- Understands the school mission and adopts and works within the vision and pillars established by HES

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING

- Certificate in Nursing Assistant

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Office Manager and Pupil Accountant	Department: Main Office
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To perform all assigned responsibilities as the Office Manager and Pupil Accountant in an efficient manner by coordinating all main office activities including student enrollment, staff and student attendance, record keeping, phone activities, communication with parents, students, and staff.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Develops effective methods of managing, compiling, organizing and tracking department documentation of student records in an organized and accessible manner.
- Maintains an organized office calendar which includes scheduled enrollment activities, immunization updates, meetings, appointments and communications as needed.
- Maintains up-to-date postings on bulletin board(s) in the main office and teachers' lounge.
- Maintains organization and inventory of office supplies and orders additional supplies as needed
- Operates standard office equipment including photocopy machine, computer, and telephone.
- Arranges maintenance for office equipment as needed.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.
- Sets clear goals and objectives for the department and plans daily and routine assignments for department 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.
- Updates student attendance reports to the Principal and all teachers on daily basis.
- Brings serious student and staff tardiness and absences to the attention of the Principal.
- Reports all complaints related to maintenance, facility, supply needs, discipline and records all complaints and action to the Principal..
- Attends school events as may be required such as parent-teacher conferences, open houses, and orientations, etc. Effectively communicates with stakeholders and addresses their needs to ensure satisfactory customer service.
- Monitors, prepares and directs incoming and outgoing mail, data and communications and reroutes information appropriately.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- 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.
- Assists redirects and guides staff as necessary to ensure the smooth operation of the school.
- Ensures timely and complete participation in PLO's and documentation of meeting minutes where applicable.
- Plans and implements timely training and internal audits for the Academy and staff.

RESULTS AND DATA MANAGEMENT

- Manages the main school office and oversees all student enrollment packets, files, correspondence, and reports as required by the local and state authorities, Authorizers, Academy Board and the HES Administration.
- Creates and maintains spreadsheets, databases, and statistical reports regarding enrollment, transportation, purchases, directories (students and parents, staff, and vendors) and attendance.
- Provides administrative support for special projects including research, compiling data and preparation of reports based on results.
- Composes and prepares correspondences related to current and prospective students and daily attendance records as assigned.
- Keeps Principal current with all regularly collected data and stakeholder concerns.
- Uses data to guide decision-making and make improvements to the department as needed.

REPORTING AND COMPLIANCE

- Records student and staff attendance, late arrival and early dismissals, visitors' records, staff time sheets and substitute documentation.
- Generates reports as needed by the HR department and the Academy Principal to ensure compliance with local and State requirements, Academy Board and HES administration.
- Maintains accurate student immunization data ensuring accuracy and compliance.
- Prepares attendance reports and documents for auditors as needed.
- Processes all required new students enrollment documentation in accordance with state and local guidelines.
- Complies with all District, school, and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations

PROFESSIONAL QUALITIES

- Provides excellent customer service and imparts positive communication with all stakeholders.
- Maintains professional appearance and behavior appropriate to a public setting and the HES philosophy.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively
- Follows organizational system for documenting and communicating student progress and/or concerns to stakeholders.
- Channels concerns to administration for solutions including escalating potential issues to the HES President and Superintendent; performs other duties as assigned.
- Demonstrates flexibility in ensuring that assignments are completed in a timely manner
- Understands the school mission and adopts and works within the vision and pillars established by HES
- Follows an organizational system for documenting and communicating student admissions, drops, transfers, and concerns with stakeholders.
- Performs variety of clerical duties as assigned by Principal
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the supervisor, Superintendent, and 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 the Academy prior to the first day of employment. Student teachers and/or other volunteers are required to 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 as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, diplomacy, math aptitude, organization, planning, professionalism, reading skills, computer literacy, keyboard skills, and time management skills

EDUCATION/TRAINING:

High School Diploma is required; Associate Degree in Science or Liberal Arts is preferred. Must comply with 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. The ability to perform the functions requires sitting, standing or walking for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Page 2 of 2

July 2017



Hamadeh Educational Services, Inc.

Job Description

Job Title: Paraprofessional	Department: Academic – Instruction
Supervisor: Coordinator of Tutorial, ESL and Title III Programs	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the supervision of the classroom teacher, assists in the smooth and efficient operation of the classroom and provides challenged/at-risk students with individualized instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists the classroom teacher in creating an orderly classroom environment conducive to learning and appropriate to the maturity and interests of the students.
- Collaborates with the classroom teacher to proactively plan and provide effective individual and small group instruction, activities and projects that are relevant to students' needs, interests and abilities.
- Follows teacher lesson plans and maintains a detailed report as may be required.
- Collaborates with teacher(s) with common goals to increase student achievement.
- Reports to duties on time and contributes to effectively ensuring student safety, orderly behavior and maintaining classroom routines.
- Performs job duties to support student achievement consistent with the job description.

SUPERVISION AND IMPLEMENTATION

- Collaborates with the classroom teacher to effectively implement lesson plans consistent with the needs and abilities of students
- Maximizes instruction time to students who are designated at-risk
- Handles confidential/sensitive information appropriately.
- Uses appropriate interventions when responding to student behaviors.
- Enforces the Academy's student discipline policies clearly and consistently.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-evaluation to identify areas of strengths and needs and seeks 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.
- Utilizes supervisor's directives and stakeholder feedback to improve performance.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or Academy needs.

RESULTS AND DATA MANAGEMENT

- Maintains and updates student files and documentation of individualized instruction.
- Evaluates student achievement through review of assessment data and makes recommendations to Teacher on course of action best suited for student.
- Tracks students' daily assignments and evaluates students' performance and improvements as evidenced by progress reports and report cards.
- Uses data to inform decision-making; analyzes disciplinary data; evaluates progress; recommends programs for improvements; awards progress and achievement.
- Ensures lessons are effectively followed and student achievement is evident.

REPORTING AND COMPLIANCE

- Accurately completes and timely submits all required paperwork and up-to-date reports per specifications including records of individualized student activities.
- Demonstrates positive support to the School Improvement Plan (SIP). 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 Academy and department-wide policies, daily routines and guidelines.
- Collaboratively participates in Academy committees that contribute to a positive learning environment.

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication with all students and stakeholders.
- Fosters teamwork and demonstrates flexibility as to unscheduled assignments and/or placements and understands and works towards the Academy's 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 consistent with the Academy's mission.
- Performs other duties as may be assigned in writing by the Supervisor, Principal and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING:

- Must have at least 60 credit hours satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities (Accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE).
- 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching. Ability to work indoors and outdoors year round

Issued and Approved By: Name and Title :	Signature:
Employee Name and Title :	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: PreK Support Aide	Department: Academic -- Instruction
Supervisor: Early Childhood Specialist	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the supervision of the Early Childhood Specialist, assists in the smooth and efficient operation of the Pre-K classroom and provides Additional support to the classroom teacher and the Associate Teacher.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists the classroom teacher and associate Teacher in creating an orderly classroom environment conducive to learning and to the appropriate developmental levels of the Pre-K students.
- Collaborates with the classroom teacher and associate teacher to provide effective individual and small group instruction, activities and projects that are relevant to students' needs, interests and abilities.
- Follows teacher lesson plans and maintains a detailed report as may be required.
- Collaborates with teacher(s) with common goals to increase student achievement.
- Reports to duties on time and contributes to effectively ensuring student safety, orderly behavior and maintaining classroom routines.
- Performs job duties to support student achievement consistent with the job description.

SUPERVISION AND IMPLEMENTATION

- Collaborates with the Lead Pre-K teacher & Associate Teacher to effectively implement lesson plans consistent with the needs and abilities of students
- Maximizes instruction time to students who are designated at-risk
- Handles confidential/sensitive information appropriately.
- Uses appropriate interventions when responding to student behaviors.
- Assists with snack time, meal time, rest time, transitions, physical activities and indoor and outdoor activities
- Enforces the Academy's Pre-K student discipline policies clearly and consistently.

PROFESSIONAL LEARNING OPPORTUNITIES

- Performs routine self-evaluation to identify areas of strengths and needs and seeks 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.
- Utilizes supervisor's directives and stakeholder feedback to improve performance.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or Academy needs.

RESULTS AND DATA MANAGEMENT

- Maintains and updates student files and documentation of individualized instruction.
- Evaluates student progress review of child assessment data and provides feedback to Lead Pre-K teacher on recommendations best suited for student.
- Tracks students' developmental progress and evaluates growth improvements as indicated by GSRP and curriculum guidelines.
- Uses data to inform decision-making; analyzes disciplinary data; evaluates progress; recommends programs for improvements; awards progress and achievement.
- Ensures lessons are effectively followed and student achievement is evident.

REPORTING AND COMPLIANCE

- Accurately completes and timely submits all required paperwork and up-to-date reports per specifications including records of individualized student activities.
- Demonstrates positive support to the School Improvement Plan (SIP). 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 Academy and department-wide policies, daily routines and guidelines.
- Collaboratively participates in Academy committees that contribute to a positive learning environment.

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication with all students and stakeholders.
- Fosters teamwork and demonstrates flexibility as to unscheduled assignments and/or placements and understands and works towards the Academy's 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 consistent with the Academy's mission.
- Performs other duties as may be assigned in writing by the Supervisor, Principal and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING:

- Must have a valid CDA or Associates Degree in Early Childhood Education or Child Development from one or more regionally accredited two- or four-year colleges or universities (Accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE) or an existing MDE 120 hour approval 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching. Ability to work indoors and outdoors year round

Issued and Approved By: Name and Title :	Signature:
Employee Name and 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 & CEO	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Superintendent & CEO, the 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 in addition to serving as the instructional and administrative leader to the assigned Academy.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Acts as the instructional leader of the Academies by setting and providing annual goals, targets, and/or benchmarks; monitors their implementation in alignment with HES and the Academies' missions and visions.
- Directs the overall activities of planning, developing, implementing, and evaluating the Academies' instructional programs in alignment with national standards & the Michigan Curriculum 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 in the areas of curriculum, instruction, staff development and administration.
- Provides support to the Academies' Principals in coordinating, developing and implementing the School Improvement Plan (SIP).
- Oversees the Academies' supplemental and enrichment programs including after school and summer programs to ensure alignment with the academic program goals and policies.
- Plans, evaluates, and recommends programs, systems, policies, goals and objectives for the Academies in alignment with 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

Assistant Superintendent:

- Supervises the instructional program, and evaluates, develops, and reviews the curricular offerings and instructional program of all 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 to ensure effective academic program implementation.
- Monitors, supervises, and evaluates the Academies' curriculum maps to ensure consistent alignment with GLCE's and CE's program practices
- Collaborates with the Director of Accountability, Improvement & Assessment to plan and implement systems and processes that best meet the needs of the Academies, and to ensure that all the 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 Academies' missions and visions.

Principal:

- Supervises the daily operations of the Academy ensuring the smooth and efficient operation and is available for direct supervision.
- Supervise the development, implementation and monitoring of the after school and summer programs.
- Plans and develops students, staff and school schedules in the best interests of the students and within HES guidelines and Academies' policies.
- Ensures all plans, recommendations and activities are consistent with and monitors the designated budget.
- Supervises building custodial care with facilities manager.
- Supervises the Academies' Food Service Program.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Recommends and directs committees and task teams as needed.
- Trains, supervises and evaluates personnel assigned within the 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

Assistant Superintendent:

- Collaborates with the Director of Accountability, Improvement & Assessment to oversee the local and state student assessment program for the Academies and directs programs to improve student performance.
- Collaborates with the Superintendent and 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.
- Assists in supervising and evaluating 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.

Principal:

- Develops, recommends, administers consistent with the departments and programs budgets. 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 assigned Academy ensuring the classrooms and subjects are running smooth and efficient, and are available for direct supervision.
- Supervises and evaluates staff performance at assigned academy, focusing on student achievement and ensuring accountability.

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 and submitting compliance reports and documents, and records as required by law, Board policies, and administrative directives to the Board of Directors.
- Submits such reports and records as required by law, Board policies, and administrative directives.
- Ensures that all the Academies Board and administration policies are effectively explained and implemented.
- Keeps the Superintendent/HES President informed of issues and concerns.

PROFESSIONAL QUALITIES

- Maintains great 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.
- Performs all duties with quality, efficiency and commitment to the Schools & their Management.
- Performs other duties as may be assigned by the Supervisor
- Maintains liaison with social, professional, civic, volunteer, and other community agencies having an interest in the assigned school.
- Conducts a community relations program and coordinates 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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:

- Must have advanced oral comprehension & expression skills, advanced written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, and highly developed organization and planning skills
- Must exhibit exemplary professionalism, accomplished computer literacy skills, and advanced time management skills.
- Requires extensive experience with Leadership, Supervision and Diplomacy
- Must have advanced conflict resolution skills, negotiation and persuasion skills and experience working under rigorous pressure
- Extensive experience working and serving a diverse student population and community.
- Must be able to work long hours

EDUCATION/ TRAINING:

- Minimum of a Master's Degree in Education or related field or an equivalent combination of education and experience.
- Must have School Administration Certification or be enrolled in and accredited program in which a School Administrator Certification will be attained within 3 years.
- Thorough knowledge of Michigan Curriculum Standards
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration, preferably as a School Principal.
- Must comply with all applicable laws related to maintaining an 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. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds, in addition to occasional stooping, bending, and reaching. Must work indoors and outdoors year-round.

Issued & Approved by: Name & Title:	Signature:
Employee Name & Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Principal	Department: Administration
Supervisor: Superintendent and HES President	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Superintendent and HES President, the Principal shall serve as the instructional and administrative leader of the Academy.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Directs the overall activities of planning, developing, implementing, and evaluating the Academy's instructional programs and staff development in alignment with national standards & the Michigan Curriculum Standards with a special focus on student achievement.
- Provides leadership in curriculum, instruction, staff development and administration.
- Oversees the Achievement Campers Program (ACP) and Athletic Programs, in collaboration with the ACP Coordinator and Athletic Program Director to ensure alignment with the Academy's academic program goals and policies.
- Researches, recommends, evaluates and oversees the implementation of programs and activities with the objective of enhancing students' academic performance, increasing staff morale and in the best interest of the academy.
- 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, evaluates, develops, and reviews the curricular offerings and instructional program of the Academy.
- Supervises the daily operations of the Academy ensuring the smooth and efficient operation and is available for direct supervision.
- Supervises the development, implementation and monitoring of after school and summer programs.
- Plans and develops students, staff and the Academy schedules in the best interests of the students and within HES guidelines and the Academy policies.
- Supervises and guides students consistent with the Academy's policies and guidelines.
- Recommends requisitions and adequate books, resources, supplies and equipment.
- Ensures all plans, recommendations and activities are consistent with the designated budget and provides continual budgetary adherence.
- Supervises building custodial care with the Director of Buildings, Facilities and Transportation.
- Supervises the Academy's Food Service Program.

PROFESSIONAL LEARNING OPPORTUNITIES

- Recommends and directs committees and task teams as needed.
- Trains, supervises and evaluates personnel assigned within the areas of responsibility.
- Conducts a program of in-service education for assigned personnel.
- Conducts meetings of the staff as are necessary to the proper functioning of the Academy.
- Plans, provides or facilitates appropriate training and resources for students and staff consistent with the requirements.

RESULTS AND DATA MANAGEMENT

- Coordinates the local and State student assessment program for the Academy and directs programs to improve student performance.
- Develops, recommends, administers consistent with the departments and programs budgets. 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 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 needs.
- Assists the Superintendent in preparing and submitting compliance reports and documents, and records as required by law, Board policies, and administrative directives to the Board of Directors.
- Prepares and submits compliance reports, documents and records as required by law, Academy Board policies, and administrative directives.
- Ensures that all Academy Board and HES policies are effectively explained and implemented.
- Keeps the Superintendent and HES President informed of issues and concerns.

PROFESSIONAL QUALITIES

- Maintains exceptional customer service and positive communication with staff, students' parents and community while serving as a role model and example for others to follow.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies having an interest in the Academy.
- 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 Academy and its Management.
- Performs other duties as may be assigned by the Supervisor.

SAFETY LEGISLATION:

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APPROVALS:

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SKILLS/EXPERIENCE:

- Must have advanced oral comprehension & expression skills, advanced written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, and highly developed organization and planning skills
- Must exhibit exemplary professionalism, accomplished computer literacy skills, and advanced time management skills.
- Requires extensive experience with Leadership, Supervision and Diplomacy
- Must have advanced conflict resolution skills, negotiation and persuasion skills and experience working under rigorous pressure
- Extensive experience working and serving a diverse student population and community.
- Must be able to work long hours

EDUCATION/TRAINING:

- Minimum of a Master's Degree in Education or related field or an equivalent combination of education and experience.
- Must have School Administration Certification or be enrolled in and accredited program in which a School Administrator Certification will be attained within 3 years.
- Thorough knowledge of Michigan Curriculum Standards
- A minimum of three years professional experience in an educational setting.
- Experience in school Administration, preferably as a School Principal.
- Must comply with all applicable laws related to maintaining an Administrator's Certificate.

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds, in addition to occasional stooping, bending, and reaching. Must work indoors and outdoors year-round.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer



Hamadeh Educational Services, Inc.

Job Description

Job Title: School Social Worker	Department: Student Services
Supervisor: Principal or Coordinator of Special Programs	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 the school staff at the assigned Academy

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
- Plans and implements new programs and procedures related to the educational, social and emotional needs of students.
- Plans, organizes, recommends academic 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 staff in altering situations that are 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, staff and parents in the interpretation of abilities and needs of individual students.
- Provides the IEP committees with comprehensive diagnostic evaluations and reports 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 and 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 and social work services.
- Conducts individual student and group sessions using staff schedules that are conducive to learning.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- 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 the Academy's needs.
- Plans, provides or facilitates appropriate student, staff and parent training consistent with the SIP, IEP's and 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 and planning in the best interest of students and the Academy.
- 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 the district, Academy and department-wide policies and daily routines and guidelines.
- Collaborates with the administration and uses referral sources as needed in dealing with situations pertinent to external agencies.

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents and community.
- Demonstrates professionalism in work ethics, handling confidential information, and conflict management.
- Follows an organizational system for documenting and communicating student progress and concerns with stakeholders.
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Performs other duties as may be assigned in writing by the Principal, Superintendent, and HES President or her/his delegate.

SAFETY LEGISLATION:

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EXCLUSIONS:

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CONFIDENTIALITY OF INFORMATION:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills; Experience in individual, group and family therapy with adolescents; Experience working in schools

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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Speech and Language Pathologist	Department: Student Services
Supervisor: Coordinator of Special Programs	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To provide students with speech and communication needs with the appropriate services needed to improve their speech and communication abilities.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

- Prepares for speech sessions 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 session plans and goals that are aligned with curriculum maps for the grade level/subject area, and include activities for differentiated instruction to meet the varied learning styles, ability, and student speech/language needs in a culturally sensitive environment.
- Participates & collaborates continuously with colleagues for grade level/department planning & school improvement activities
- Reviews and interprets Speech/Language test results and medical or background information to diagnose, develop IEP, and plan treatment for speech, language, fluency, voice, and swallowing disorders

SUPERVISION AND IMPLEMENTATION

- Meets and instructs assigned sessions in the locations and at times designated.
- Encourages students to set and maintain standards of classroom behavior
- Employs a variety of instructional techniques and instructional media, to benefit students with communication needs academically, socially, and personally as they increase in communication abilities.
- Strives to implement by instructions and action the Board's philosophy of education and instructional goals and objects.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Implements classroom routines and procedures that maximize instructional time and enhance the learning environment
- Instructs students in techniques for more effective expressive/receptive communication, articulation, voice improvement, fluency, and swallowing abilities
- Uses computer applications and alternative communication devices to identify and assist students with communication disabilities

RESULTS AND DATA MANAGEMENT

- Assesses the accomplishments of students on a regular basis, seeking the assistance of district specialist as required.
- Administers formal and informal Speech/Language evaluations to collect information on type and degree of impairments using standardized, informal observations/measures, severity scales, and special instruments.
- Recognizes and promotes student achievement by posting student work, parental contacts, and providing incentives and awards.
- Students with communication need, benefit academically, socially, and personally as they increase in communication abilities.

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.
- Ensures timely and complete participation in and documentation of meeting minutes & PLOs where applicable
- Accurately completes and timely submits all required paperwork and up-to-date reports per specifications including records of individualized student activities.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Participates in the School Improvement Plan (SIP) activities consistent with the SIP and the Academics' mission and guidelines
- Attends and consistently contributes to the success of staff meetings, professional development sessions, and action items
- Follows feedback from supervisor and Academy leaders based on professional methods consistent with the SIP, Academy mission, Michigan Expectations and Best Practices.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or school needs

- Consults with and advises other staff on speech strategies such as communication strategies and speech and language stimulation to better assist their students
- Participates in conferences or training, or publish research results, to share knowledge of new hearing or speech disorder treatment methods or technologies.

PROFESSIONAL QUALITIES

- Participates in school committees that contribute to a positive learning environment
- Demonstrates professionalism in work ethics, handling confidential information, and conflict management
- Participates collaboratively in school functions, activities, and committees and attends Parent-Teacher conferences, open houses, and orientations
- Establishes and maintains positive interpersonal relationships with all students, parents/guardians and fellow staff.
- Performs all duties with quality, efficiency and loyalty to the Academies and its Management.
- Performs other duties as may be assigned in writing by the Principal, Superintendent, and 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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, formulas, methods, techniques, computations, knowledge, data or other information of the Company and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING:

- Must hold at least a Master's Degree in Speech and Language Pathology
- Must have current license from the State of Michigan as a Speech and Language Pathologist.

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching.

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Student Monitor	Department: Student Services and Library
Supervisor: Dean of Student Affairs	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Monitor students' conducts during lunch hours, in the hallways, and throughout the school buildings to ensure proper order and safety as well as assist students with weekly library checkout by helping student choose appropriate grade level books; both check in and check out.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Collaborates with supervisor to service and monitor students.
- Organizes books on shelves
- 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.
- Student 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.
- Categorizes priorities and demonstrates attentiveness to work schedule.
- 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 supervisor and/or Principal.

SUPERVISION AND IMPLEMENTATION

- Performs outside arrival and dismissal supervision duties per the schedule assigned by supervisor.
- Monitors and immediately reports issues, graffiti, and safety hazards to supervisor.
- Monitors student behavior during lunch, travel, in hallways and in the athletic program as may be assigned.
- Supervises students' conduct while on board, and makes sure they are following safety procedures
- Appropriately handles minor class infractions according to the school and classroom policies.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Performs routine self-evaluation to identify areas of strengths and needs and seek ways to improve and enhance work related skills.
- Attends staff meetings, activities and training sessions as 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 may be required.
- Ensures timely and complete participation in and documentation of PLOs where applicable.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.

RESULTS AND DATA MANAGEMENT

- Use library circulation system (circulation) to check out books
- Sets and reaches own goals for self-improvement consistent with job requirements and/or school needs.
- Observes and reports to certain areas in the school that require additional monitoring.
- Monitors and reports safety hazards with the appropriate school personnel.
- Establishes and maintains positive interpersonal relationships with all stakeholders.
- Demonstrates professionalism in work ethics, handling confidential information, and managing conflicts.
- Effectively performs administrative duties (Ex. copying, posting student work, and assisting staff in non-instructional activities, etc.)

REPORTING AND COMPLIANCE

- Reports and documents any issues to supervisor.
- Reports lost or damaged books to appropriate staff member and/or Supervisor to follow up.
- Assesses books for damages and reports to appropriate staff member and/or Supervisor.
- Adheres to all established policies, procedures and code of ethics.
- Immediately reports any unusual circumstances, issues or observations regarding safety and compliance concerns to appropriate supervisor(s).
- 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.

PROFESSIONAL QUALITIES

- Demonstrates flexibility in unscheduled assignments and/or placements and understands, adopts and works towards the school mission.
- Complies with all the HES, department-wide, State and local rules and guidelines concerning safety.
- Performs all duties with quality, efficiency and dedication to the Academy and its Management.
- Performs other duties as may be assigned by the Supervisor, Principal or Superintendent or her 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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, time management skills, Ability to understand, follow, and enforce safety procedures.

EDUCATION/TRAINING

- High School Diploma or GED preferred

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, kneeling, crawling and reaching. Ability to work indoors and outdoors year round.

Issued and Approved By: Name and Title :	Signature:
Employee Name and 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: Coordinator of Tutorial, ESL and Title III Programs	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the supervision of the classroom teacher, assists in the smooth and efficient operation of the classroom and provides challenged/at-risk students with individualized instruction.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Assists the classroom teacher in creating an orderly classroom environment conducive to learning and appropriate to the maturity and interests of the students.
- Collaborates with the classroom teacher to proactively plan and provide effective individual and small group instruction, activities, and projects that are relevant to students' needs, interests, and abilities.
- Follows teacher lesson plans and maintains a detailed report as may be required.
- Collaborates with teacher(s) with common goals to increase student achievement.
- Reports to duties on time and contributes to effectively ensuring student safety, orderly behavior, and maintaining classroom routines
- Performs job duties to support student achievement consistent with the job description.

SUPERVISION AND IMPLEMENTATION

- Collaborates with the classroom teacher to effectively implement lesson plans consistent with the needs and abilities of students Maximizes instruction time for students who are designated at-risk
- Handles confidential/sensitive information appropriately.
- Uses appropriate interventions when responding to student behaviors.
- Enforces the Academy's student discipline policies clearly and consistently.

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 Professional Learning Outcomes PLOs where applicable.
- Attends all parent- teacher conferences, open houses, and orientations, as well as any other school events as required Utilizes supervisor's directives and stakeholder feedback to improve performance.

RESULTS AND DATA MANAGEMENT

- Maintains and updates student files and documentation of individualized instruction.
- Evaluates student achievement through review of assessment data and makes recommendations to teacher on course of action best suited for student.
- Tracks students' daily assignments and evaluates students' performance and improvements as evidenced by progress reports and report cards.
- Uses data to inform decision-making, analyzes disciplinary data and to evaluate progress and recommends programs for improvements and award progress and achievement.
- Ensures lessons are effectively followed and student achievement is evident.

REPORTING AND COMPLIANCE

- Accurately completes and timely submits all required paperwork and up-to-date reports per specifications including records of individualized student activities.
- Demonstrates positive support to School Improvement Plan (SIP).
- 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 the district, Academy, department-wide policies and daily routines and guidelines.
- Collaboratively participates in school committees that contribute to a positive learning environment.

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication with all students and stakeholders.
- Fosters teamwork and demonstrates flexibility as to unscheduled assignments and/or placements and understands and works towards the Academy's 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 dedication to the Academy and its Management.
- Performs other duties as may be assigned in writing by the supervisor, Principal, Superintendent or her/his designee.

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 Operating Officer, HES Vice President or President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

EDUCATION/TRAINING:

- Must have at least 90 credit hours satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities. (Accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE).
- 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching. Ability to work indoors and outdoors year round

Issued and Approved by: Name and title :	Signature:
Employee Name and title :	Signature:

Hamadeh Educational Services, Inc. is an equal opportunity employer



Hamadeh Educational Services, Inc.

Job Description

Job Title: System Administrator and Technical Support Specialist	Department: Information Technology
Supervisor: Chief Technology Officer (CTO)	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To perform various technical support tasks as assigned by the Chief Technology Officer (CTO) and HES President with utmost efficiency and accuracy

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Completes System Scan for viruses, defragmentation, spy-ware, worms, and makes sure network file-sharing is kept to a minimum to avoid over-exposure.
- Assists in providing Power School training for staff and monitors server activity making sure it is running properly.
- Schedules technology equipment use for Academy events, and ensures that equipment are available and in good shape.
- Records Academy events as required throughout the school year.
- Photographs all staff and students at the beginning of the school year and as new staff and students join throughout the school year.
- Prints all ID Cards, including make-ups throughout the entire school year.
- All assignments are given a priority code with 1 being the highest; completes assignments based on priority code.
- Demonstrates flexibility in completing other tasks assigned by the CTO or HES President and assists the CTO in large school-wide projects.

SUPERVISION AND IMPLEMENTATION

- Ensures that all workstations are running properly, have internet access, have access to a printer nearby, and have all needed software patches.
- Ensures that all workstations are physically clean and in good working order.
- Ensures that all printers are connected and installed properly, ink/toner included.
- Troubleshoots any hardware or software problems that may arise.
- Maintains responsibility for all technology equipment and scheduling such as video cameras, digital cameras, VCR's, DVD Players, TV's, etc. ensuring they are in good condition and have charged batteries
- Removes irrelevant OEM installed software such as Outlook Express, Instant Messenger, MSN Explorer, Dell Help and any other unnecessary Startup programs.
- Sets up and installs any new/used machines and/or printers in the appropriate classroom or office. Installs essential software such as antivirus, office suite, PDF reader, firewall client, etc.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all the Academy events and activities as may be directed by the HES President or the CTO, such as Parent-Teacher Conferences, open houses, orientations, PTO meetings, athletic meetings, events, and as may be directed.
- Attends meetings, seminars, workshops and training as directed and effectively 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 CTO or HES President.
- Assists, redirects and guides staff, students and parents as necessary to ensure the smooth operation of the Academy.
- Utilizes feedback from the CTO and the Academy leaders based on professional methods in the best interest of students and the Academy.
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or the Academy needs.

RESULTS AND DATA MANAGEMENT

- Completes setup and configuration of email addresses and group policies set by the CTO.
- Monitors network and server status at all locations. Ensures all services are running properly. Ensures network security is intact, including both intranet and internet security.
- Ensures that correct wiring and stance of all lab workstations and speakers, per CTO's specifications, takes place.
- Assists in maintaining academies' websites when needed by constantly updating areas including current news, students' links, staff links, parent links, lunch menus, pictures, etc.
- Keeps ink/toner log for each printer.
- Assists the CTO in large school-wide projects including, but not limited to: student ID cards, staff ID cards, Follet Library Software configuration and patron maintenance, master clock configuration, phone system configuration, email/username/printing training, copier machine user setup codes, and overall technology equipment maintenance.

REPORTING AND COMPLIANCE

- Assists in following up with SRSD/ UIC data when needed.
- Creates and runs reports in Power School as needed.
- Timely and accurately enters and imports into Power School information such as student, testing results, scheduling and staff data.
- Reports any damages as a result of negligence by staff or students to supervisor.
- Responds to written or verbal requests within 1-2 school days.
- Submits formal requests to supervisor for items that need purchasing such as software or hardware for out-of-warranty computers.
- Submits weekly reports to the CTO at the end of the day on Thursdays, preferably through email.
- Complies with all District, school, and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations

PROFESSIONAL QUALITIES

- Uses, manages, stores, and analyzes data effectively and appropriately.
- Creates and composes memos and letters to appropriate parents, students or staff.
- Maintains confidentiality of communication and only discusses matters with the appropriate individuals.
- Performs all duties with quality, efficiency and commitment to the Academy and its Management.
- Follows all duties and assignments directed by the CTO only and not by the staff directly.
- Performs other duties as may be assigned by the HES President or the CTO.
- Demonstrates flexibility to unscheduled assignments and/or placements ensuring that assignments are completed in a timely manner

SAFETY LEGISLATION:

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APPROVALS:

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EXCLUSIONS:

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CONFIDENTIALITY OF INFORMATION:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills, Technical Communication skills, Project Management experience, presentation and Technical Writing skills

EDUCATION/TRAINING:

- Minimum of Bachelor's Degree in Computer Science or related field and/or an 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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, crouching, crawling, kneeling, balancing, climbing and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Talent Acquisition Specialist	Department: Human Resources (HR)
Supervisor: HES Director of Talent Acquisition & Chief Operating Officer	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the HES Director of Talent Acquisition and the HR Department oversees and maintains all aspects of Human Resources management excluding payroll and benefits administration.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Recruits, interviews and hires qualified staff for authorized job openings for HES and its academies under the direction of the Supervisor.
- Manages and consults on recruitment postings and advertisements as needed.
- Oversees all staff qualifications including teachers, teacher substitutes, paraprofessionals, food service handlers, bus drivers, administrators, etc.
- Responsible for initial screening of talent to determining compatibility with organizational staffing needs.
- Determines applicant qualification and compatibility by understanding job descriptions, qualifications and certifications.
- Stays engaged with applicant pool by maintaining good relationships and building strong and trusting partnerships.
- Tracking, recording and organizing all applicants through Excel, Taleo and various recruiting software.
- Assists the overall HR Recruitment process including attending job fairs and the careful selection of prospective employees
- Assists with contract negotiations, contract signings, initial orientation of basic employment expectations, policies and procedures
- Maintains a wide range of recruitment poll and databases and makes recruitment and selection recommendations to the Supervisor.
- Processes internal and external job announcements and related procedures.
- Participates in department improvement plan by sharing ideas and input to enhance services and program.

SUPERVISION AND IMPLEMENTATION

- Oversees, prepares, and maintains employee application process and personnel records to include updating documentation as needed.
- Follows through with full cycle recruitment on staff development needs.
- Assists supervisors with innovative and effective methods to increase productivity and performance.
- Provides quality assurance checks with new staff to ensure best practices as directed by supervisor
- Provides best practices advice and support on all matters relating to recruitment.
- Provides support on appropriate sourcing strategies and placements.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends meetings, activities and training sessions, and school events as needed.
- Seeks opportunities and mentoring for growth and professional development.
- Evaluates and recommends staff development needs.
- Plans personal development goals to be consistent with and supportive of job requirements and HES Academy needs
- Ensures timely and complete participation in and documentation of training sessions including PLOs as needed.

RESULTS AND DATA MANAGEMENT

- Provides assistance in reviewing the school schedule for compliance consistently with staff qualifications.
- Provides assistance with ensuring employee procedures and policies are clear, documented, and communicated
- Provides assistance with ensuring all job openings and vacancies are timely filled with qualified and organizationally compatible staff
- Provides assistance with ensuring terminated, new, and active staff lists are up-to date and available for easy reference.
- Assists in the completion of all employment verification forms, recommendations, various documentation and correspondence.
- Assists and prepares an updated new staff list and terminated staff list.
- Assists in preparing, compiling, and maintaining HR information for quarterly/annual personnel reports

REPORTING AND COMPLIANCE

- Secures teaching permits and licenses as needed and notifies staff in writing of all the procedures and requirements to maintain employment and compliance.
- Provides assistance with ensuring staff training and certification are current and aligned with guidelines and policies.
- Complies with all HES and District, Academics, department-wide policies, daily routines and State and Federal guidelines.
- Completes and timely submits all required reports and communication per specifications.
- Reports all complaints, actions, and issues related to the Academics to Supervisor; maintains accurate records.
- Maintains professional appearance and demonstrates self ethically and in a manner appropriate to a public setting and HES philosophy.
- Demonstrates availability when needed.

PROFESSIONAL QUALITIES

- Follows an organizational system for documenting and communicating staff hires, terminations, transfers and concerns with stakeholders
- Recommends requisitions and adequate office space, furniture and benefits for employees.
- 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.
- Performs all duties with quality, efficiency and dedication to HES and its Academies and its Management.
- Performs other duties as may be assigned by the Supervisor.

SAFETY LEGISLATION:

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APPROVALS:

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EXCLUSIONS:

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CONFIDENTIALITY OF INFORMATION:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 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. The ability to perform the functions by sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, and reaching

Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Teacher and Instructional Coach	Department: Academic - Instruction
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

The Instructional Coach is responsible for introducing practices into classrooms by working with teachers and administrators with the goal of increasing student engagement, improving student achievement, and building teacher capacity; guides the development and effective implementation of the District and School Improvement Plan (SIP) in accordance with the stated mission and vision of the Academy. The Instructional Coach works as a colleague with classroom teachers to support student learning. Duties will focus on individual and group professional development that will develop the understanding of researched-based instruction. In order to focus on professional development, the Instructional Coach will provide support that is based on the goals and needs of individual teachers.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENT

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 and implements 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

Instructional Coach

- Serves as the coach and mentor in the core subject area(s) to facilitate differentiated instruction and collaboration among the teachers.
- Facilitates the proper construction of benchmark lessons; plans and manages the development of standards-based curriculum, instruction and assessment plans and strategies.
- Facilitates the effective use of all core subject(s) textbooks, resources and instructional materials to meet the curriculum goals and coordinates the creation/updating of themes/units within the core subject(s).
- Serves as the facilitator for the core subject(s) by identifying and assisting in the adoption of curriculum resources and maintaining inventory.
- Facilitates the development of an annual core subject(s) plan with clearly stated goals and objectives.
- Facilitates the purchase and requisition of instructional materials to support teachers and the SIP goals.
- Works collaboratively with team members on curriculum and instructional planning, department planning, and will accept and act upon feedback from supervisor.
- Collaborates with administrators and teachers to ensure the proper implementation of the school's assessment program (Standardized and others types)

SUPERVISION AND IMPLEMENTATION

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.

Instructional Coach

- Serves as a resource to the school improvement committees and works with administrators to develop, implement and evaluate the school's continuous improvement plan.
- Observes, provides guidance and support to assigned colleagues and participate in the formal evaluation process.
- Coordinates communication and planning among all learning communities and serve as the coordinator for the Academy's curriculum in the assigned subject area of specialty.
- Coaches and mentors the teachers based on classroom observations and on teaching practices/techniques on a continual basis.
- Demonstrates leadership qualities by setting a personal example at high standards in all regards.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Participates in and provides professional learning opportunities that will enhance student achievement through improved lesson planning, curriculum alignment, implementation and student assessment.
- Assists in the coordination of all school based PLOs linked to individual professional development plans, the SIP and individualized action plans.
- Participates in and provides Professional Learning Opportunities focused on data analysis of student achievement.
- Participates in the SIP activities consistent with the SIP and the Academy's mission and guidelines.
- Attends and consistently contributes to the success of staff meetings, professional development sessions and action items.
- Follows feedback from supervisor and school leaders based on professional methods consistent with the SIP, Academy's mission, best practices and Michigan expectation.
- Sets and reaches own goals for self-improvement consistent with the job requirements and/or school needs.

RESULTS AND DATA MANAGEMENT

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).

- Analyzes 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.

Instructional Coach

- Guides, mentors and supports staff and ensures timely follow up and accountability through ongoing classroom observations, walkthroughs and staff evaluations.
- Collects data, and establishes improvement plans based on varied student assessment 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 standardized assessments, district wide assessment data, Michigan standard exams, benchmarks, and Grade Level Content Expectations (GLCES).

REPORTING AND COMPLIANCE

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 and implements 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.)

Instructional Coach

- Creates and maintains an accurate and organized system for documenting and communicating school and subject expectations and teacher evaluations.
- Accurately completes and submits in a timely manner all required reports per specifications.

PROFESSIONAL QUALITIES

- Participates in committees that contribute to a more positive learning environment.
- Attends 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, with the highest ethics, and dedication to the Academics and their Management.
- Performs other duties as may be assigned by the Principal or Superintendent or her designee.

SAFETY LEGISLATION:

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APPROVALS:

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EXCLUSIONS:

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SKILLS/EXPERIENCE

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 Curriculum
- A minimum of three years professional experience in an educational setting.
- Appropriate Michigan State Teaching Certification or eligibility for such certification

PHYSICAL DEMANDS:

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Issued and Approved by: Name and Title:	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Teacher	Department: Academic – Instruction
Supervisor: Principal	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

Under the direction of the Principal, creates an educational environment and teaches an educational program 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 IMPROVEMENTS

- Prepares for assigned classes 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 and 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 (PLOs)

- Participates in the School Improvement Plan (SIP) activities consistent with the SIP and the Academy's mission and guidelines.
- Attends and 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, the Academy's mission, best practice and Michigan expectations.
- 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 and 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.
- Identifies 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.
- Analyzes 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 Academy.
- 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 up-to date records of students' work and results by constantly updating students' portfolios and PowerSchool 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 the district, Academy and department-wide policies and daily routines and guidelines.

PROFESSIONAL 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.
- Demonstrates professionalism in work ethics, handling confidential information and managing conflicts effectively.
- Establishes and maintains positive team spirit among all staff and the administration.
- 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 dedication to the Academy and its 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:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 a state mandated comprehensive skill assessment and all other examination(s) required by Section 1531 of the revised school code
- 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:

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Issued and Approved by: Name and title :	Signature:
Employee Name and title :	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Technical Support & Implementation Assistant	Department: Administration
Supervisor: Chief Technology Officer (CTO)	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To perform various technical support tasks as assigned by the Chief Technology Officer (CTO) and HES President with utmost efficiency and accuracy.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Provides Power School training for staff and monitors server activity making sure it is running properly.
- Occasionally assists in the scheduling of technology equipments' use for school events ensuring that equipment is available and in good working order.
- Video tapes school events as required throughout the school year.
- Takes photos of all staff and students at the beginning of the school year and as new staff and students join throughout the school year.
- Prints and manages all ID Cards, including make-ups throughout the entire school year.
- Follows all duties and assignments directed by the CTO only and not by the staff directly.
- Ensures all assignments are given a priority code with 1 being the highest and completes assignments according to priority code.
- Demonstrates flexibility in completing other tasks assigned by the CTO or Superintendent
- Assists CTO in specialized project implementation
- Ensures projects are executed correctly and implemented with accuracy and fidelity

SUPERVISION AND IMPLEMENTATION

- Ensures that all workstations are running properly, have internet access, have access to a printer nearby, and have all needed software patches.
- Ensures that all workstations are physically clean and in good working order Ensures that all printers are connected and installed properly, ink/toner included.
- Troubleshoots any hardware or software problems that may arise.
- Takes charge of all technology equipment and scheduling such as video cameras, digital cameras, VCR's, DVD Players, TV's, etc. ensuring they are in good condition and have charged batteries
- Removes irrelevant OEM installed software such as: Outlook Express, Instant Messenger, MSN Explorer, Dell Help, and any other useless Startup programs.
- Sets up and installs any new/used machine and/or printer in the appropriate classroom or office and installs essential software such as antivirus, office suite, PDF reader, firewall client, etc.
- Completes System Scan for viruses, defragmentation, Spy-ware, worms, and makes sure network file-sharing is kept to a minimum to avoid over-exposure.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all school events and activities as may be directed by the HES President or CTO, such as Parent-Teacher Conferences, open houses, orientations, PTO meetings, Athletic Meetings, and events.
- Attends meetings, seminars, workshops and training as directed and effectively 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 CTO or HES President.
- Assists, redirects and guides staff, students and parents as necessary to ensure the smooth operation of the school.
- Utilizes feedback from CTO and school leaders based on professional methods in the best interest of students and the school.
- Takes initiative and formulates self-improvement goals aligned with job requirements and/or support of HES mission and vision.

RESULTS AND DATA MANAGEMENT

- Completes setup and configuration of email addresses and Users and Group policies set by CTO.
- Monitors network and server status at all locations making sure all services are running properly and network security is intact, including both intranet and internet security.
- Ensures correct wiring and stance of all lab workstations and speakers, per CTO's specifications takes place.
- Maintains Academics websites and constantly updates areas including but not limited to "Current News," "Students Links," "Staff Links," "Parent Links," "Lunch Menus," "Pictures," etc.
- Keeps ink/toner log for each printer.
- Assists CTO in large, school-wide projects including, but not limited to Student ID Cards, Staff ID Cards, Follet Library Software configuration and patron maintenance, master clock configuration, phone system configuration, email/username/printing training, copier machine user setup codes, and overall technology equipment maintenance.

REPORTING AND COMPLIANCE

- Occasionally assists in following up with SRSD/ UIC data.
- Creates and runs reports in Power School as needed.
- Timely and accurately enters and imports into Power School data pertaining to students, testing results, scheduling, and staff information.
- Reports any damages as a result of negligence by staff or students to supervisor.
- Responds to written or verbal requests within 1-2 school days.
- Submits formal requests to supervisor for items that need purchasing such as software or hardware for out-of-warranty computers.
- Submits weekly reports to the CTO at the end of the day on Thursdays through email.
- Complies with all District, school, and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations
- Provides CTO with timely project updates

PROFESSIONAL QUALITIES

- Maintains good customer service and positive communication with administration, staff, students, parents/guardians and community.
- Uses, manages, stores, and analyzes data effectively and appropriately.
- Creates and composes memos and letters to appropriate parents, students or staff.
- Maintains confidentiality of communication and only discusses matters with the appropriate individuals.
- Performs all duties with quality, efficiency and commitment to the schools and their Management.
- Performs other duties as may be assigned by the HES President or CTO.
- Demonstrates flexibility to irregular hours and unscheduled assignments and/or placements

SAFETY LEGISLATION:

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APPROVALS:

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SKILLS/EXPERIENCE:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills

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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, crouching, crawling, kneeling, balancing, climbing and reaching. Must work indoors and outdoors year-round.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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Hamadeh Educational Services, Inc.

Job Description

Job Title: Technical Support Coordinator	Department: Administration
Supervisor: Chief Technology Officer (CTO)	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To perform various technical support tasks as assigned by the Chief Technology Officer (CTO) and HES President with utmost efficiency and accuracy.

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Coordinates the overall technology activities in the building in accordance with guidelines established by Chief Technology Officer
- Completes System Scan for Viruses, Defragmentation, Spy-ware, worms, and makes sure network file-sharing is kept to a minimum to avoid over-exposure.
- Provides Power School training for staff and monitors server activity making sure it is running properly.
- Schedules Technology equipment's use for school events, and ensures that equipment are available and in good shape.
- Video tapes school events as required throughout the school year.
- Takes photos of all staff and students at the beginning of the school year, and as new staff and students join during the school year.
- Prints all ID Cards, including make-ups throughout the entire school year.
- Handles and completes assignments based on priority code.
- Demonstrates flexibility in completing other tasks assigned by the CTO or HES President and assists CTO in large school-wide projects.

SUPERVISION AND IMPLEMENTATION

- Assists the Chief Technology Officer in coordinating technology maintenance and support services at the building
- Ensures that all workstations are running properly, have internet access, have access to a printer nearby, and have all needed software patches.
- Ensures that all workstations are physically clean and well maintained.
- Ensures that all printers are connected and installed properly, ink/toner included.
- Troubleshoots any hardware or software problems that may arise.
- Oversees scheduling of technology equipment including but not limited to video cameras, digital cameras, VCR's, DVD Players, TV's, etc. ensuring they are in good condition and have charged batteries
- Removes irrelevant OEM installed software such as Outlook Express, Instant Messenger, MSN Explorer, Dell Help, and any other Startup programs that are not needed.
- Sets up and installs equipment and printers in the appropriate classroom or office and installs essential software such as antivirus, office suite, PDF reader, firewall client, etc.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all school events and activities as may be directed by the HES President or CTO, such as Parent-Teacher Conferences, open houses, orientations, PTO meetings, athletic meetings, events, and as may be directed
- Attends meetings, seminars, workshops and training as directed and effectively 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 CTO or HES President.
- Assists, redirects and guides staff, students and parents as necessary to ensure the smooth operation of the school.
- Utilizes feedback from CTO and school leaders based on professional methods in the best interest of students and the school.
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or school needs.

RESULTS AND DATA MANAGEMENT

- Completes setup and configuration of email addresses and Users and Group policies set by CTO.
- Monitors network and server status at all locations making sure all services are running properly and network security is intact, including both intranet and internet security.
- Ensures correct wiring and stance of all lab workstations and speakers, per CTO's specifications takes place.
- Assists in maintaining Academics' websites when needed by constantly updating areas including Current News, Students Links, Staff Links, Parent Links, Lunch Menus, Pictures, etc.
- Keeps ink/toner log for each printer.
- Coordinates school-wide projects as assigned by the CTO including, but not limited to: Student ID Cards, Staff ID Cards, Follet Library Software configuration and patron Maintenance, Master Clock configuration, phone system configuration, email/username/printing training, copier machine user setup codes, and overall technology equipment maintenance.

REPORTING AND COMPLIANCE

- Ensures that all department activities are conducted in compliance with applicable guidelines and procedures.
- Follows up with SRSD/ UIC data when needed.

- Creates and runs reports in Power School.
- Timely and accurately enters and imports into Power School information pertaining to students, testing results, scheduling, and staff.
- Receives, researches and processes reports of damages resulting from negligence by staff, students or visitors. Reports such incidents to supervisor in a timely manner.
- Timely responds to requests and inquires.
- Formally requests to supervisor, items that need purchasing such as software or hardware for out-of-warranty computers.
- Submits regular reports to CTO on project progress for building and keeps supervisor informed on an ongoing basis
- Complies with all District, school, and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations
- Maintains the integrity of the network by following the confidentiality and security guidelines.
- Follows established rules and guidelines in daily operations.

PROFESSIONAL QUALITIES

- Uses, manages, stores, and analyzes data effectively and appropriately.
- Creates and composes memos and letters to appropriate parents, students or staff.
- Maintains confidentiality of communication and only discusses matters with the appropriate individuals.
- Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Follows all duties and assignments directed by the CTO only and not by the staff directly.
- Performs other duties as may be assigned by the HES President or CTO.
- Demonstrates flexibility to unscheduled assignments and/or placements ensuring that assignments are completed in a timely manner

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 and 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 comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills, Technical Communication skills, Project Management experience, presentation and Technical Writing skills

EDUCATION/TRAINING

- Minimum of Bachelor's degree in Computer science or related field plus or an 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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, crouching, crawling, kneeling, balancing, climbing and reaching. Must work indoors and outdoors year-round.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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



Hamadeh Educational Services, Inc.

Job Description

Job Title: Technical Support Specialist	Department: Information Technology
Supervisor: Chief Technology Officer (CTO)	Employer: Hamadeh Educational Services (HES)

BASIC FUNCTION:

To perform various technical support tasks as assigned by the Chief Technology Officer (CTO) and HES President with utmost efficiency and accuracy

RESPONSIBILITIES:

DEPARTMENT PLANNING AND IMPROVEMENTS

- Completes System Scan for Viruses, Defragmentation, Spy-ware, worms, and makes sure network file-sharing is kept to a minimum to avoid over-exposure.
- Assists in providing Power School training for staff and monitors server activity making sure it is running properly.
- Schedules Technology equipment use for school events, and ensures that equipment is available and in good shape.
- Video tapes school events as required throughout the school year.
- Takes photos of all staff and students at the beginning of the school year, and as new staff and students join during the school year.
- Prints all ID Cards, including make-ups throughout the entire school year.
- Ensures all assignments are given a priority code with 1 being the highest and completes assignments based on priority code.

SUPERVISION AND IMPLEMENTATION

- Ensures that all workstations are running properly, have internet access, have access to a printer nearby, and have all needed software patches.
- Ensures that all workstations are physically clean and in good working order and all printers are connected and installed properly, ink/toner included.
- Troubleshoots any hardware or software problems that may arise.
- Takes charge of all technology equipment and scheduling such as video cameras, digital cameras, VCR's, DVD Players, TV's, ensuring they are in good condition and have charged batteries
- Removes irrelevant OEM installed software such as Outlook Express, Instant Messenger, MSN Explorer, Dell Help, and any other useless startup programs.
- Sets up and installs any new/used machine and/or printer in the appropriate classroom or office and installs essential software such as antivirus, office suite, PDF reader, firewall client, etc.
- Provides adequate training to onboarding TSA's, reviews and approves timesheets and absence forms and weekly check-up and evaluations as assigned and may be directed by the CTO.

PROFESSIONAL LEARNING OPPORTUNITIES (PLOs)

- Attends all Academic events and activities as may be directed by the HES President or the CTO, such as Parent-Teacher Conferences, open houses, orientations, PTO meetings, athletic meetings, events, and as may be directed
- Attends meetings, seminars, workshops and training as directed and effectively 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 CTO or HES President.
- Assists, redirects and guides staff, students and parents as necessary to ensure the smooth operation of the school.
- Utilizes feedback from the CTO and school leaders based on professional methods in the best interest of students and the school.
- Plans and reaches own goals for self-improvement consistent with the job requirements and/or school needs.

RESULTS AND DATA MANAGEMENT

- Completes setup and configuration of email addresses and Users and Group policies set by the CTO.
- Monitors network and server status at all locations making sure all services are running properly and network security is intact, including both intranet and internet security.
- Ensures correct wiring and stance of all lab workstations and speakers, per the CTO's specifications takes place.
- Assists in maintaining Academics' websites when needed by constantly updating areas including Current News, Students Links, Staff Links, Parent Links, Lunch Menus, Pictures, etc.
- Keeps ink/toner log for each printer.
- Assists the CTO in large school-wide projects including, but not limited to: student ID cards, staff ID cards, Follet Library software configuration and patron maintenance, master clock configuration, phone system configuration, email/username/printing training, copier machine user setup codes, and overall technology equipment maintenance.

REPORTING AND COMPLIANCE

- Assists in following up with SRSD/ UIC data when needed.
- Creates and runs reports in Power School as needed.
- Timely and accurately enters and imports into Power School information pertaining to students, testing results, scheduling, and staff.

- Reports any damages as a result of negligence by staff or students to supervisor.
- Responds to written or verbal requests within 1-2 school days.
- Formally requests to supervisor, items that need purchasing such as software or hardware for out-of-warranty computers.
- Submits weekly reports to the CTO at the end of the day on Thursdays, preferably through email.
- Complies with all District, school, and departmental policies; upholds the employment and FERPA protections of confidentiality and proper daily operations
- Follows established rules and guidelines in daily operations.

PROFESSIONAL QUALITIES

- Uses, manages, stores, and analyzes data effectively and appropriately.
- Creates and composes memos and letters to appropriate parents, students or staff.
- Maintains confidentiality of communication and only discusses matters with the appropriate individuals.
- Performs all duties with quality, efficiency and dedication to the Academies and their Management.
- Follows all duties and assignments directed by the CTO only and not by the staff directly.
- Performs other duties as may be assigned by the HES President or the CTO.
- Demonstrates flexibility to unscheduled assignments and/or placements

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 the Academy prior to the first day of employment.

APPROVALS:

All activities must be pre-approved by the immediate supervisor before their final implementation as may be consistent with the policies in the OPM Manual and policies or as may be delegated by the Chief Operating Officer, HES Vice President or by the HES President in writing. Activities that involve any business contractual agreements or monetary cost must be pre-approved by the HES President or Vice President and may need to be presented to the Academy Board for final approval.

EXCLUSIONS:

The responsibility does not include hiring or firing of staff. All purchases must be pre-approved by the Superintendent and HES President. The responsibility does not include making decisions regarding staff benefits, payroll, approval of their vacation days or sick/personal days including absences 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 closings, facility use and key distribution and copying, making business or legal contractual and/or consulting agreements on behalf of the Academy, 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 Academics' 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 and 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:

- Oral comprehension & expression skills, written comprehension & expression skills, visual acuity, speech clarity & recognition skills, interpersonal communication skills, organization and planning skills, professionalism, computer literacy, keyboard skills, time management skills, Technical Communication skills, Project Management experience, presentation and Technical Writing skills

EDUCATION/TRAINING:

- Minimum of Bachelor's Degree in Computer Science or related field plus or an 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 ability to perform the functions requires sitting or standing for extended periods of time. The employee occasionally is required to manually move, lift, carry, pull, or push objects up to 25 pounds in addition to occasional stooping, bending, crouching, crawling, kneeling, balancing, climbing and reaching.

Issued and Approved by: Name and Title :	Signature:
Employee Name and Title:	Signature:

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

Educational Service Provider Agreement

The Academy's Educational Service Provider Agreement is not yet complete. The Academy shall submit a revised Educational Service Provider Agreement to the Charter Schools Office by August 31, 2018. Upon completion, the Academy shall submit a copy of the executed Educational Service Provider Agreement to the Charter Schools Office, which the Charter Schools Office will then submit to the Michigan Department of Education.

Tab 6

CONTRACT SCHEDULE 6

PHYSICAL PLANT DESCRIPTION

Star International Academy

Physical Plant Description

	<u>Page</u>
Physical Plant Description	6-1
<u>SITE A</u>	
Photograph	6-4
Floor Plan.....	6-5
Site Plan	6-7
Occupancy Approval	6-10
<u>SITE B</u>	
Photograph	6-13
Occupancy Approval	6-14
Floor Plan.....	6-17
<u>SITE C</u>	
Photograph	6-19
<u>SITE D</u>	
Legal Description.....	6-21
Site Plan	6-22
Floor Plan.....	6-25
<u>SITE E</u>	
Photograph	6-28
Floor Plan.....	6-29
Site Plan	6-30
Occupancy Approval	6-31

SCHEDULE 6

PHYSICAL PLANT DESCRIPTION

1. Applicable Law requires that a public school academy application and contract must contain a description of 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 proposed physical plant (the "Proposed Site") of the Star International Academy ("Academy") is as follows:

Site A:

Address: 24425 Hass
Dearborn Heights, MI 48127

General Description: 24425 Hass is 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.

Term of Use: Term of Contract.

Configuration of Grade Levels: Third through twelfth grade

Name of School District and Intermediate School District:

Local: Crestwood School District
ISD: Wayne RESA

Site B:

Address: 24480 George Street
Dearborn Heights, MI 48127

General Description: 24480 George is 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.

Term of Use: Term of Contract.

Configuration of Grade Levels: Pre-Kindergarten through second grade

Name of School District and Intermediate School District:

Local: Crestwood School District
ISD: Wayne RESA

Site C:

Address: 6163 Fenton
Dearborn Heights, MI 48127

General Description: 6163 Fenton (Athletic Field) is a 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, and six individual restrooms.

Term of Use: Term of Contract.

Configuration of Grade Levels: N/A

Name of School District and Intermediate School District:

Local: Crestwood School District
ISD: Wayne RESA

Site D:

Address: 45081 Geddes Road, 45165 Geddes Road and 45007 Geddes Road
Canton, MI 48188

General Description: The site consists of a one-story facility that contains approximately 30,000 square feet of space located on 12 acres of land. The exterior of the building is brick and has no basement. The facility contains 24 classrooms, 2 girls and 2 boys restrooms, 4 in-class/office restrooms, a sanctuary, storage rooms, and offices. The building will be updated to meet any new school codes and to include a cafeteria in the sanctuary, a new kitchen, a new Gymnasium, additional restroom for boys and girls and all sex restrooms to accommodate the LGBTQ students' needs if any, a science lab, an art room, computer lab, a music room to accommodate up to 700 students and a separate, but onsite 20,000 square foot Administrative offices building. **Note:** The Administrative office building will replace the current Central Office building in Dearborn Heights once constructed. It is the intent to eventually sell the current Central Office building in Dearborn Heights to facilitate the relocation of the Central Offices for Star International Academy to Canton, MI.

Term of Use: Term of Contract.

Configuration of Grade Levels: Pre-Kindergarten through eighth grade

Name of School District and Intimidate School District:

Local: Wayne-Westland School District
ISD: Wayne RES

Site E:

Address: 6919 N. Waverly
Dearborn Heights, MI 48127

General Description: Central Office

Term of Use: Tenn of Contract.

Configuration of Grade Levels: N/A

Name of 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 Proposed Site is provided on the following pages, or must be provided to the satisfaction of the College Board, before the Academy may operate as a public school in this state.

- A. Size of building
- B. Floor Plan
- C. Description of Rooms
- D. Copy of lease or purchase agreement

4. In addition, the Academy and the College 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 proposed physical facility. These approvals must be provided and be acceptable to the College Board or its designee prior to the Academy operating as a public school. In cases of disagreement, the Academy may not begin operations without the consent of the College Board.

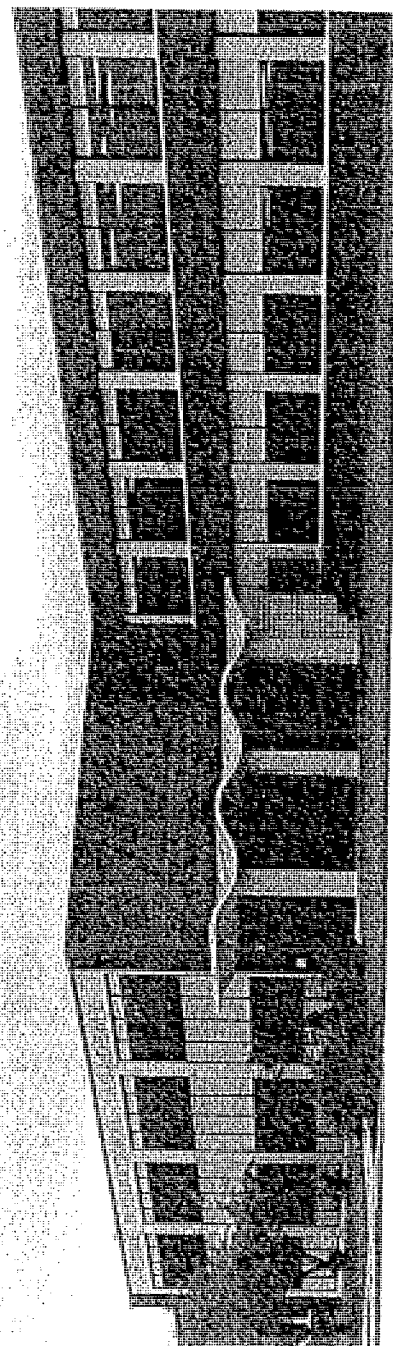
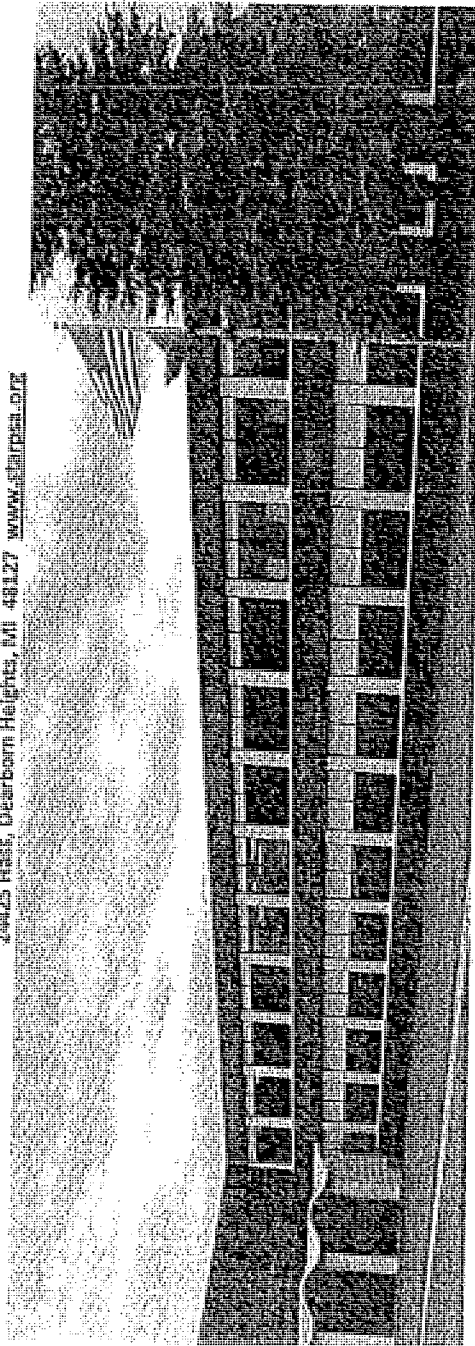
5. If the Proposed Site described above is not used as the physical facilities for the Academy, then Schedule 6 of this Contract between the Academy and the College Board must be amended pursuant to Article IX of the Terms and Conditions of Contract, to designate, describe, and agree upon the Academy's physical facilities. The Academy must submit to the College 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 College, and the amendment regarding the new site has been executed.

6. The Academy agrees to comply with the single site restrictions 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.

Tab A

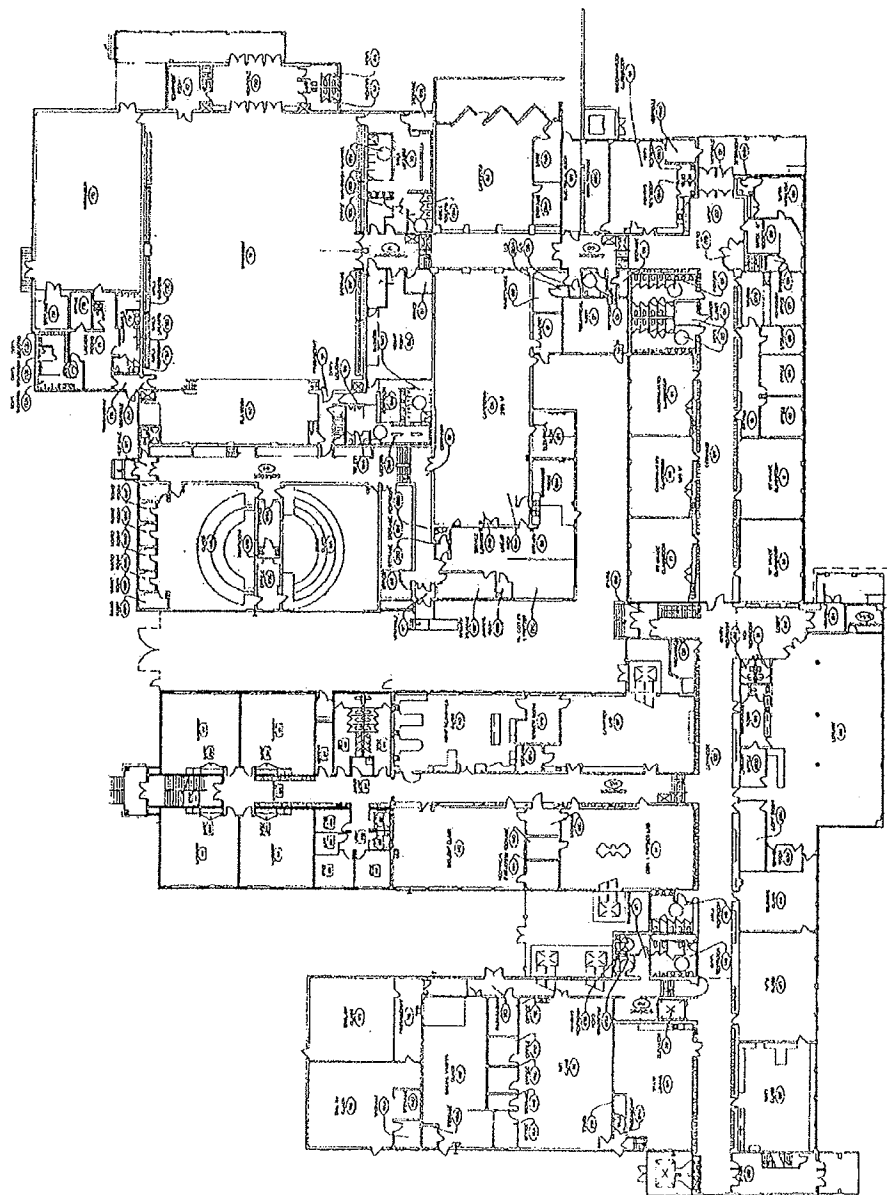
Star International Academy – Main Building

24425 Hase, Dearborn Heights, MI 48127 www.starintl.org



S1A

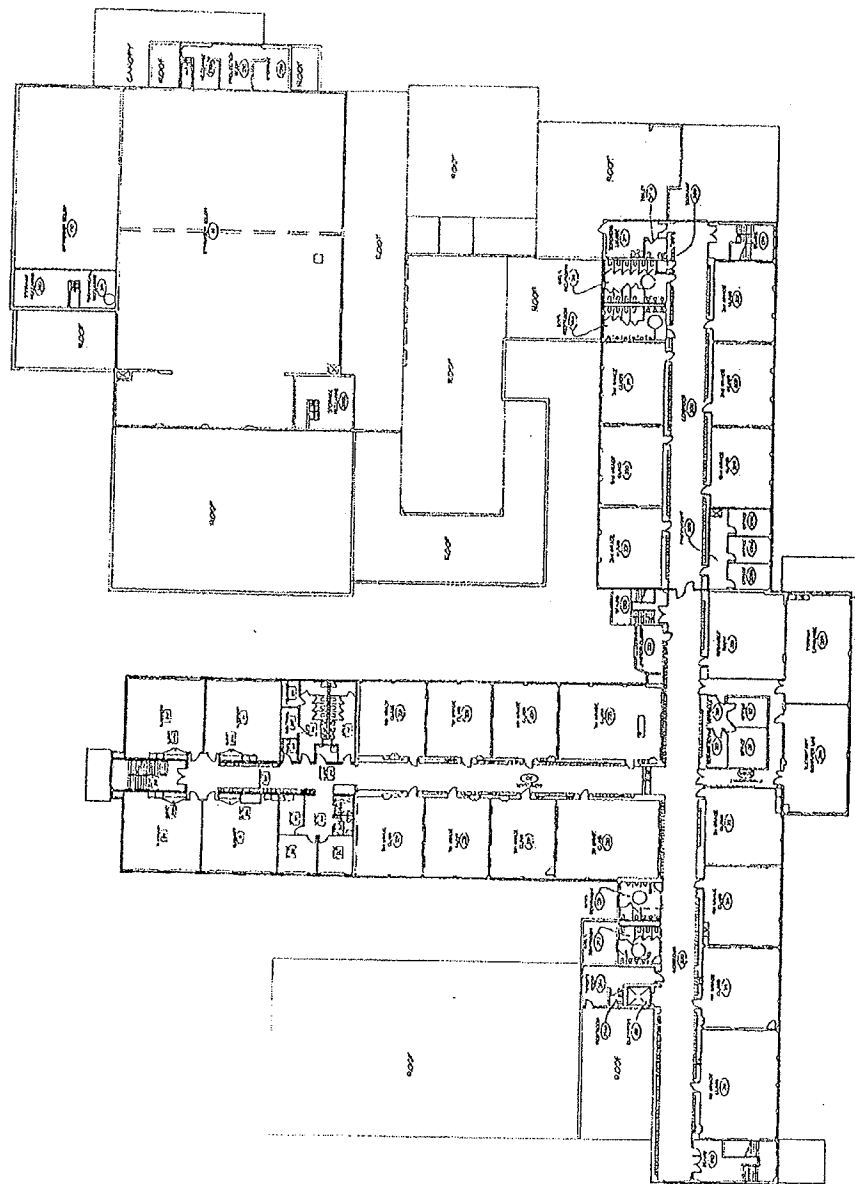
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FIRST FLOOR PLAN

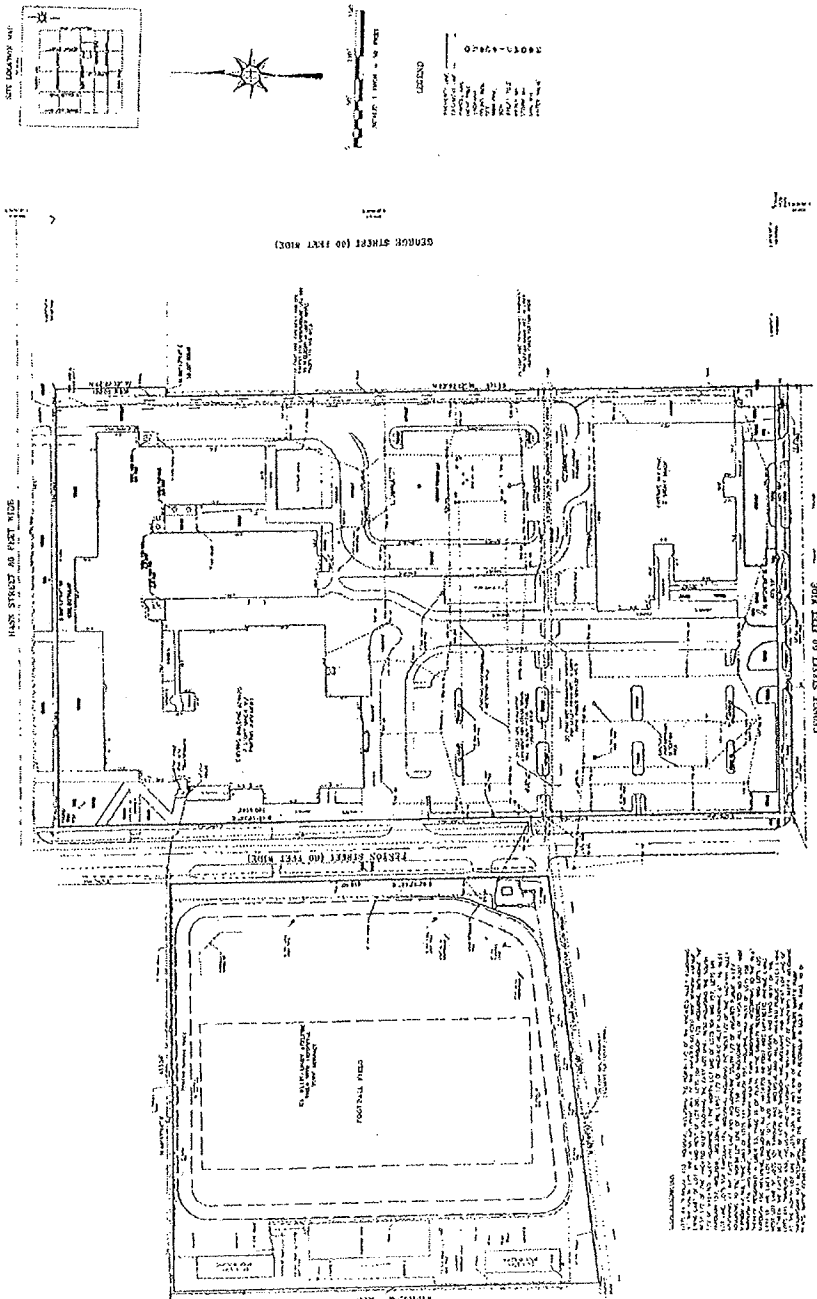


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⊙ SECOND FLOOR PLAN

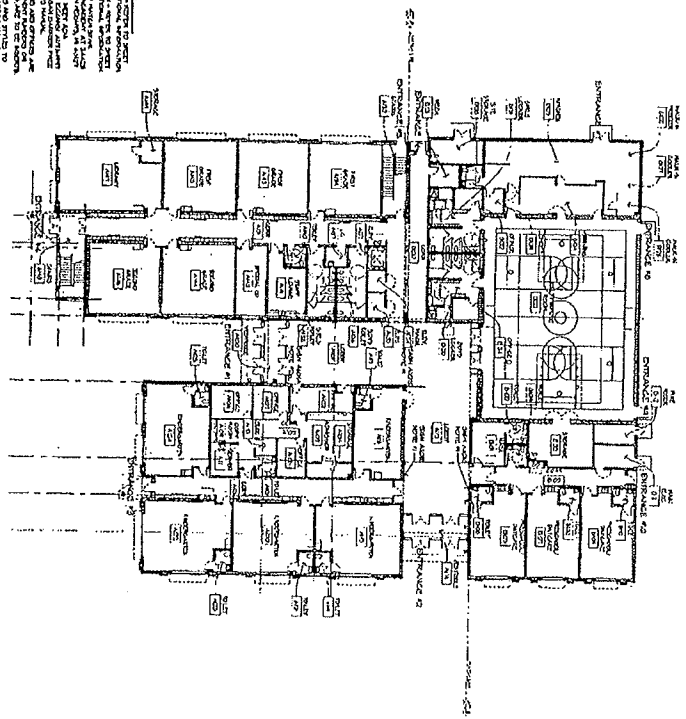
ALTA/ACSM LAND TITLE SURVEY



SIA-G

SEWAGE SCHEDULE			
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COMPOSITE FIRST FLOOR PLAN

SIA-G



STAR INTERNATIONAL ACADEMY -
UNIVERSAL LEARNING ACADEMY
(PRE-K, K - 5)
2445 WARD STREET
DEARBORN HEIGHTS, MI 48137

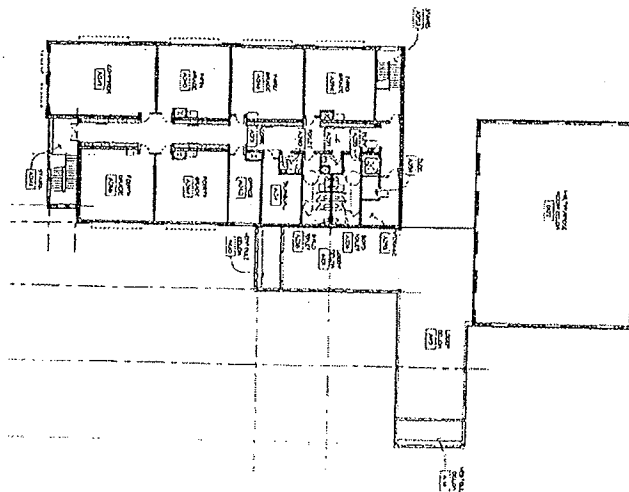
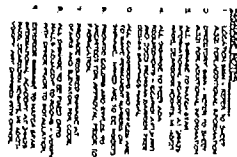
STAR INTERNATIONAL ACADEMY -
UNIVERSAL LEARNING ACADEMY
(PRE-K, K - 5)
2445 WARD STREET
DEARBORN HEIGHTS, MI 48137

STAR INTERNATIONAL ACADEMY -
UNIVERSAL LEARNING ACADEMY
(PRE-K, K - 5)
2445 WARD STREET
DEARBORN HEIGHTS, MI 48137



GA ARCHITECTURAL
ARCHITECTURAL
DESIGN
CONSTRUCTION
MANAGEMENT
GENERAL CONTRACTING
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE
PLANNING
SURVEYING
ENGINEERING
CONSULTING
SERVICES
10000 WARD STREET
DEARBORN, MI 48137
313.291.1234
WWW.GA-ARCHITECTURAL.COM

SECOND FLOR UNIT A			
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STAR INTERNATIONAL ACADEMY -
UNIVERSAL LEARNING ACADEMY
(PRE-K, K - 5)
24425 HADD STREET
DEARBORN HEIGHTS, MI 48106

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DEARBORN M. 1812
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DESIGN
PRODUCTION
CONSTRUCTION
MAINTENANCE

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety/Building Division
P. O. Box 30254
Lansing, MI 48909
(317) 241-9317

Building Permit No. LB019893
Star International Academy
24425 Hass
Dearborn, 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

December 13, 2004

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

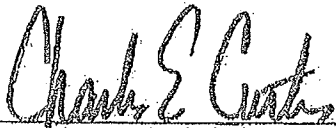
Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes/Building Division
P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

MAR 23 2010

Building Permit No. B028712
Star International Academy/Concessions
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

CERTIFICATE OF USE AND OCCUPANCY

PERMANENT

RECEIVED

MAR 28 2010

Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes/Building Division
P. O. Box 30254
Lansing, MI 48909
(517) 241-9317

THE CARLSON CO.

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.

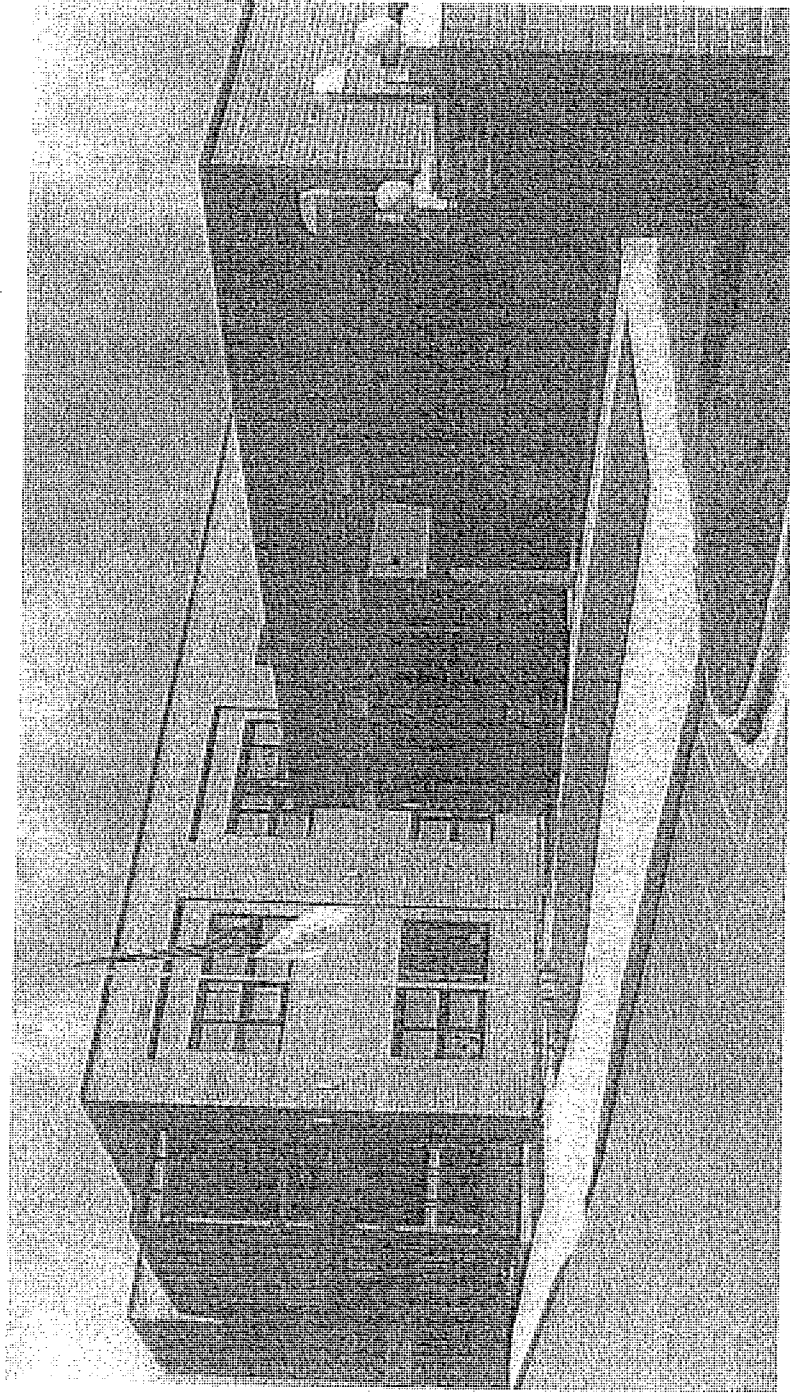


Larry Lehman, Chief
Charles E. Curtis, Assistant Chief
Building Division

March 18, 2010

Tab B

Star International Academy
24480 George Street, Dearborn Heights, MI 48127



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

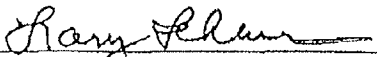
PERMANENT

Michigan Department of 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

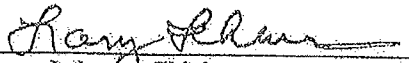
PERMANENT

Michigan Department of 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

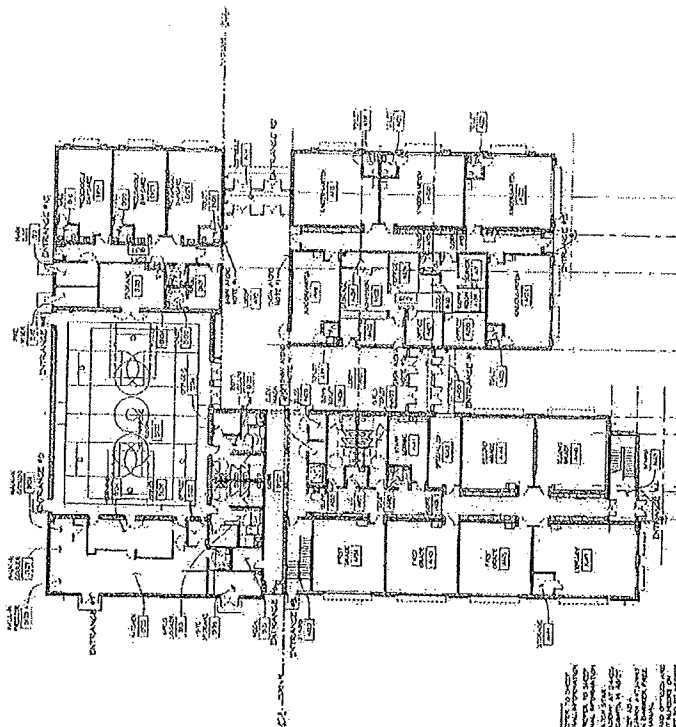
April 24, 2008

1. The first step in the process is to identify the problem. This involves gathering information about the situation and understanding the needs of the people involved.

2. Once the problem is identified, the next step is to develop a plan. This involves setting goals and determining the steps that need to be taken to achieve those goals.

3. The third step is to implement the plan. This involves putting the plan into action and monitoring progress.

4. The final step is to evaluate the results. This involves assessing the effectiveness of the plan and making adjustments as needed.




COMPOSITE FIRST FLOOR PLAN

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ON 4

STAR INTERNATIONAL ACADEMY -
UNIVERSAL LEARNING ACADEMY
(PAGE 2) K - 5)
36425 HASS STREET
DEARBORN HEIGHTS, MI 48157

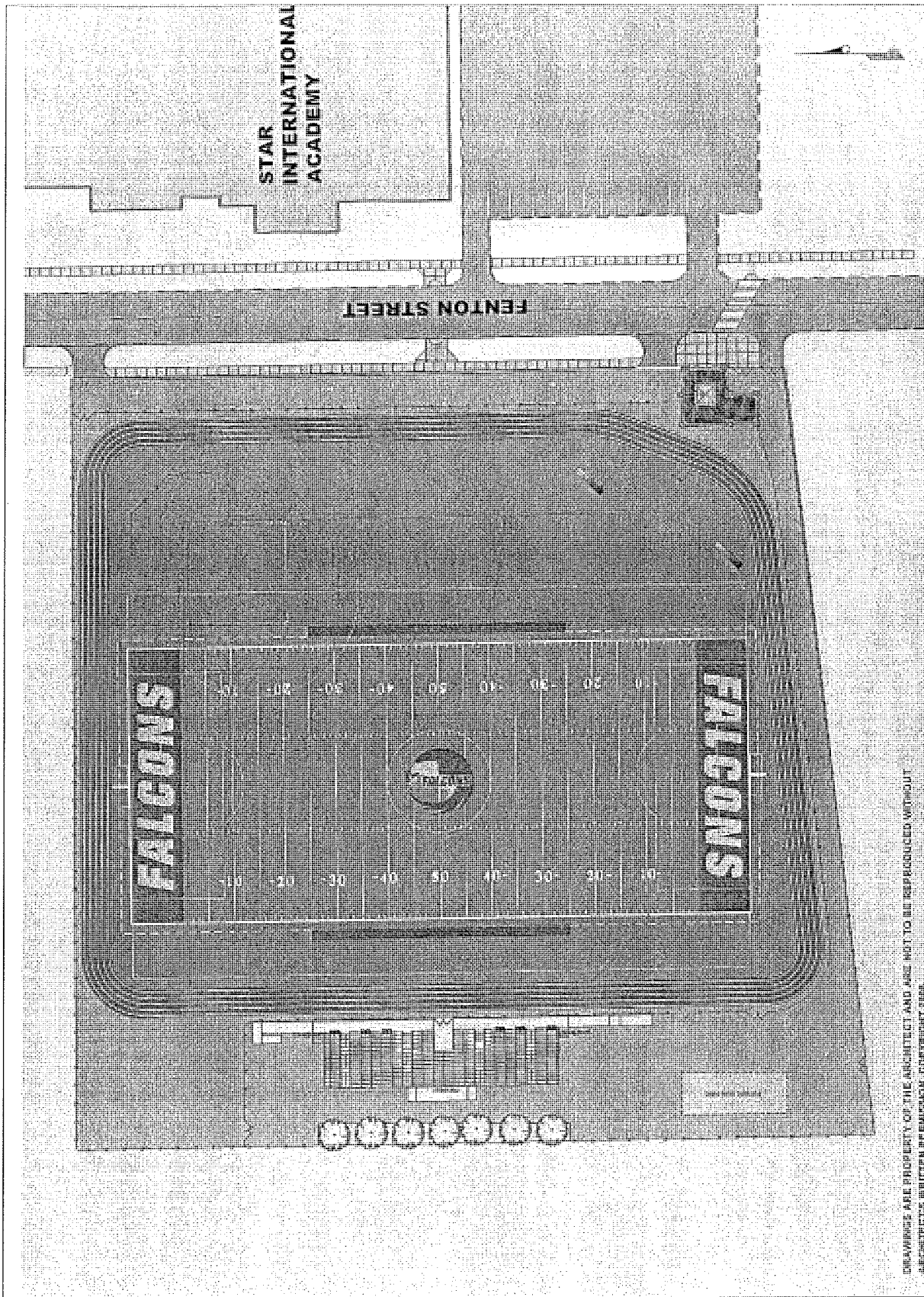
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ARCHITECTURAL
DESIGN

Tab C

Star International Academy
Athletic Field





DRAWINGS ARE PROPERTY OF THE ARCHITECT AND ARE NOT TO BE REPRODUCED WITHOUT ARCHITECT'S WRITTEN PERMISSION. COPYRIGHT 2008.

OWN: xxx
NOT TO SCALE
DATE: 12-11-08

L-1

FORSETH DESIGN, INC.
3125 COOLIDGE WAY, SUITE 100
ATLANTA, GA 30328
PH: 404.525.1111
FAX: 404.525.1112
WWW.FORSETHDESIGN.COM



PROJECT: STAR INTERNATIONAL ACADEMY
ATHLETIC FACILITY & FITNESS TRACK
OWNER: STAR INTERNATIONAL ACADEMY
24425 HASS
DEARBORN HTS, MI 48127

Tab D

EXHIBIT A TO COVENANT DEED

LEGAL DESCRIPTION

Land Situated in the Township of Canton in the County of Wayne in the State of MI:

Parcel 1:

Part of the Northwest one-quarter of Section 34, Town 2 South, Range 8 East, described as follows: Commencing at a point in the center of Geddes Road, which part is South 590.70 feet and South 77 degrees 09 minutes 30 seconds East 1163.07 feet from the Northwest corner of Section 34; thence South 2 degrees 34 minutes 30 seconds East 304.0 feet to a point, thence South 88 degrees 26 minutes East 192.50 feet to a point, thence North 2 degrees 04 minutes East 260 feet to the center of Geddes Road, thence North 77 degrees 09 minutes 30 seconds West 221.0 feet along the center of Geddes Road to the place of beginning, except any part used for highway purposes.

Parcel 2:

All that part of the Northwest 1/4 of Section 34, Town 2 South, Range 8 East, Canton Township, Wayne County, Michigan, described as: Beginning at a point in the centerline of Geddes Road, 66 feet wide, which point is distant due South 590.73 feet along the West line of Section 34 and South 77 degrees 09 minutes 30 second East, 584.79 feet along the centerline of Geddes Road from the Northwest corner of Section 34, Town 2 South, Range 8 East, Michigan; thence along the centerline of Geddes Road South 77 degrees 09 minutes 30 seconds East, 547.16 feet; thence South 2 degrees 34 minutes 30 seconds East, 566.37 feet; thence North 87 degrees 25 minutes 30 seconds East 221.12 feet; thence South 2 degrees 21 minutes 55 seconds East, 38.91 feet; thence South 15 degrees 06 minutes West 22.13 feet; thence South 87 degrees 25 minutes 30 seconds West, 214.26 feet; thence North 2 degrees 34 minutes 30 seconds West 5.30 feet; thence due West 201.36 feet; thence due North 60 feet thence due West 510.00 feet; thence due North 504.70 feet; thence South 77 degrees 09 minutes 30 seconds East 153.85 feet; thence due North 211.54 feet to the place of beginning.

Parcel 3:

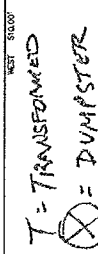
Beginning at a point due South 590.73 feet and South 77 degrees, 09 minutes, 30 seconds, East 430.94 feet from the Northwest corner of Section 34, Town 2 South, Range 8 East, Canton Township, Wayne County, Michigan, thence South 77 degrees, 09 minutes, 30 seconds East along the center line of Geddes Road 153.85 feet; thence due South 211.54 feet; thence North 77 degrees, 09 minutes, 30 seconds West 153.85 feet; thence due North 211.54 feet to the point of beginning.

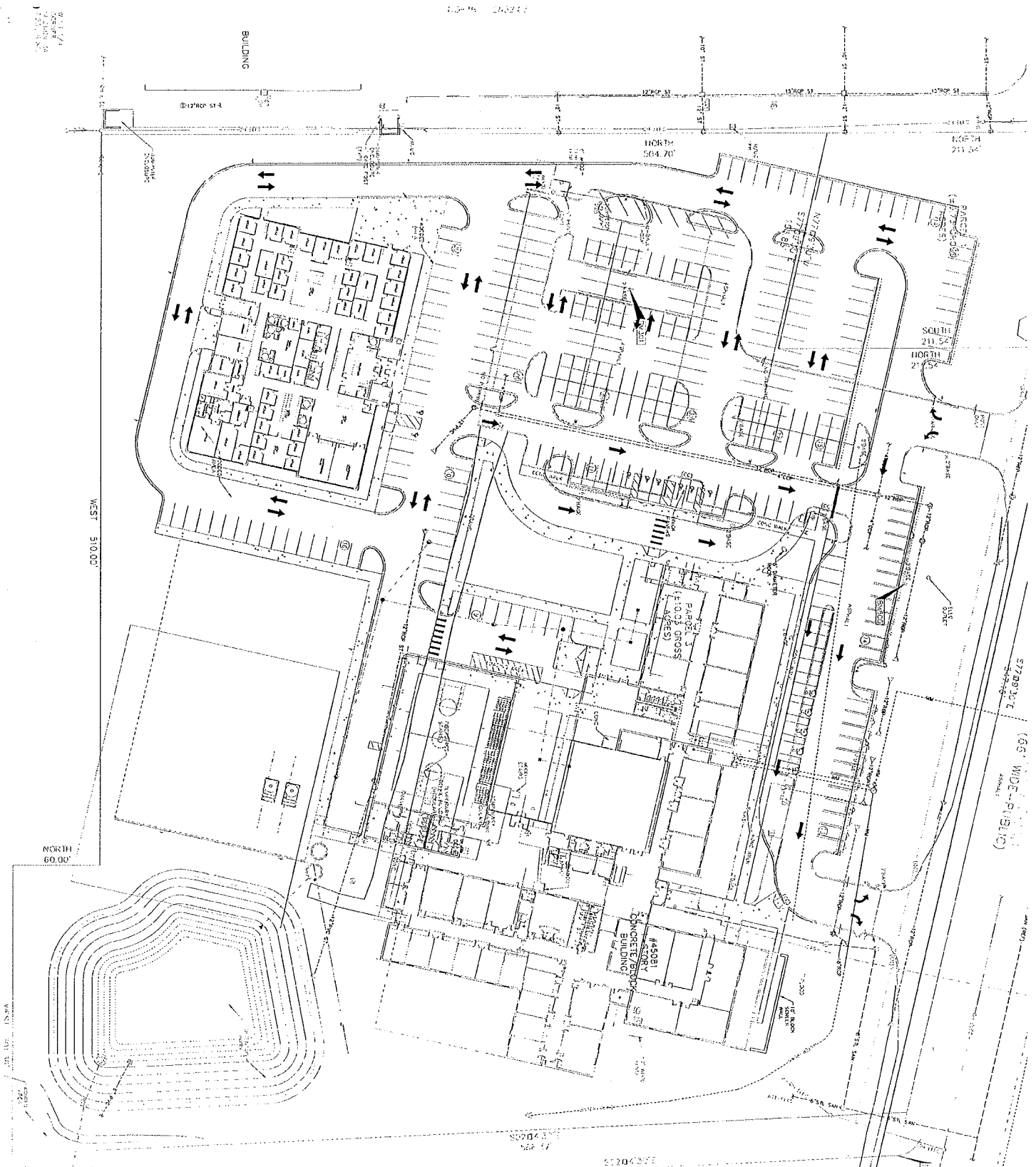
Also described as:

That part of the Northwest ¼ of Section 34, Town 2 North, Range 8, described as beginning at a point on the center line of Geddes Road, distance due South 590.73 ft. South 77 degrees 09' 30" East 430.94 ft. from the Northwest corner of Section 34, thence South 77 degrees 09' 30" East along said line 153.85 Ft, due South 211.54 ft., thence North 77 degrees 09' 30" West 153.85 ft, thence due North 211.54 ft. to the point of beginning.

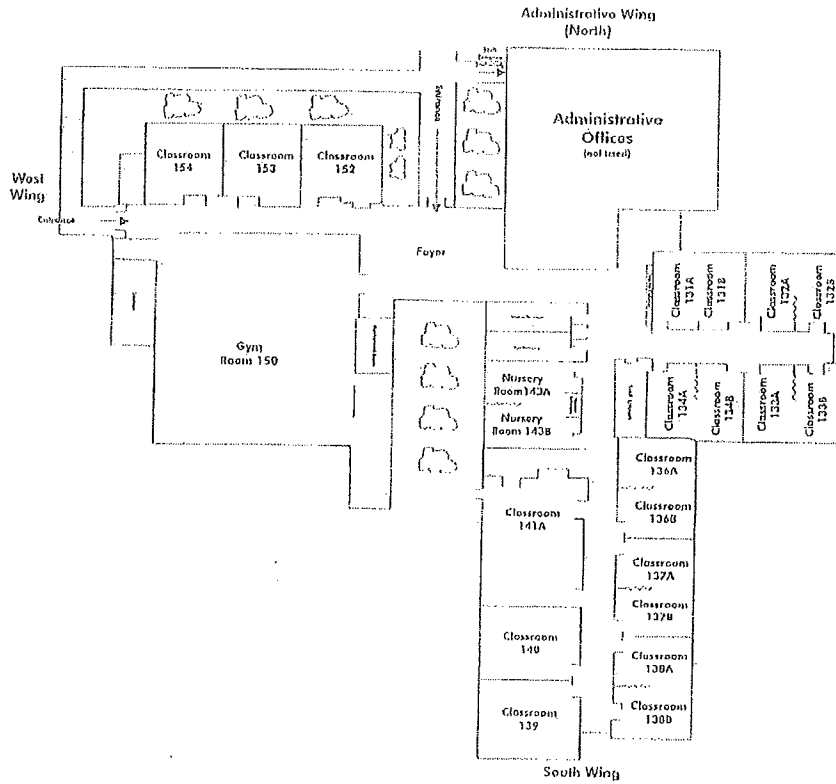
Tax Id Number(s): 71-134-99-0022-000, 71-134-99-0018-000, 71-134-99-0009-000
Commonly Known As: 45081, 45007, 45165 Geddes Road , Canton, MI 48188

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New West Overall Layout





PROPOSED FLOOR PLAN

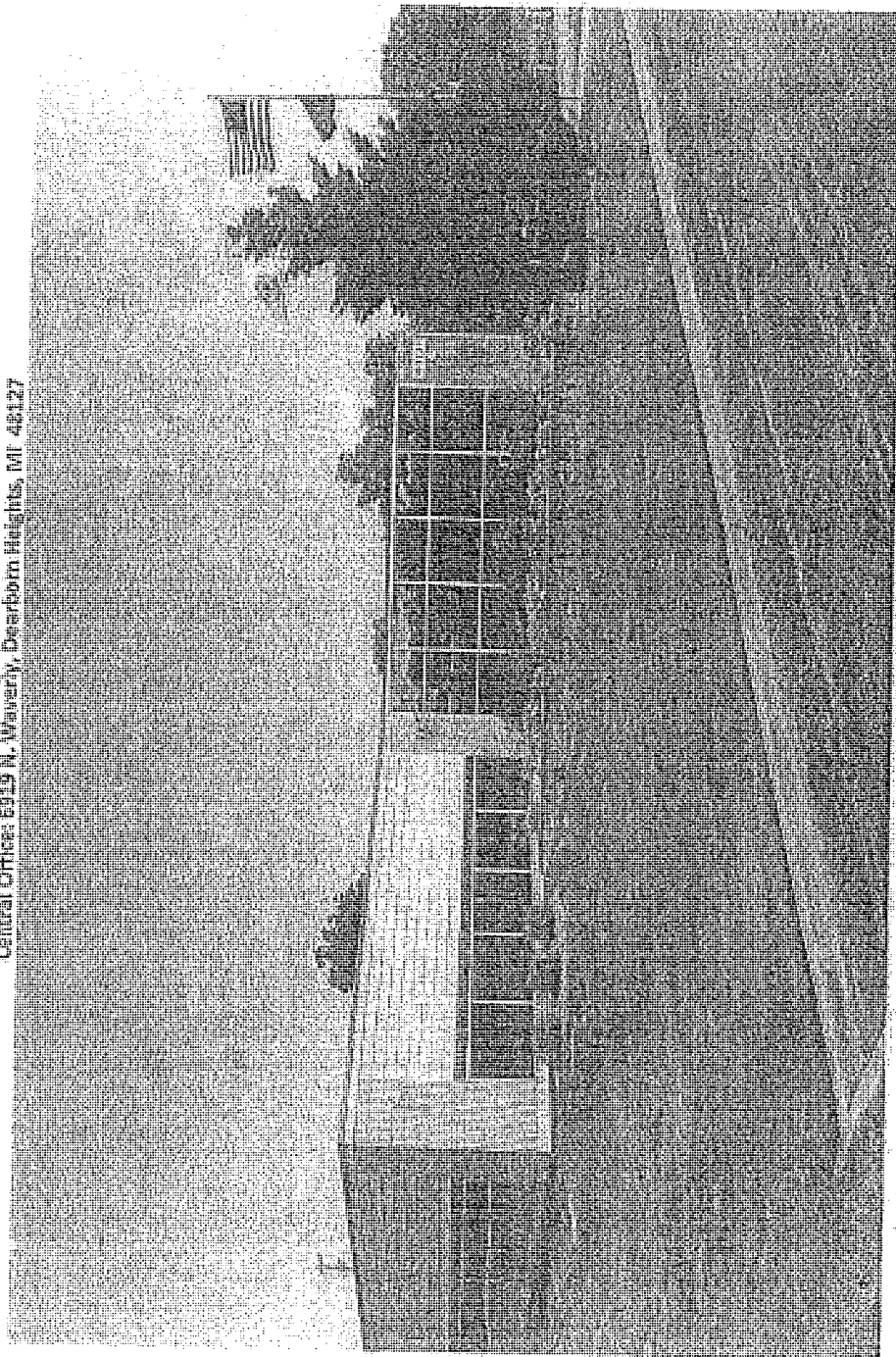
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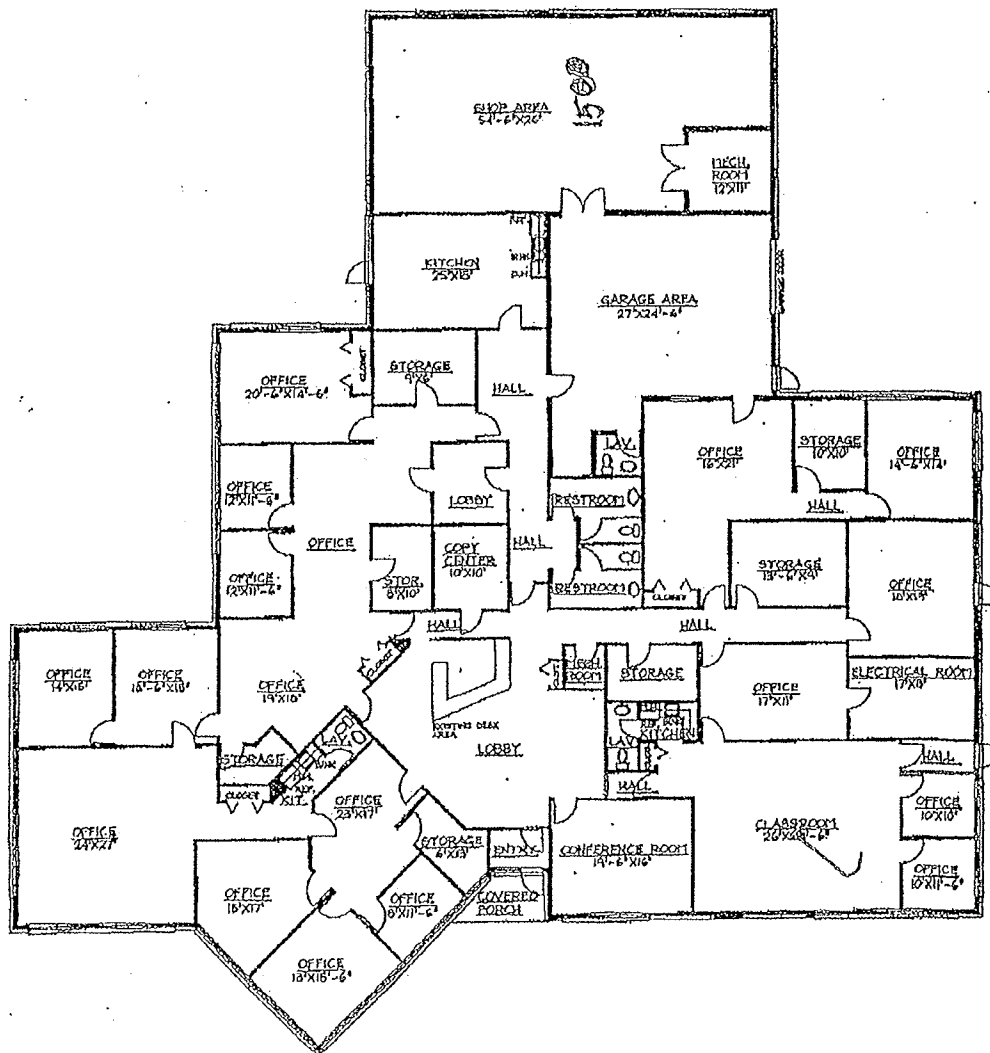
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TIME	5:30 P

Tab E

Star International Academy
Central Office: 6919 N. Waverly, Dearborn Heights, MI 48127

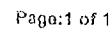


Star International Academy
6919 N. Waverly
Dearborn Heights, MI 48127



NO SCALE

NOTE: THE FLOOR PLAN LAYOUT IS FOR PRESENTATION PURPOSES ONLY. DIMENSIONS ARE APPROXIMATE AND SHOULD BE VERIFIED BY POTENTIAL TENANT FOR EXACT ROOM SIZES.



CITY OF DEARBORN HEIGHTS
BUILDING & ENGINEERING DEPARTMENT
6045 FENTON, DEARBORN HTS., MICHIGAN 48127
(313) 791 3470

O2009-01313

Issued: 07/31/09

Full Certificate Of Occupancy

Address: 6919 WAVERLY


Owner OR Purchaser ISMAIL BACHIR
STAR INTERNATIONAL ACADEMY

Occupant ISMAIL BACHIR
STAR INTERNATIONAL ACADEMY

THIS CERTIFICATE IS NOT A WARRANTY OR A GUARANTEE. As of the above date, the premises were satisfactory for occupancy. Any violations found under established inspection procedures have been corrected. It is understood that the Building Department is not responsible for defects not ascertainable under inspection procedure. This inspection of the land use, plat use, exterior posture and interior accessories of the structure is limited to visual inspection only. A certificate of approval is not a warranty or guarantee that there are no defects in the structure nor shall the City be held responsible for defects in the inspection report. This inspection does not certify that the structure in question is not in violation of other code requirements not presently brought to the attention of the Building Department. Warranties if desired, are a private matter between the seller and purchaser. This certificate is only valid for the above listed occupant and/or owner. Any change in the above information 30 days or more after being issued, will require a new inspection.

Conditions:

Clerk: DML


Director or Building Official, Building & Engineering Department

Tab 7

CONTRACT 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 Goals. The educational goals 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.

Tab A

SECTION A

GOVERNANCE STRUCTURE

GOVERNANCE STRUCTURE

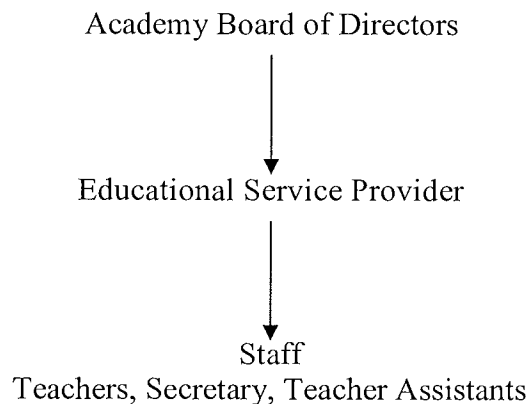
The College Board shall appoint the Board of Directors of the Academy ("Academy Board"). The Academy Board has all the powers and duties permitted by law to manage the business, property and affairs of the Academy. The Academy Board is responsible for assuring that the Academy operates according to the terms and conditions of this Contract and Applicable law. Contract Schedule 2: Bylaws, Articles IV and V, set forth a further description of the Academy Board's governance structure.

The Academy is incorporated as a non-stock, directorship nonprofit corporation. The Academy Board shall have at least five (5), but no more than nine (9) members, as determined by the College Board. The College Board shall select the members of the Academy Board according to the terms and conditions set forth by the Bay Mills Community College Board of Regents.

The Academy Board shall manage the business, property and affairs of the Academy. The Academy Board shall set all educational, fiscal and administrative policies for the Academy.

With the issuance of this Contract, the Academy Board may contract with a service provider to implement the Academy's educational program as set forth in Schedule 7 of this Contract. If the Academy Board retains a service provider, that service provider will be responsible for the performance of the Academy and will be accountable to the Academy Board. A service provider must report to the Academy Board at regularly scheduled times and upon any request by the Academy Board.

The Governance Structure of the Academy:



The Academy Board consists of five (5) members. Nominations and appointments of subsequent members shall be made in accordance with this Contract. Vacancies in office shall be determined and filled pursuant to the provisions set forth in the Bylaws. The current Academy Board Members are as follows:

Sabah Yassine — President

Lina Tamim — Secretary

Fadek Alsaeed - Director

Wassim Mahfouz – Director

Kalid Faïd - Director

Tab B

SECTION B
EDUCATIONAL GOALS

SCHEDULE 7B

EDUCATIONAL GOALS AND RELATED MEASURES

Pursuant to Applicable Law and the Terms and Conditions of the Contract, including Article VI, Section 6.2, the Academy shall achieve or demonstrate measurable progress for all groups of pupils toward the achievement of the educational goal identified in this schedule. Upon request, the Academy shall provide Bay Mills Community College Charter Schools Office (BMCSO) with a written report, along with supporting data, assessing the Academy's progress toward achieving this goal. In addition, Bay Mills Community College Board of Regents Public School Authorizing Body expects the Academy will meet the State of Michigan's accreditation standards pursuant to state and federal law.

Educational Goal to Be Achieved

Prepare students academically for success in college, work and life.

To determine whether the Academy is achieving or demonstrating measurable progress toward achievement of this goal, BMCSO will annually assess the Academy's performance using the following measures:

Measure 1: Student Achievement

The academic achievement of all students in grades 2-8 will be assessed using the following metrics and achievement targets.

GRADES	METRICS	ACHIEVEMENT TARGETS
Grades 2-8	The average grade-level scores in reading and math as measured by NWEA MAP.	Students enrolled for three* or more years will on average achieve scores equal to or greater than the grade-level reading and math college readiness achievement targets most recently identified by NWEA studies.

*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.

Measure 2: Student Growth

The academic growth of all students in grades 2-8 at the Academy will be assessed using the following metrics and growth targets:

Grades	Metrics	Growth Targets
Grades 2-8	Growth made by students from fall-to-spring in reading	Students will on average achieve fall-to-spring

	and math as measured by growth targets set for each student by NWEA MAP.	academic growth targets for reading and math as set for each student by NWEA MAP.
--	--	---

The measure of student growth is the most important, but not the only factor the authorizing body considers when determining whether the Academy is “demonstrating measurable progress” toward the contractual goal of preparing students academically for success in college, work, and life. Some of the other factors considered are: academy’s comparative position within state accountability reports, required state test proficiency rates compared to surrounding district’s, the trend in the number of students reaching growth targets and achievement targets over the contract period, attendance rates.

Tab C

SECTION C

EDUCATIONAL PROGRAMS

Our course offerings meet or exceed Michigan Core Curriculum standards as well as Grade Level Content Expectations and standards. Instruction is tailored to meet the needs of students with different learning styles, while the exploration of many cultures through language, artifacts, geography, customs, traditions, folklore, and music encourages students to think on a global scale.

We will supplement the Michigan core curriculum with English Language Proficiency standards for English Language Learners and International Baccalaureate (IB) Program for all students.

We continuously update our curriculum content as the state makes changes and all stakeholders (staff, parents and students) are not only informed of changes, but part of the decision-making process in choosing and selecting instructional resources and materials that best support teaching to the content expectations. We expect to form a school improvement committee to include staff, parents, students and community members to participate in these processes as we expect our curriculum resources to continue to be developed and prepare our students for achievement in the common core college and career readiness standards.

Core academic subject areas are English, Reading, Language Arts, Mathematics, Science, Foreign Languages (mainly Arabic at this time), Civics & Government, Economics, Arts, History and Geography (Arts in Michigan include Visual Arts, Vocal & Instrumental Music, Dance & Theatre). We expect curriculum materials and resources used to be aligned to the grade and subject level content expectations as provided by the Michigan Department of Education (MDE) as well as the curriculum to be mapped with commonly developed unit plans scheduled to be paced between four marking periods or two semesters. We also offer Physical & Health Education, Computer Literacy, Study & Test Taking Skills, Character Education, and Safe & Bully Free Schools programs to address the needs of the student populations to be served.

The academy offers both advanced placement (AP) and dual enrollment classes for college-bound students. More rigorous than traditional high school courses, AP courses allow students to gain in-depth knowledge in their area of interest or proficiency as well as college credit for their AP work. Dual enrollment, on the other hand, allows students to enroll simultaneously in high school and college courses, earning both high school and college credits for the same course.

Part II.C. 2 Curriculum Plan

English Language Arts

The Academy's English language arts curriculum is a research-based program that provides robust instruction in vocabulary in 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 groups, 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 Michigan Department of Education (MDE) for Social Studies. The curriculum includes: culture, time and change, people, places and environment, individual development and identity, individuals and groups, power and authority, production and distributions and a whole array of social studies content expectations per the MDE.

Technology

Technology instruction is integrated throughout the curriculum with scheduled computer lab sessions and via Smartboard 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 a tool for communication.

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 and performing arts are integrated through inquiry units. The Academy's visual arts program emphasizes the elements of art, the principle of design, and color theory. The performing arts include music instruction that introduces and builds upon the elements of sound, rhythms, tempos, through singing and performing.

Research Based Instruction 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 backward design model centers on the idea that the design process should begin with identifying the desired results and then "work backward" to develop instruction leading to the end result. The three main stages of the model are to identify desired 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 coaches, proactive mentoring of student progress towards standards mastery is scheduled bi-weekly. As a result, individualized educational plans are devised to include differentiated assessments (Irons, 2007). These research 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 multiple intelligence and diverse learning style 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 intervention to students who may not be independently succeeding at grade level expectations. The Academy leveled reading and mathematics program are designed to provide higher order thinking application that nurture the abilities of exceptional student whose interest are further enriched in after school math, science, and technology clubs. As gifted and talented students reach the middle school level, they are assessed from placement in math and/or English. The placement prepare students for earlier completion of core courses in high school curriculum and to qualify for dual enrollment and Advance Placement (AP) course in either tenth or eleventh grade.

The differentiated instruction and differentiated assessment with the Academy's curriculum designs serves the needs of both the advance 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 Protocols (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 providing 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 partnership (Nevin, 2008).

Additional support includes a school nurse, mental health, and social work services. Counseling support for academic monitoring as well as 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.

Success in college, work and life

The Academy 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 internationally embedded mine lesson on character traits, 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 believed and values.

Academy program 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 applauding the scientific method to problem solve. 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 the MDE standards. 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 lifelong love for learning (ISTE, 2008).

The Academy embraces diversity of culture. Student develop a strong self-value and identify through cultural awareness of the school community. This awareness helps students understand their role in the school, community, and world. Self-reflection is embedded throughout all student 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 pathway programs 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.

Assessments

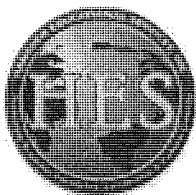
Students are initially assessed in core academic areas using a nationally recognized standardized test, in NWEA, M-STEP, PASAT, SAT, and ACT Wokkeys. Student data is tracked electronically using PowerSchool as well as other state, federal, and or Intermediate School District reporting systems, to assist 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 collaborative effort among instructional staff and other stakeholders including students, parents, instructional leaders, curriculum leaders, and data/evaluation experts. Students reflections on instructional strategies, resources and services are considered along with parent input in reviewing student process 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 assessments 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.

References:

- Irons, Alastair. (2007). *Enhancing Learning through Formative Assessment and Feedback (Key Guides for Effective Teaching in Higher Education)*. Great Britain., UK: Routledge.
- Nevin, Ann I. et. Al. (2008). *A Guide to Co-Teaching With Paraeducators: Practical Tips for K-12 Educators*. Thousand Oaks, CA: Corwin Press
- Wiggins, Grant & McTighe, Jay. (2005). *Understanding by Design*. Pearson Education and Modeling. Sarbrucken German: LAP Lambert Academic Publishing.
- Zmuda, Allison, et. Al. (2004). *Transforming Schools: Creating a Culture of Continuous Improvement*. Alexandria, VA: Associations for Supervision & Curriculum Development.



Hamadeh Educational Services, Inc.

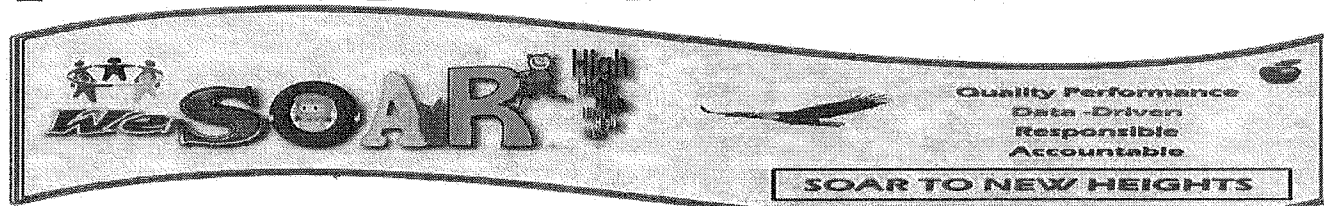
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"Promoting Academic Excellence, Leadership & Cultural Diversity"

☐ Star International Academy ☐ Universal Academy ☐ Universal Learning Academy ☐ Noor International Academy



ESSENTIAL AGREEMENT BY INSTRUCTIONAL ADMINISTRATORS & TEACHERS

At the Academy, we believe student academic achievement is a shared responsibility for all staff, parents, students and school community members. Our school-wide reform model is the Rigor COMPASS Model¹ incorporating the Rigor/Relevance Framework². We implement the MTSS (Multi-Tiered Systems of Support) process as part of this model and the MI Department of Education's (MDE's) definition³ of MTSS is "an integrated, multi-tiered system of instruction, assessment, and intervention designed to meet the achievement and behavioral health needs of ALL learners. In short, a MTSS framework is designed to ensure that each and every student that walks into a classroom will have his or her individual needs met through high-quality instruction. In addition, the integration of a MTSS framework within the Michigan School Improvement Process is an essential component for improving academic achievement for all learners." This agreement outlines what are Essential (absolutely necessary; indispensable) and the means by which the school staff will build and develop a partnership to help provide high-quality curriculum, instruction and assessment (diagnostic⁴, formative⁵, summative⁶). All staff will implement with fidelity what is scientifically research-based⁷ and what works⁸, in a supportive and effective learning environment that enables our students to meet MI academic achievement standards and is aligned to our district-wide School Improvement Plan strategies and activities.

The Michigan Department of Education (MDE) in defining the Multi-Tiered Systems of Support (MTSS) has referenced a total of 11 essential elements to assist in understanding the definition. Furthermore, MDE has merged essential elements within 5 cluster areas to simplify the process. These 5 cluster areas are as follows:

- 1- Instruction and Intervention
- 2- Data and Assessment
- 3- Stakeholder/Family Engagement
- 4- Implementation of Evidence-Based Practices

¹ Rigorous Schools and Classrooms: Leading the Way: <http://ncmsa2011.wikispaces.com/file/view/96.Willaimson-+Rigorous+Schools+and+Classrooms%3A+Leading+the+Way.pdf>

² Rigor/Relevance Framework: <http://www.successfulpractices.org/spn/media/tools/R&R%20Frame%208%20pp%205-09.pdf>

³ MDE Definition of Multi-Tiered System of Supports (MTSS): http://www.michigan.gov/mde/0,4615,7-140-28753_65803-322534--,00.html

⁴ Failure Is Not An Option: Checklist for Using Diagnostic (Pre-teaching Assessments):

<http://www.hopefoundation.org/hope/fno2/pdf/Resource16.pdf>

⁵ Failure Is Not An Option: Checklist for Using Formative Assessments: <http://www.hopefoundation.org/hope/fno2/pdf/Resource17.pdf>

⁶ Failure Is Not An Option: Checklist for Using Summative Assessments: <http://www.hopefoundation.org/hope/fno2/pdf/Resource18.pdf>

⁷ What is Scientifically Based Research? A Guide for Teachers: <http://files.eric.ed.gov/fulltext/ED496349.pdf>

⁸ What Works Clearinghouse: <http://ies.ed.gov/ncee/wwc/>

5- Problem Solving.

As part of this agreement, School Instructional Administrators and Teachers will ensure compliance with each cluster and element within the MTSS. Per MDE, each cluster area is further defined below.

Cluster 1: Instruction and Intervention

Element 1: Implement effective instruction for all learners (general and special education)

Element 2: Intervene early (assessment screeners implemented several times per year, with ongoing targeted instruction/interventions planned and implemented for students not making expected progress)

Element 3: Provide a multi-tiered model of instruction and intervention
(80-85% Level/Tier 1, 15 % Level/Tier 2 & 5% Level/Tier 3)

Cluster 2: Data and Assessment

Element 1: Monitor student progress to inform instruction (Teachers consistently use relevant data to assess student progress and inform their decision making for ongoing curriculum planning and instructional improvement measures)

Element 2: Use data to make instructional decisions (Data driven decision making at ALL times to lead instructional decisions)

Element 3: Use assessments for 3 purposes: universal screening, diagnostics, and progress monitoring (use assessment screeners to identify instructional needs, use diagnostic assessment to identify specific learning needs as students are identified for more intensive instruction/interventions and monitor progress to inform ongoing decision making)

Cluster 3: Stakeholder/Family Engagement

Element 1: Engage families and community (Informing families and the community of the instructional expectations and process is essential)

Cluster 4: Implementation of Evidence-Based Practices

Element 1: Assure a research-based Core Curriculum (aligned with Michigan's State Standards) (all students exposed to the curriculum should demonstrate effectiveness with at least 80% of student population meeting learning needs)

Element 2: Implement research/evidence-based, scientifically validated, instruction & interventions (all staff implement instruction and interventions validated through research/evidence as having substantial impact on student achievement)

Element 3: Implement with fidelity (Implement instructional and/or intervention practices according to the intent of the research based program as a whole, and not in parts)

Cluster 5: Problem Solving

Element 1: Utilize a collaborative problem solving model (A structured, systematic problem solving model based in general education to identify student learning needs, analysis of learning problems, and use of the analysis to guide instructional decisions.

Furthermore, School Instructional Administrators will be proficient in the McREL Associated Practices of . . .

- ✱ **Culture:** Fosters shared beliefs aligned with the Academy's mission, vision, and HES Pillars promoting a sense of community and cooperation. Establish a respectful environment for a diverse population of students that is inviting, respectful, supportive, inclusive, flexible and adheres to high ethical standards.
- ✱ **Order:** Establishes a set of standard operating procedures and routines.
- ✱ **Discipline:** Protects teachers from issues and influences that would detract from their teaching time or focus.

- ✧ **Resources:** Provides teachers with materials and professional development necessary for the successful execution of their jobs in addressing the educational needs of all students.
- ✧ **Involvement in curriculum, instruction, and assessment:** Is directly involved in the design and implementation of curriculum, instruction, and assessment practices.
- ✧ **Focus:** Establishes clear goals and keeps those goals in the forefront of the school's attention.
- ✧ **Knowledge of curriculum, instruction, and assessment:** Is knowledgeable about current curriculum, instruction, and assessment research-based practices.
- ✧ **Visibility:** Has quality contact and interactions with teachers and students. Is readily able and available to model expectations and support the implementation of effective curriculum planning, alignment and instructional strategies.
- ✧ **Contingent rewards:** Recognizes and rewards individual accomplishments.
- ✧ **Communication:** Establishes strong lines of communication with teachers and among students.
- ✧ **Outreach:** Is an advocate and spokesperson for the school to all stakeholders.
- ✧ **Input:** Involves teachers in the design and implementation of important decisions and policies.
- ✧ **Affirmation:** Recognizes and celebrates school accomplishments and acknowledges failures.
- ✧ **Relationship:** Demonstrates an awareness of the personal aspect of teachers and staff.
- ✧ **Change agent:** Is willing to and actively challenges the status quo in alignment with the Academy mission, vision and what is in the best interest of all students.
- ✧ **Optimize:** Inspires and leads new and challenging innovations.
- ✧ **Ideals/beliefs:** Communicates and operates from strong ideals and beliefs about schooling.
- ✧ **Monitors/evaluates:** Monitors the effectiveness of school practices and their impact on student learning.
- ✧ **Flexibility:** Adapts his or her leadership behavior to the needs of the current situation and is comfortable with dissent.
- ✧ **Situational Awareness:** Is aware of the details and undercurrents in the running of the school and uses this information to address current and potential problems.
- ✧ **Intellectual stimulation:** Ensures faculty and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school's culture.

Furthermore, Teachers will be proficient in the McREL Associated Practices of . . .

- ✧ **Culture:** Fosters shared beliefs aligned with the Academy's mission, vision, and HES Pillars promoting a sense of community and cooperation. Establish a respectful environment for a diverse population of students that is inviting, respectful, supportive, inclusive, flexible and adheres to high ethical standards.
- ✧ **Order:** Establishes a set of standard operating procedures and routines that are consistently evidenced in the classroom and are shared knowledge with the students.
- ✧ **Discipline:** Protects students from issues and influences that would detract from their learning time or focus through means of effective leadership and evidenced classroom management systems.
- ✧ **Resources:** Use school resources to provide students with school materials and mentoring necessary for the successful execution of their learning process. Awareness of core and supplemental materials to maximize the learning of all students and differentiate instruction.
- ✧ **Involvement in curriculum, instruction, and assessment:** Is directly involved in the design and implementation of a variety of curriculum, instruction, and assessment research-based practices. Reflective about their practice and include assessments that are authentic, structured, and that demonstrated student understanding (differentiating and accommodating to student's needs).
- ✧ **Focus:** Establishes clear goals/objectives and keeps those goals/objectives in the forefront of the students' attention and the initiation of all units/lessons.
- ✧ **Knowledge of curriculum, instruction, and assessment:** Is knowledgeable about current curriculum, alignment, instruction, and assessment practices. Participate in and proactively seek continued, high-quality professional development that reflects a global view of educational practices and meets the needs of students and their own professional growth.


- ✱ **Visibility:** Has quality contact and interactions with all students. Facilitate instruction, encouraging all students to use 21st century skills so they can discover how to learn, innovate, collaborate, and communicate their ideas.
- ✱ **Contingent rewards:** Recognizes and rewards individual accomplishments helping students to work in teams and to develop leadership qualities.
- ✱ **Communication:** Establishes strong lines of communication with other teachers, parents and among students. Works with all instructional staff in order to bring consensus and common, shared ownership of the vision and purpose of the school's work so administrators can value teachers for the contributions they make to their classroom and their school.
- ✱ **Outreach:** Is an advocate and spokesperson for the school to all stakeholders.
- ✱ **Input:** Involves students and families in the design and implementation of the instructional process. Subjects and related projects are integrated among disciplines and involve relationships with the home and community.
- ✱ **Affirmation:** Recognizes and celebrates student accomplishments and acknowledges failures.
- ✱ **Relationship:** Demonstrates an awareness of the personal aspect of students and parents.
- ✱ **Change agent:** Is willing to and actively challenges the status quo in alignment with the Academy mission, vision and what is in the best interest of all students. Make the content taught engaging, relevant, and meaningful to students' lives.
- ✱ **Optimize:** No longer simply cover material, but along with students, uncover solutions: teach existing core content that is revised to include Higher Level Order Thinking Skills (HOTS) and Depth of Knowledge (DOK), supporting students in analyzing, evaluating, creating, strategically thinking, in addition to critically thinking, problem solving, and extending upon their information and communications technology literacy.
- ✱ **Ideals/beliefs:** Communicates and operates from strong ideals and beliefs about schooling.
- ✱ **Monitors/evaluates:** Monitors the effectiveness of school practices and their impact on student learning through participation in School Improvement Teams, in addition to the use of the electronic gradebook and data analysis software/tools available.
- ✱ **Flexibility:** Adapts his or her teaching to the needs of the current situation and is comfortable with dissent.
- ✱ **Situational Awareness:** Is aware of the details and undercurrents in the teaching of a classroom and uses this information to address current and potential problems.
- ✱ **Intellectual stimulation:** 21st century content (global awareness, civic literacy, financial literacy, and health awareness) is included in the core content areas and demonstrate the value of lifelong learning, encouraging their students to learn and grow.

Within the No Child Left Behind (NCLB) Compact Agreement with Parents and Students, it is noted that Instructional Administrators will . . .

- ✱ Provide school-wide family engagement opportunities to allow families to be engaged and involved in the instructional process.
- ✱ Facilitate a Professional Learning Community (PLC) to ensure teachers have the necessary skills and competencies to plan, differentiate and accommodate instruction to meet the needs of ALL students.
- ✱ Provide teachers screening/benchmark data to use during grade level meetings to ensure instruction is properly aligned with student need.
- ✱ Provide strategies to teachers for monitoring and assessment skills related to student achievement.
- ✱ Providing training to parents related to strategies for high quality instruction and assessment for all students (i.e. MTSS, Family Engagement, Monitoring Student Progress, Behavior Management, etc.)
- ✱ Use the MTSS Plan to ensure a multi-tiered model of instruction and intervention is provided where approximately 15% of students receive Tier 2 or Tier 3 interventions and approximately 85% receive Tier 1 instruction.

- Within the No Child Left Behind (NCLB) Compact Agreement with Parents and Students, it is noted that Teachers will . . .**

- | | | |
|--------------------------------------|---|--|
| _____
Signature of Teacher / Date | _____
Signature of Mentor/Coach / Date | _____
Signature of Title III Coordinator / Date |
| Name: _____ | Name: _____ | Name: _____ |



_____ Signature of Title I Coordinator / Date	_____ Signature of Special Programs Coordinator / Date	_____ Signature of Principal / Date
Name: _____	Name: _____	Name: _____

Tab D

SECTION D
CURRICULUM

Tab E

SECTION E

METHODS OF PUPIL ASSESSMENT

Part I- 6.d.

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 identified 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 Student Test of Educational Progress ("M-STEP"), Michigan Merit Exam ("MME"), PSAT, SAT, WIDA, 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:

Assessment	Grade(s)	Subject Areas
NWEA	K - 8	Math, Reading
M-STEP	3 - 8	Math, ELA, Science, Social Studies
MME (SAT, ACT WorkKeys, M-STEP)	11	Math, ELA, Science, Social Studies
WIDA	All	Listening, Speaking, Reading, Writing

Student Grading

Students will be graded as follows:

Grade Scale & Schedule

The following grade scale is used for students to determine their proficiency:

A	93-100 4.0	C	73-77 2.3
A-	90-92 3.7	C-	70-72 1.8
B+	88-89 3.5	D+	65-69 1.5
B	83-87 3.3	D	64-63 1.3
B-	80-82 2.8	F	0-62 0.0
C+	78-79 2.5		

Tab F

SECTION F

APPLICATION AND ENROLLMENT OF STUDENTS

Application and Enrollment Requirements

Star International Academy

Enrollment Limits

The Academy will offer pre-kindergarten through twelfth grade. The maximum enrollment shall be 1800 students. 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 shall 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 handicapped person, or any other basis that would be illegal if used by a Michigan public school district.

- Academy enrollment shall be open to all individuals who reside in Michigan. Except for a foreign exchange student who is not a United States citizen, a public school academy shall 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 or children of Academy Board members or Academy employees.
- The Academy shall 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 shall be selected for enrollment through a random selection drawing.

Application and Enrollment Requirements

Star International Academy

Application Process

- The application period shall be a minimum of two weeks in duration, with evening and/or weekend times available.
- The Academy shall accept applications all year. If openings occur during the academic year, students shall be enrolled. If openings do not exist, applicants shall be placed on the official waiting list. The waiting list shall 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 shall be admitted according to the official waiting list. The position on the waiting list shall be determined by the random selection drawing. If there is no waiting list, students shall 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 approval from the Charter Schools Office.

Legal Notice

- The Academy shall provide legal notice of the application and enrollment process in a local newspaper of general circulation. A copy of the legal notice must be forwarded to the Charter Schools Office.
- At a minimum, the legal notice 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 of the application period shall be designed to inform individuals that are most likely to be interested in attending the Academy.
- The Academy, being an equal opportunity educational institution, shall be committed to good-faith affirmative action efforts to seek out, create and serve a diverse student body.

Application and Enrollment Requirements

Star International Academy

Re-enrolling Students

- The Academy shall 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 Board has a preference policy for siblings or children of employees and Academy Board members, the re-enrollment notice must also request that the parent or guardian indicate whether a sibling(s) or child(ren) of employees or Academy Board members 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 reapply 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 or children of employees and Academy Board members 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, siblings, and children of employees and Academy Board members.

Application and Enrollment Requirements

Star International Academy

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 shall:

- 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 Charter Schools Office of both the application period and the date of the random selection drawing, if needed. The Charter Schools Office may have a representative on-site to monitor the random selection drawing process.

The Academy shall 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 shall:

- 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 shall 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 shall appear on the official waiting list in the order they were selected in the random selection drawing.

Tab G

SECTION G

SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE

SECTION 7g: SCHOOL CALENDAR AND SCHOOL DAY SCHEDULE

School Calendar

The Academy's school calendar shall comply with the Code and the School Aid Act of 1979. The Academy Board must submit a copy of the Academy's school calendar to the College Board.

School Day Schedule

The Academy Board must structure the Academy's school day schedule to meet the required number of instructional days and hours as set forth in the Code and the Act. The Academy Board must submit the school day schedule to the College Board prior to the commencement of each academic year.

Tab H

SECTION H

AGE OR GRADE RANGE OF PUPILS

SECTION h: AGE OR GRADE RANGE OF PUPILS

The Academy will enroll students in pre-kindergarten through twelfth grade. The Academy may add grades with the prior written approval of the Charter Schools Office Director or the University Board.

Students of the Academy will be children who have reached the age of five (5) as set forth in MCL 380.1147. A child may enroll in kindergarten if the child is at least 5 years of age on September 1, 2018.

If a child is not 5 years of age on the specified enrollment eligibility date but will be 5 years of age not later than December 1 of a school year, the parent or legal guardian of that child may enroll the child in kindergarten for that school year if the parent or legal guardian notifies the school in a timely manner.

Part II.C. 2 Curriculum Plan

English Language Arts

The Academy's English language arts curriculum is a research-based program that provides robust instruction in vocabulary in 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 groups, 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 Michigan Department of Education (MDE) for Social Studies. The curriculum includes: culture, time and change, people, places and environment, individual development and identity, individuals and groups, power and authority, production and distributions and a whole array of social studies content expectations per the MDE.

Technology

Technology instruction is integrated throughout the curriculum with scheduled computer lab sessions and via Smartboard 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 a tool for communication.

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 and performing arts are integrated through inquiry units. The Academy's visual arts program emphasizes the elements of art, the principle of design, and color theory. The performing arts include music instruction that introduces and builds upon the elements of sound, rhythms, tempos, through singing and performing.

Research Based Instruction 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 backward design model centers on the idea that the design process should begin with identifying the desired results and then "work backward" to develop instruction leading to the end result. The three main stages of the model are to identify desired 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 coaches, proactive mentoring of student progress towards standards mastery is scheduled bi-weekly. As a result, individualized educational plans are devised to include differentiated assessments (Irons, 2007). These research 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 multiple intelligence and diverse learning style 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 intervention to students who may not be independently succeeding at grade level expectations. The Academy leveled reading and mathematics program are designed to provide higher order thinking application that nurture the abilities of exceptional student whose interest are further enriched in after school math, science, and technology clubs. As gifted and talented students reach the middle school level, they are assessed from placement in math and/or English. The placement prepare students for earlier completion of core courses in high school curriculum and to qualify for dual enrollment and Advance Placement (AP) course in either tenth or eleventh grade.

The differentiated instruction and differentiated assessment with the Academy's curriculum designs serves the needs of both the advance 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 Protocols (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 providing 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 partnership (Nevin, 2008).

Additional support includes a school nurse, mental health, and social work services. Counseling support for academic monitoring as well as 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.

Success in college, work and life

The Academy 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 internationally embedded lesson on character traits, 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 program 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 applauding the scientific method to problem solve. 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 the MDE standards. 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 lifelong 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. This awareness helps students understand their role in the school, community, and world. Self-reflection is embedded throughout all student 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 pathway programs 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.

Assessments

Students are initially assessed in core academic areas using a nationally recognized standardized test, in NWEA, M-STEP, PASAT, SAT, and ACT Wokkeys. Student data is tracked electronically using PowerSchool as well as other state, federal, and or Intermediate School District 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 collaborative effort among instructional staff and other stakeholders including students, parents, instructional leaders, curriculum leaders, and data/evaluation experts. Students reflections on instructional strategies, resources and services are considered along with parent input in reviewing student process 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 assessments 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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