

# AREAS OF EVALUATION

## *Director Evaluation*

### SECTION 1:

**Job Characteristics – Goal - Demonstrate preparation and skill in working with students and teachers from diverse cultural, economic and ability backgrounds.**

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students and teachers to develop and fulfill their academic potential.
- Proper supervision of the other Administrators in the school, including the chief financial officer.

### SECTION 2:

#### **Essential Functions**

- **Instruction – Goal - Oversee the development of Curriculum and testing that is in accordance with established procedures and ensure the attainment of state learning standards and the additional specific grade level learning standards set forth in the charter.**
  - Work closely with staff to develop, implement, evaluate and maintain the Board's goals in regards to curriculum development
  - Monitor teacher's weekly lesson plans
  - Establish and communicate in writing, clear objectives for all grades, in accordance with the Board's goals
  - Provide a variety of teaching resources for use in the classrooms
  - Monitor students in the use of learning materials and equipment
  - Monitor the use of relevant technology and other technological classroom support equipment in student instruction by teachers
  - Oversee long and short-term planning, addressing individual needs of students
- **Communication – Goal - Ability to communicate effectively both orally and in writing.**
  - Communicate necessary information regularly to students, colleagues and parents
  - Ability to communicate with vendors and represent the school in a professional manner
  - Prepare teachers adequately for all required assessments of student performance tests
  - Provide an inviting, exciting, safe environment for teachers to learn and grow in their Lighthouse experience
  - Respond in a timely manner to the requests of all the other constituencies in the sponsoring district: teachers, students, parents, staff, Board of Directors and the community at large.
  - Provide a Director's report at the monthly board meeting
- **Management –Goal – Engage in effective and appropriate management**
  - Manage student behavior, by establishing and enforcing rules and procedures in accordance with the Board's goals
  - Maintain discipline in accordance with the rules and policies of the Board
  - Provide teachers with the tools they need to keep children contained within their classrooms
  - Provide on-site, limited support services to students requiring disciplinary action, intervention, assistance with social emotional issues, or other personal development needs that cannot be met in the classroom
  - Implement standard operating procedures and enforce school wide policies
  - Prioritize meetings, events, daily work schedule to accommodate urgent needs first
  - Oversee orientation of new families, and identify strategies to improve the diversity of the student body
  - Provide weekly or bi-weekly staff meetings to ensure continuity and moral of the school
- **Evaluation – Goal - Observe, Assess, Evaluate, and report on performance, progress and development**
  - Work closely with HR to keep current all necessary records of performance as required by law, district policies, and school regulations.

- Conduct regular observations of Teachers in defined areas of expectations, with a goal of viewing all teachers no less than once per trimester
  - Assess by term the fidelity of the scope and sequence of the chosen curriculum in each grade level with benchmark assessment data
  - Assign goals and expectations to each staff member annually, in writing
  - Evaluate Teacher's progress and provide appropriate feedback
  - Prepare required written reports on teacher performance evaluations by February 28 each year
  - Report by March board meeting on renewals and non-renewals, based on completed evaluations
  - Maintain accurate and complete records of teachers' progress and development
- **Professional Engagement – Goal – Actively engage and participate in professional growth opportunities.**
    - Coordinate scope and sequence plans for teachers to maximize possibilities for teaching similar topics in the same general time frame, thus reinforcing student knowledge on an interdisciplinary basis.
    - Participate in staff, school, district and parent meetings
    - Oversee the storing of student records in accordance with all state and local laws
    - Be the primary point of contact for School District communications both within the Coos Bay School District and with other Districts in which active or prospective Lighthouse students reside.
    - Obtain information for parents when requested, promptly return phone calls and answer emails
    - Communicate with parents on a regular basis via school announcements
    - Accept and incorporate feedback and coaching from the Board as directed
    - Keep current on professional development requirements
    - Attend monthly board meetings and works sessions
    - Track and maintain TSPC employees have current certification (as applicable to the positions)
    - Work closely with HR to plan, schedule and coordinate professional Growth opportunities for staff on In-service days
    - Serve as the School's Family Liaison, by being the point of contact for family members of students and other community members involved in The Lighthouse School.
    - Receive and solicit input from parents or guardians of students, providing feedback on behalf of The Lighthouse School, coordinating and attending parent orientation, arranging meetings with other involved parties, and acting as a mediator or facilitator as needed.
    - Support and participate in meetings with other district personnel and external specialists to help establish and maintain proper placement and accommodations for students with special needs.
    - Perform other duties as assigned within the scope of work, within the essential functions of the position

### **SECTION 3:**

**Education/Certification – Goal – Holds an appropriate Oregon teaching license, or charter school registry through TSPC.**

- Possess any required state credential and meet any other credentialing requirements.

### **SECTION 4:**

**Qualifications/Training – Goal – Ability to demonstrate the following**

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a leader and team member
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis, to ensure continuity of service delivery.

## ***Curriculum Coordinator Evaluation***

### **SECTION 1:**

**Job Characteristics – Goal** - help teachers develop school curriculum, best practices, problem solve concerns, and develop assessment and reporting strategies, within the charter.

- Informally observing and training teachers
- ordering new instructional materials
- ensuring the school curriculum meets all state guidelines
- Alongside the Board's goals this position will develop instructional material, coordinate its implementation with teachers, and assess its effectiveness.
- facilitate the articulation of the Board's goals for the curriculum and instructional strategies among and between grade levels
- work closely with the Director on all implementations of school curriculum
- work with Human Resources and the Director to conduct professional development opportunities for staff members
- implement school and district objectives

### **SECTION 2:**

#### **Essential Functions**

- **Instruction – Goal** – Develop & Implement Curriculum that is in accordance with established procedures and ensure the attainment of state learning standards and the additional specific grade level learning standards set forth in the charter.
  - Understand and express The Lighthouse School history, philosophies, and goals. Develop best practices in regard to managing classrooms, student behavior, parent conferences and other important aspects which impact the culture of the school.
  - Work closely with Board and the Director to develop, implement, observe and maintain the Board's curriculum goals
  - Remain current, in terms of new and relevant teaching methods and best practices, in accordance with the Board's goals
  - Approve and recommend a variety of learning materials and manipulatives for use in the classrooms
  - Work closely with the Director to plan and organize Professional Learning Communities for the staff
  - Prepare, inform and assist new or transitioning staff members, in regards to methods and philosophy, schedules and other expectations of their assignment, as well as Main Lesson planning and assessment models
  - Plan and provide opportunities for new staff to collaborate and work as a cohort throughout the school year.
  - Review main lesson themes and make changes as approved by the Board
  - Create the school calendar, with the help of the Calendar Team, as defined in the Collective Bargaining Agreement
  - Work with staff to develop class schedules and duty roster annually as defined in the Collective Bargaining Agreement
  - Oversee the development of the school events schedule, by working with the Administrative Secretary and Business Manager
  - Work with Administrative Secretary and 8th grade teacher on graduation and transition events
  - Work closely with the Director, to coordinate with staff, elective classes each fall. Once approved by the Director, have Administrative Secretary disseminate the student Rosters
  - Provide an inviting, exciting, safe environment for teachers to learn and grow in their Lighthouse experience
  - Perform duties as the Remediation Specialist; determining which students are in need of individual instruction, whether this be in the classroom or on a 'pull-out' basis

- **Communication – Goal - Engage in effective and appropriate communication**
  - Communicate necessary information regularly to students, colleagues and parents of upcoming events
  - Provide a curriculum report to the board at each monthly meeting.
  - Work with specialty staff and electives staff, in both the fall and spring, to determine needs, assess progress, plan and improve offerings. Report back to the Board and Director on staff input.
  - Work with the Business Manager to maintain/express any budget questions or concerns with regard to curriculum.
  - In the absence of the Director, provide on-site, limited support services to students requiring disciplinary action, intervention, assistance with social issues, or other personal development needs that cannot be met in the classroom
  - Uphold standard operating procedures and enforce school wide policies
  - Work with the Administrative Secretary to coordinate and supervise the orientation of new families
  - Attend weekly or bi-weekly staff meetings to ensure continuity and moral of the school
  
- **Evaluation: Observe, Assess, and report on performance, progress and development**
  - By October 31 each year, conduct first informal observations of Teachers and relay information in writing to the Director, to stay in compliance with the CBA
  - Hold meetings, as needed, with new staff to answer questions, reiterate information, support needs and evaluate concerns.
  - Assess monthly the scope and sequence regarding the fidelity of the chosen curriculum and make informal reports to the Director and Board
  - By January 31 each year, conduct second informal observation of Teachers, and relay information in writing to the Director to stay in compliance with the CBA
  - Provide staff with PDU certificates for time spent collaborating and improving
  
- **Professional Expectations – Goal – Actively engage and participate in professional growth opportunities.**
  - Coordinate with the Director, scope and sequence plans for teachers to maximize possibilities for teaching similar topics in the same general time frame
  - Work with the Director and Human Resources to plan, schedule and coordinate professional Growth opportunities for staff on In-service days
  - Attend relevant trainings to better understand and implement new curriculum
  - Participate in staff, school, district and parent meetings
  - Calculate & record 'seat time' as required by Oregon State Statutes
  - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails, Represent the school, as needed, in community functions or educational opportunities.
  - Keep current on professional development requirements
  - Assist staff in preparations for Parent Night, including disseminating documents (i.e. curriculum statements, specialty volunteer needs, etc.)

<b>SECTION 3:</b>
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**Education/Certification – Goal – Holds an appropriate Oregon teaching license, or charter school registry through TSPC.**

- Possess any required state teaching credential and meet any other credentialing requirements.

<b>SECTION 4:</b>
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**Qualifications/Training – Goal – Ability to demonstrate the following**

- Maintains cooperative relationships with staff and the public
- Works harmoniously with other employees and deals tactfully with the public
- Ability to report to work on a regular and punctual basis, to ensure continuity of service delivery
- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a leader and team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.

## ***Coordinator of Financial Services Evaluation***

### **SECTION 1:**

#### **Job Characteristics – Goal – Serves as the schools Business Manager and Human Resources**

- Advises in the financial management of the school
- Develop & implement best business practices, that are in accordance with local, state and federal laws and established procedures set forth in the charter.

### **SECTION 2:**

#### **Essential Functions**

- **Business Manager – goal - Be the first point of contact for all financial business for the school, deferring to the Director when appropriate**
  - Serves as an advisor to the Board and Director on the Business Management of the School
  - Organizes, supervises, trains and cross-trains office employees
  - Prepares financial statements for annual audit, Director, and others as needed
  - Attends monthly board meeting and presents business report each month
  - Works with outside agencies to see that financial systems are adequate and in line with state requirements
  - Files required reports with local, state and federal agencies
  - Interprets financial information, grants & contracts as needed
  - Prepares cost estimates of salaries & fringe benefits for budget committee and facilitates budget meetings
  - Prepares annual budget
  - Ensures the school and board are compliant with Oregon Budget Laws
  - Prepares cost flow estimates, manages short term investments, verifies bank accounts and monitors cash flow
  - Directs and operates the computer system for fiscal records
  - Participates and leads union negotiations
  - Stays current on Oregon Pbam & Public Fund Accounting laws
  - Responsible for both opening and closing the fiscal year
  - Prepares and oversees the school's annual audit
  - Work's with the Board's treasurer as needed
  - Makes budget expenditure decisions in the best interest of the school
  - Coordinates and organizes class field trips
  - Maintains business operations during school breaks
  - Ability to perform recurring duties without specific direction and complete new tasks with minimal supervision
- **Payroll Coordinator – goal – Collect and organize time sheets, enter data related to employees and pay periods, and review and process payroll**
  - Maintains and tracks staff leave balances using absence management system
  - Ensures Time sheet submissions
  - Coordinates Sub coverage
  - Maintains Employee Absence software
  - Maintains Financial software
  - Maintains PERS monthly reporting & clean up
  - Maintains accurate payroll records for each employee
  - Advises Director in payroll related claims or issues that arise with staff
- **Accounts Payable & Purchasing Coordinator – goal – Responsible for purchasing, receiving, processing and verifying invoices for payment.**
  - Oversees all materials ordering for the school
  - Oversees the school's inventory
  - Pays all invoices in a timely manner
  - Manages the vendor accounts for the school

- **Accounts Receivable Coordinator – goal – Responsible for collecting payments for services and goods.**
  - Track and collect materials fees
  - Works with FOLS for donations & reimbursements
  - Maintain the TLS merchant store
  - Serves as the school's grant manager through EGMS for all state and federal funding
  - Maintains proper records for grant management and reporting
  
- **Cash Receipts Coordinator – goal - Responsible for cash management reconciliation**
  - Deposits, tracks and records bank deposits
  - Reconciles monthly bank statements
  - Coordinates banking transactions
  
- **Human Resource Coordinator – goal - finding, screening, and recruiting job applicants and administers employee-benefit programs, while keeping up to date with laws that may affect the school and impact employment.**
  - Implements FMLA & OFMLA
  - Implements leave guidelines
  - Works with the Director and Board to issue employment contracts
  - Facilitates hiring committee
  - Assists Director in employment terminations and layoffs
  - Works with PACE regarding to ensure protection when legal liabilities arise
  - Compiles Board Agenda
  - Ensures Board meeting minutes are accurate and state compliant for an educational entity
  - Assists Board with compliance of public meeting laws and executive sessions
  - Opens mail and distributes to the appropriate recipients to protect the confidentiality of sensitive nature articles
  - Ensure website follows state requirements for public education entity
  - Works with Director to create and maintain the accuracy of the school calendar according to CBA guidelines
  - Works with Director to create schedules that adhere to CBA guidelines
  - Serves as the school's insurance and benefits coordinator
  - Maintains, prepares, and facilitates school policies and employee handbook
  - Works with OSBA attorneys on all staff related issues
  - Files all unemployment claims on behalf of the school
  - Works with the union on personnel related issues
  - Stays current on all Boli laws
  - Issues renewal and non-renewal letter of intents
  - Conducts informal and formal investigations and process information according to state laws
  - Maintains personnel files in accordance with state and federal laws
  - Schedule CPR & First aid classes and ensure compliance
  - Help assist with the management of student behavior
  - Maintain a fair and equitable evaluation process in accordance with the CBA and all state requirements
  - Maintains confidentiality
  - Ability to work independently, using own initiative, and be a self-starter
  
- **Communication – Goal - Ability to communicate effectively both orally and in writing.**
  - Communicate necessary information regularly to students, colleagues and parents
  - Ability to communicate with vendors and represent the school in a professional manner
  - Respond in a timely manner to the requests of all the other constituencies in the sponsoring district: teachers, students, parents, staff, Board of Directors and the community at large.
  
- **Professional Engagement – Goal - Actively engage and participate in professional growth opportunities.**
  - Work with the Director to plan, schedule and coordinate professional Growth opportunities for staff on In-service days
  - Attend relevant trainings and keep current on professional development requirements
  - Participate in staff, school, district and parent meetings as needed or requested
  - Attend monthly board meetings

- Accept and incorporate feedback and coaching from administrative staff
- Obtain information for parents when requested, promptly return phone calls and answer emails
- Represent the school, as needed, in community functions or educational opportunities.
- Attend weekly or bi-weekly staff meetings to ensure continuity and moral of the school
- Compiles evaluation scores in a timely manner and is able to present recommendations to the Board by the March board meeting annually
- Perform other duties as assigned in accordance with the essential functions of this position

**SECTION 3:**

**Education/Certification – Goal –**

**current job description holds no certification requirements**

**SECTION 4:**

**Qualifications/Training – Goal – Ability to demonstrate the following**

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work effectively as a leader and team member.
- Ability to deal with staff, students, parents, and the public in an effective manner and to establish and maintain effective working relationships with other employees
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.



## ***Administrative Secretary Evaluation***

### **SECTION 1:**

**Job Characteristics – Goal –** Provide support to Students, Staff and Administration.

- Make independent decisions in the best interest of the school, based on the guidelines and policies set forth by the Board of Directors and Oregon State Statutes.

### **SECTION 2:**

#### **Essential Functions**

- **Office Management – Goal – To Cohesively manage the front office of the school, while insuring confidentiality.**
  - Acts as liaison between the school site and the general public and is the first contact for students, staff and parents
  - Greets visitors to school, determines nature of business, and directs visitors to destination
  - Assures that the copier room is stocked on a regular basis
  - Coordinate the front office volunteer schedule and front office coverage
  - Train front office coverage and provide direction
  - Participate in evaluations of office staff and volunteers as needed
  - Works closely with Director, and Business Manager on all matters pertaining to the management of the school
  - Generates daily substitute list via Aesop, assists Business Manager & Director in arranging and scheduling substitute & temporary employees for the school as needed
  - Compose and develop written material in support of the school, including the school newsletter
  - Maintain health records and medicine administered logs as required by the state
  - Coordinate bus routes with bus company and assist with permanent & daily bussing changes.
  - Update website with information provided by Administration
  - Coordinate tech needs with IT personnel
  - Complete Registration process for new students
  - Set up required database for student attendance tracking each year
  - Complete student with draws in attendance database and file documentation
  - Complete records requests for students transferring schools
  - Assist LPO in the organization of events as needed
  - Coordinate school activities, in-service days, annual registration, celebrations, programs, festivals, and fund raisers as needed
  - Coordinate 8th grade forecasting and graduation planning
  - Plan New Family Orientations and communicate with potential families
  - Coordinate lottery drawing and waitlists per Oregon State Statutes
  - Insures appropriate security and safety methods are deployed within the school
  - Work with photographer to coordinate picture days and yearbook submissions
- **General Secretarial Duties: in support of the on-going operations of the office**
  - Receive incoming telephone calls, make appointments as required, forward calls, and take messages as needed
  - Uses both computer and manual filing systems which allow for efficient collection, retention, and retrieval of information
  - Assists with the creating and maintaining of files, utilizing a variety of hardware and software
  - Ability to transfer data from paper formats into computer files or database systems
  - Composes, or transcribes from rough draft: correspondence, bulletins, memorandums, and other material.
  - Ability to operate standard office equipment
  - Communicate with parents using email, phone, and automated calling
  - Ability to edit for spelling, grammatical, and mathematical accuracy.
  - Possess knowledge of school office practices, functions and equipment, including rules, regulations, and procedures.
  - Ability to respect confidential information regarding students, employees, and families.
  - Ability to perform recurring duties without specific direction and complete new tasks with minimal supervision.
  - Ability to work independently, using own initiative, and be a self-starter

- Ability to multi task, as well as organize and prioritize multiple work projects to meet deadlines.
  - Ability to type 70 wpm accurately with the ability to proofread work.
  - Have knowledge of computer and/or word-processing equipment.
  - Ability to follow oral and written instructions.
  - Ability to work harmoniously with other employees and deal tactfully with the public
- **Director Support: To provide secretarial support to the Director**
    - Compiles and files student grades and attendance reports and other school records.
    - Maintains a comprehensive web-based student database; develops and tracks records & reports related to incidents, accidents, and average daily attendance
    - Coordinates the transfer of information between site/program and outside agencies and districts
    - Schedule appointments for Director as requested
    - Take minutes and prepare correspondence, reports and memoranda of meetings
    - Attend staff meetings on a regular basis
    - In the absence of Director make independent decisions in the best interest of the school
- **Staff Support: To provide support to the staff**
    - Assists teachers with daily attendance
    - Assists teachers with student grade reporting
    - Provide technical support to staff, with computers, copiers, printers, fax machine and the like
- **Student Support: To provide student support**
    - Help assist with the management of student behavior
    - Assist students with basic technology needs
    - Interacts with and assists students daily; including administration of first aid to students that may need it
    - Control access to student medications, as prescribed by a physician or per school policies
- **Business Manager Support: to provide secretarial support to Business Manager/Human Resources**
    - Assists with deposit of funds for lunches, supplies, and student activity fees
    - Assist with the organization of school field trips
    - Maintain Background check log
    - Assists Business Manager with negotiation preparations and participate in active negotiations.
    - Assist in the coordination of student registration each year
    - Oversee the publication of the yearly yearbook: teaching and working with students, editing, proofing, photography, coordinating events, working with parents and staff on yearbook app, work with yearbook program customer support
    - In the absence of Business Manager/Human Resources make independent decisions in the best interest of the school
- **Communication: Ability to communicate effectively, both orally and in writing, and represent the school in a professional manner.**
    - Communicate necessary information regularly to students, colleagues and parents
    - Communicate daily with Administration both verbally and in writing
- **Professional Expectations: Actively engage and participate in professional growth opportunities.**
    - Accept and incorporate feedback and coaching from administrative staff.
    - Maintain a professional attitude and appearance, with one's self as well as work space.
    - Perform duties in a manner reasonably expected and generally recognized by the profession.
    - Perform other duties as assigned in accordance with the essential functions of this position.

<b>SECTION 3:</b>
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**Qualifications/Training – Goal – Ability to demonstrate the following**

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Ability to report to work on a regular and punctual basis, to ensure continuity of services.

## *Dyslexia (Literacy) Coordinator*

### SECTION 1:

**JOB CHARACTERISTICS – Goal -** Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Under the direction of the Director, this position is responsible for the education of assigned students and will be expected to create a flexible program and learning environment which encourages both academic and personal growth.

### SECTION 2:

#### **ESSENTIAL FUNCTIONS**

**Instruction – Goal -** Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.

- Work closely with Board and the Director to develop, implement, and maintain the Board's curriculum goals.
- Remain current, in terms of relevant teaching methods and best practices, in accordance with the Board's goals.
- Approve and recommend a variety of learning materials and manipulatives for use in the classrooms.
- Work closely with the Director to plan and organize Professional Learning Communities for the staff.
- Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
- Establish and communicate clear objectives for all learning activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Provide direct and indirect instruction.
- Instruct and monitor students in the use of learning materials and equipment.
- Utilize relevant technology and other technological classroom support equipment in student instruction.
- Long and short-term planning addressing individual needs of students.
- Prepare students adequately for all required assessments.
- Provide an inviting, exciting, innovative learning environment.

**Communication – Goal -** Ability to communicate effectively, both orally and in writing, and represent the school in a professional manner.

- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Ability to communicate with vendors and represent the school in a professional manner when scheduling events, conferences, etc.

**Classroom Management – Goal -** Engage in effective and appropriate classroom management

- Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
- Maintain discipline in accordance with the rules and systems of the school.

**Evaluation – Goal - Observe, Assess, Evaluate, and report on performance, progress and development**

- Evaluate student's progress and provide appropriate feedback on work.
- Prepare at least quarterly, or as suggested by the curriculum, individual student achievement reports.
- Encourage and monitor the progress of individual students and use information to help staff adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
- Oversee the Dyslexia program and Literacy Specialists

**Professional Engagement – Goal - Actively engage and participate in professional growth opportunities.**

- Coordinate scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
- Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
- Accept and incorporate feedback and coaching from administrative staff
- Keep current on professional development requirements.
- Make recommendations on relevant Literacy Curriculum
- Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
- Perform other duties as assigned in accordance with the essential functions of this position.

**SECTION 3:**

**Education and Certification**

- Holds an appropriate Oregon teaching license, or charter school registry through TSPC, as required.
- First Aid and CPR certification, or the ability to become certified.

**SECTION 4:**

**Qualifications/Training – Goal – Ability to demonstrate the following**

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## ***Operations & Maintenance Supervisor***

### **SECTION 1:**

**JOB CHARACTERISTICS – Goal** - The Operations & Maintenance Supervisor is a key position in the daily upkeep of the school. The primary responsibility of the position is for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional, and meet state requirements for student occupancy.

- must possess outstanding knowledge of building trades, cleaning procedures and maintenance,
- along with excellent communication, organizational, and interpersonal skills.
- The overarching duty of the Maintenance Custodial Supervisor is to develop and enforce policies and guidelines regarding the maintenance of a school facility.
- The position requires extensive knowledge of health and safety regulations and practices,
- along with a natural display of leadership
- and a great eye for detail.
- To ensure success, the Maintenance Custodial Supervisor should display the ability to train and manage custodial staff,
- possess strong problem solving and decision-making skills
- with a solid understanding of building maintenance, repairs, refurbishments, cleaning, and purchase ordering.

### **SECTION 2:**

#### **Essential Functions**

##### **Maintenance – Goal – To perform the following tasks**

- Manages needed repairs to building operating systems.
- Manages inventory of cleaning supplies.
- Tracks all MSDS as required by law in an educational facility.
- Perform general electrical and plumbing repairs.
- Perform basic construction when needed.
- Check control panels and electrical wiring to identify issues.
- Install appliances and equipment.
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances, weeding, and general upkeep.
- Conduct regular maintenance tasks.
- Inspect and troubleshoot equipment and systems (e.g. ventilation).
- Check functionality of safety systems (e.g. fire & security alarms).
- Schedule and conduct regular safety drill with staff and students.
- Utilize insecticides to prevent infestation by dangerous species.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with basic landscaping and handyman practices.

##### **Custodial – Goal – To perform the following tasks**

- Keeps building and property in clean and orderly condition.
- Performs heavy deep cleaning duties.
- Sweeps, scrubs, or vacuums floors.
- Gathers and empties trash, recycle and shredding.
- Responds to spills and hazardous clean ups throughout the work day.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.

- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Wax and maintain asbestos floors as needed and required.
- Shampoos or steam-cleans carpets and rugs.
- Cleans and polishes furniture and fixtures.
- Manages inventory of cleaning supplies.
- Secure facilities after operating hours by locking doors, closing windows and setting alarm system.

**Communication – Goal** - Ability to communicate effectively, both orally and in writing, and represent the school in a professional manner.

- Communicate necessary information regularly to students, colleagues and vendors.
- Communicate daily with Custodians, Director and other Administrators; both verbally and in writing.
- Document project time lines, vendor interactions, and all other relative information for transparency purposes.

**Management - Goal** - Engage in effective and appropriate staff management

- Delegates tasks to custodial staff person(s).
- Conducts annual evaluation of custodial staff person(s).
- Manage student behavior in common areas, by enforcing school rules and procedures, using teachable moments rather than disciplinary action.
- Enforce established standard operating procedures and school wide policies.
- Prioritize meetings, events, and daily work schedule to accommodate urgent needs first.
- Attend weekly or bi-weekly staff meetings to ensure continuity and moral of the school.
- Prepare required written reports when necessary and expected to remain compliant.
- Participate in Union Negotiations.
- Procure needed supplies, inventory and the like.
- Build working relationship with sponsoring school district

**Evaluation – Goal** - Observe, Assess, Evaluate, and report on performance, progress and development

- Assign goals and expectations to custodian(s).
- Conduct observations of disciplinary achievements.
- Report assessment goals to the Director and Business manager
- Encourage and monitor the progress of custodian(s).
- Maintain accurate and complete records in accordance with Oregon laws.

**Professional Expectations – Goal** - Actively engage and participate in professional growth opportunities.

- Participate in school functions including but not limited to; recess, bus or cafeteria duty, and after school activities.
- Support and participate in meetings with other district personnel and external specialists to help establish and maintain proper upkeep of the facility.
- Oversee the storing of chemicals and supplies in accordance with all state and local laws.
- Accept and incorporate feedback and coaching as provided.
- Keep current on professional development requirements generally recognized by the profession.
- Perform other duties as assigned within the scope of work, as generally recognized by the profession.

<b>SECTION 3:</b>
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**Education/Certification**

First Aid and CPR certification, or the ability to become certified.

IPM certification, or the ability to become certified.

<b>SECTION 4:</b>
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**Qualifications/Training - Goal – Ability to demonstrate the following**

- Maintains cooperative relationships with staff and the public.
- Works harmoniously with other employees and deals tactfully with the public.
- Ability to report to work on a regular and punctual basis, to ensure continuity of service delivery.
- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and willingness to engage with school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work effectively as a leader and team member.
- Demonstrated willingness to be held accountable for performance results.

## *Pre-k Coordinator / Teacher Evaluation*

### SECTION 1:

**Job Characteristics – Goal - Facilitate creating a Waldorf inspired program for prekindergarten aged students to begin their academic development. Oversee and manage the Pre-K educational program that introduces The Lighthouse School's current curriculum.**

- Create a flexible program and class environment which encourages both academic and personal growth.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Plan, organize and implement an appropriate instructional program in a Pre-K learning environment, utilizing Oregon State Standards, and other educational methods determined by the school.

### SECTION 2:

#### **Essential Functions**

- **Instruction – Goal - Develop academic lesson plans and assessments that are in accordance with established procedures set forth in the Kindergarten Ready expectations of ODE**
  - Develop an academic program that helps students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all activities.
  - Provide a variety of learning materials and resources for use in educational activities.
  - Provide direct and indirect instruction when needed.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological support equipment in student instruction.
  - Provide an inviting, exciting, innovative learning environment.
  - Lead class participation in two festival performances
- **Communication – Goal - Ability to communicate effectively both orally and in writing.**
  - Communicate necessary information regularly to students, parents and Administration regarding student progress and student needs.
  - Implement a program that details academic goals, activities, events, and expectations.
  - Design, create and implement a weekly newsletter for parents to communicate classroom activities, expectations and upcoming events; such as field trips, conferences, and in-service days.
  - Ability to communicate with vendors and represent the school in a professional manner at all times.
- **Classroom Management –Goal – Engage in effective and appropriate management**
  - Manage student behavior in common areas, by enforcing school rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
- **Evaluation – Goal - Observe, Assess, Evaluate, and report on performance, progress and development**
  - Evaluate student's progress and provide appropriate feedback.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
  - Maintain accurate and complete records of students' progress and development.
  - Update all necessary records accurately and completely as required.
- **Professional Engagement – Goal – Actively engage and participate in professional growth opportunities.**
  - Assist in the solicitation of enrollment
  - Assist in the coordination of bussing
  - Assist in the coordination of food services
  - Assist in finding and developing program funds to keep the program sustainable
  - Assist in the hiring and interview process of any additional help that may be needed to facilitate the program
  - Supervise and oversee additional staff hired (if any) to help facilitate program.
  - Promptly return phone calls and answer emails.
  - Prioritize meetings, events, and daily work schedule to accommodate urgent needs first.



- Prepare required written reports when necessary and expected to remain compliant.
- Participate in Union Negotiations.
- Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
- Perform other duties as assigned in accordance with the essential functions of this position.

### **SECTION 3:**

**Education/Certification – Goal** – Possess any required state credential and meets any other credentialing requirements to facilitate a Pre-K classroom program.

First Aid and CPR certification, or the ability to become certified.

### **SECTION 4:**

**Qualifications/Training – Goal** – Ability to demonstrate the following

- Ability to pass criminal background check.
- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of preschool-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated willingness to be held accountable for student interest.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

# AREAS OF EVALUATION

## *Main Lesson Teacher Evaluation*

### SECTION 1:

**Job Characteristics – Goal** - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment,
- utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- create a flexible program and class environment which encourages both academic and personal growth.

### SECTION 2:

#### Essential Functions

- **Instruction – Goal** - Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.
  - Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all learning activities.
  - Provide a variety of learning materials and resources for use in educational activities.
  - Provide direct and indirect instruction.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Prepare students adequately for all required assessments.
  - Provide an inviting, exciting, innovative learning environment.
  - Lead class participation in two festival performances; fall and spring.
- **Communication – Goal** - Ability to communicate effectively both orally and in writing.
  - Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Design, create and implement a weekly newsletter for parents to communicate classroom activities, homework, expectations and upcoming events; such as field trips, conferences, and in-service days.
  - Ability to communicate with vendors and represent the school in a professional manner when scheduling events, guest speakers, etc.
- **Classroom Management – Goal** - Engage in effective and appropriate classroom management.
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
- **Student Evaluation – Goal** - Observe, Evaluate, and report on student performance, progress and development.
  - Evaluate student's progress and provide appropriate feedback on work.
  - Assign and grade class work, homework, tests and assignments.
  - Prepare at least quarterly individual student achievement reports for parents.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
  - Maintain accurate and complete records of students' progress and development.

- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
- Prepare required reports on students and activities.
- **Professional Expectations – Goal – Actively engage and participate in professional growth opportunities.**
  - Coordinate scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
  - Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
  - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
  - Accept and incorporate feedback and coaching from administrative staff.
  - Keep current on professional development requirements.
  - Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
  - Perform other duties as assigned in accordance with the essential functions of this position.

### SECTION 3:

**Education/Certification – Goal – Holds an appropriate Oregon teaching license, or charter school registry through TSPC.**

- Possess any required state teaching credential and meet any other credentialing requirements.

### SECTION 4:

**Qualifications/Training – Goal – Ability to demonstrate the following**

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## ***Music Teacher Evaluation***

### **SECTION 1:**

**Job Characteristics – Goal** - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Create a flexible program and class environment which encourages both academic and personal growth.

### **SECTION 2:**

#### **Essential Functions**

- **Instruction – Goal** – Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.
  - Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all learning activities.
  - Provide a variety of learning materials and resources for use in educational activities
  - Provide direct and indirect instruction.
  - Plan and execute a balanced program and organize class time so that preparation, completion and instruction can be accomplished within the allotted time.
  - Instruct and monitor students in the use of learning materials and equipment
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Prepare students adequately for all required assessments.
  - Provide an inviting, exciting, innovative learning environment.
  - Provides individual and small group instruction in order to adapt curriculum to the needs of each student.
- **Communication – Goal** – Ability to communicate effectively both orally and in writing.
  - Communicating, consulting and co-operating with other members of the school staff, including main lesson teachers and those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Design, create and implement a monthly newsletter for parents, to communicate activities, homework, expectations and upcoming events.
  - Ability to communicate with vendors and represent the school in a professional manner when scheduling events, guest speakers, venues and the like
- **Classroom Management – Goal** – Engage in effective and appropriate classroom management.
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
- **Student Evaluation – Goal** - Observe, Evaluate, and report on student performance, progress and development.
  - Evaluate student's progress and provide appropriate feedback on work.
  - Prepare at least quarterly individual student achievement reports for parents.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.

- Maintain accurate and complete records of students' progress and development.
  - Update all necessary records accurately and completely as required by law, district policies, and school regulations.
  - Prepare required reports on students and activities.
- **Professional Expectations – Goal –** Actively engage and participate in professional growth opportunities.
    - Participate in the coordination of scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
    - Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
    - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
    - Accept and incorporate feedback and coaching from administrative staff.
    - Keep current on professional development requirements.
    - Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
    - Perform other duties as assigned in accordance with the essential functions of this position.

<b>SECTION 3:</b>
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**Education/Certification – Goal –** Holds an appropriate Oregon teaching license, or charter school registry through TSPC.

- Possess any required state teaching credential and meet any other credentialing requirements.

<b>SECTION 4:</b>
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**Qualifications/Training – Goal –** Ability to demonstrate the following

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## ***Librarian Evaluation***

### **SECTION 1:**

**Job Characteristics – Goal** - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Create a flexible program and class environment which encourages both academic and personal growth.

### **SECTION 2:**

#### **Essential Functions**

- **Instruction – Goal** – Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.
  - Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all learning activities.
  - Provide a variety of learning materials and resources for use in educational activities
  - Provide direct and indirect instruction.
  - Plan and execute a balanced program and organize class time so that preparation, completion and instruction can be accomplished within the allotted time.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Prepare students adequately for all required assessments.
  - Provide an inviting, exciting, innovative learning environment.
  - Provides individual and small group instruction in order to adapt curriculum to the needs of each student
- **Communication – Goal** – Ability to communicate effectively both orally and in writing.
  - Communicating, consulting and co-operating with other members of the school staff, including main lesson teachers and those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Design, create and implement a monthly newsletter for parents, to communicate activities, homework, expectations and upcoming events.
  - Ability to communicate with vendors and represent the school in a professional manner when scheduling events, guest speakers, venues and the like.
- **Classroom Management – Goal** – Engage in effective and appropriate classroom management.
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
- **Student Evaluation – Goal** - Observe, Evaluate, and report on student performance, progress and development.
  - Evaluate student's progress and provide appropriate feedback on work.
  - Prepare at least quarterly individual student achievement reports for parents.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
  - Maintain accurate and complete records of students' progress and development.

- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
- Prepare required reports on students and activities.
- **Professional Expectations – Goal –** Actively engage and participate in professional growth opportunities.
  - Participate in the coordination of scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
  - Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
  - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
  - Accept and incorporate feedback and coaching from administrative staff.
  - Keep current on professional development requirements.
  - Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
  - Perform other duties as assigned in accordance with the essential functions of this position.

### SECTION 3:

**Education/Certification – Goal –** Holds an appropriate Oregon teaching license, or charter school registry through TSPC.

- Possess any required state teaching credential and meet any other credentialing requirements.

### SECTION 4:

**Qualifications/Training – Goal –** Ability to demonstrate the following

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## ***Handwork/Horticulture Teacher Evaluation***

### **SECTION 1:**

**Job Characteristics – Goal** - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Create a flexible program and class environment which encourages both academic and personal growth.

### **SECTION 2:**

#### **Essential Functions**

- **Instruction – Goal** – Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.
  - Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all learning activities.
  - Provide a variety of learning materials and resources for use in educational activities.
  - Provide direct and indirect instruction.
  - Plan and execute a balanced program and organize class time so that preparation, completion and instruction can be accomplished within the allotted time.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Prepare students adequately for all required assessments (as applicable).
  - Provide an inviting, exciting, innovative learning environment.
  - Provides individual and small group instruction in order to adapt curriculum to the needs of each student.
- **Communication – Goal** – Ability to communicate effectively both orally and in writing.
  - Communicating, consulting and co-operating with other members of the school staff, including main lesson teachers and those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Design, create and implement a monthly newsletter for parents, to communicate activities, homework, expectations and upcoming events.
  - Ability to communicate with vendors and represent the school in a professional manner when scheduling events, guest speakers, venues and the like
- **Classroom Management – Goal** – Engage in effective and appropriate classroom management.
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
- **Student Evaluation – Goal** - Observe, Evaluate, and report on student performance, progress and development.
  - Evaluate student's progress and provide appropriate feedback on work.
  - Prepare at least quarterly individual student achievement reports for parents.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
  - Maintain accurate and complete records of students' progress and development.



- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
- Prepare required reports on students and activities.
- **Professional Expectations – Goal –** Actively engage and participate in professional growth opportunities.
  - Participate in the coordination of scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
  - Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
  - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
  - Accept and incorporate feedback and coaching from administrative staff.
  - Keep current on professional development requirements.
  - Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
  - Perform other duties as assigned in accordance with the essential functions of this position.

<b>SECTION 3:</b>
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**Education/Certification – Goal –** Holds an appropriate Oregon teaching license, or charter school registry through TSPC.

- Possess any required state teaching credential and meet any other credentialing requirements.

<b>SECTION 4:</b>
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**Qualifications/Training – Goal –** Ability to demonstrate the following

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## ***Art Teacher Evaluation***

### **SECTION 1:**

**Job Characteristics – Goal** - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Create a flexible program and class environment which encourages both academic and personal growth.

### **SECTION 2:**

#### **Essential Functions**

- **Instruction – Goal** – Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.
  - Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all learning activities.
  - Provide a variety of learning materials and resources for use in educational activities.
  - Provide direct and indirect instruction.
  - Plan and execute a balanced program and organize class time so that preparation, completion and instruction can be accomplished within the allotted time.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Prepare students adequately for all required assessments.
  - Provide an inviting, exciting, innovative learning environment.
  - Provides individual and small group instruction in order to adapt curriculum to the needs of each student.
  
- **Communication – Goal** – Ability to communicate effectively both orally and in writing.
  - Communicating, consulting and co-operating with other members of the school staff, including main lesson teachers and those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Design, create and implement a monthly newsletter for parents, to communicate activities, homework, expectations and upcoming events.
  - Ability to communicate with vendors and represent the school in a professional manner when scheduling events, guest speakers, venues and the like
  
- **Classroom Management – Goal** – Engage in effective and appropriate classroom management.
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
  
- **Student Evaluation – Goal** - Observe, Evaluate, and report on student performance, progress and development.
  - Evaluate student's progress and provide appropriate feedback on work.
  - Prepare at least quarterly individual student achievement reports for parents.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
  - Maintain accurate and complete records of students' progress and development.

- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
- Prepare required reports on students and activities.
- **Professional Expectations – Goal –** Actively engage and participate in professional growth opportunities.
  - Participate in the coordination of scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
  - Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
  - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
  - Accept and incorporate feedback and coaching from administrative staff.
  - Keep current on professional development requirements.
  - Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
  - Perform other duties as assigned in accordance with the essential functions of this position.

<b>SECTION 3:</b>
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**Education/Certification – Goal –** Holds an appropriate Oregon teaching license, or charter school registry through TSPC.

- Possess any required state teaching credential and meet any other credentialing requirements.

<b>SECTION 4:</b>
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**Qualifications/Training – Goal –** Ability to demonstrate the following

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## *Spanish Teacher Evaluation*

### SECTION 1:

**Job Characteristics – Goal** - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Create a flexible program and class environment which encourages both academic and personal growth.

### SECTION 2:

#### **Essential Functions**

#### **Essential Functions**

- **Instruction – Goal** – Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.
  - Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all learning activities.
  - Provide a variety of learning materials and resources for use in educational activities.
  - Provide direct and indirect instruction.
  - Plan and execute a balanced program and organize class time so that preparation, completion and instruction can be accomplished within the allotted time.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Prepare students adequately for all required assessments.
  - Provide an inviting, exciting, innovative learning environment.
  - Provides individual and small group instruction in order to adapt curriculum to the needs of each student.
- **Communication – Goal** – Ability to communicate effectively both orally and in writing.
  - Communicating, consulting and co-operating with other members of the school staff, including main lesson teachers and those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Design, create and implement a monthly newsletter for parents, to communicate activities, homework, expectations and upcoming events.
  - Ability to communicate with vendors and represent the school in a professional manner when scheduling events, guest speakers, venues and the like
- **Classroom Management – Goal** – Engage in effective and appropriate classroom management.
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
- **Student Evaluation – Goal** - Observe, Evaluate, and report on student performance, progress and development.
  - Evaluate student's progress and provide appropriate feedback on work.
  - Prepare at least quarterly individual student achievement reports for parents.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
  - Maintain accurate and complete records of students' progress and development.

- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
- Prepare required reports on students and activities.
- **Professional Expectations – Goal** – Actively engage and participate in professional growth opportunities.
  - Participate in the coordination of scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
  - Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
  - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
  - Accept and incorporate feedback and coaching from administrative staff.
  - Keep current on professional development requirements.
  - Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
  - Perform other duties as assigned in accordance with the essential functions of this position.

<b>SECTION 3:</b>
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**Education/Certification – Goal** – Holds an appropriate Oregon teaching license, or charter school registry through TSPC.

- Possess any required state teaching credential and meet any other credentialing requirements.

<b>SECTION 4:</b>
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**Qualifications/Training – Goal** – Ability to demonstrate the following

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

# *Physical Education Teacher Evaluation*

## **SECTION 1:**

**Job Characteristics – Goal** - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Create a flexible program and class environment which encourages both academic and personal growth.

## **SECTION 2:**

### **Essential Functions**

- **Instruction – Goal** – Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.
  - Develop daily lesson plans that help students to develop not just mentally, but physically and emotionally.
  - Establish and communicate clear objectives for all learning activities.
  - Provide a variety of learning materials and resources for use in educational activities.
  - Provide direct and indirect instruction.
  - Plan and execute a balanced program and organize class time so that preparation, completion and instruction can be accomplished within the allotted time.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Prepare students adequately for all required assessments.
  - Provide an inviting, exciting, innovative learning environment.
  - Provides individual and small group instruction in order to adapt curriculum to the needs of each student.
  
- **Communication – Goal** – Ability to communicate effectively both orally and in writing.
  - Communicating, consulting and co-operating with other members of the school staff, including main lesson teachers and those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Design, create and implement a monthly newsletter for parents, to communicate activities, homework, expectations and upcoming events.
  - Ability to communicate with vendors and represent the school in a professional manner when scheduling events, guest speakers, venues and the like.
  
- **Classroom Management – Goal** – Engage in effective and appropriate classroom management.
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.
  
- **Student Evaluation – Goal** - Observe, Evaluate, and report on student performance, progress and development.
  - Evaluate student's progress and provide appropriate feedback on work.
  - Prepare at least quarterly individual student achievement reports for parents.
  - Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
  - Maintain accurate and complete records of students' progress and development.

- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
  - Prepare required reports on students and activities.
- **Professional Expectations – Goal –** Actively engage and participate in professional growth opportunities.
    - Participate in the coordination of scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
    - Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
    - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
    - Accept and incorporate feedback and coaching from administrative staff.
    - Keep current on professional development requirements.
    - Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
    - Perform other duties as assigned in accordance with the essential functions of this position.

<b>SECTION 3:</b>
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**Education/Certification – Goal –** Holds an appropriate Oregon teaching license, or charter school registry through TSPC.

- Possess any required state teaching credential and meet any other credentialing requirements.

<b>SECTION 4:</b>
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**Qualifications/Training – Goal –** Ability to demonstrate the following

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## ***Custodian***

### **SECTION 1:**

**JOB CHARACTERISTICS – Goal** - The role of Custodian is a key position in the daily upkeep of the school. The primary responsibility of the position is for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional, and meet state requirements for student occupancy.

- Custodians must possess knowledge of professional cleaning procedures,
- along with excellent communication, organizational, and interpersonal skills.
- The position requires extensive knowledge of health and safety regulations and practices,
- along with a great eye for detail.
- To ensure success, the Custodian should display strong problem solving and decision-making skills
- with a solid understanding of building maintenance and cleaning.

### **SECTION 2:**

**Essential Functions - Goal – to be successful at the following**

- Keeps building and property in clean and orderly condition.
- Performs heavy deep cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash, recycle and shredding.
- Tracks all MSDS as required by law in an educational facility.
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances, weeding, and general upkeep.
- Utilize insecticides to prevent infestation by dangerous species.
- Report major damages in a timely manner.
- Responds to spills and hazardous clean ups throughout the work day.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Wax and maintain asbestos floors as needed and required.
- Shampoos or steam-cleans carpets and rugs.
- Cleans and polishes furniture and fixtures.
- Tracks inventory of cleaning supplies.
- Secure facilities after operating hours by locking doors, closing windows and setting alarm system.

**Communication – Goal** - Ability to communicate effectively, both orally and in writing, and represent the school in a professional manner.

- Communicate necessary information regularly to students, colleagues, vendors and Supervisor.
- Communicate daily with the Operations & Maintenance Supervisor, Director and other Administrators; both verbally and in writing.
- Document project time lines, vendor interactions, and all other relative information for transparency purposes.



**Professional Expectations Goal - Actively engage and participate in professional growth opportunities.**

- Participate in school functions including but not limited to; recess, bus or cafeteria duty, and after school activities.
- Support and participate in meetings with other district personnel and external specialists to help establish and maintain proper upkeep of the facility.
- Oversee the storing of chemicals and supplies in accordance with all state and local laws.
- Accept and incorporate feedback and coaching as provided.
- Keep current on professional development requirements generally recognized by the profession.
- Perform other duties as assigned within the scope of work, as generally recognized by the profession.

**SECTION 3:**

**Education/Certification - Goal –**

First Aid and CPR certification, or the ability to become certified.

IPM certification, or the ability to become certified.

**SECTION 4:**

**Qualifications/Training - Goal – Ability to demonstrate the following**

- Maintains cooperative relationships with staff and the public.
- Works harmoniously with other employees and deals tactfully with the public.
- Ability to report to work on a regular and punctual basis, to ensure continuity of service delivery.
- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and willingness to engage with school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work effectively as a team member.
- Demonstrated willingness to be held accountable for performance results.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with basic landscaping.

## ***Classroom Assistant***

### **SECTION 1:**

**JOB CHARACTERISTICS** – Goal - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds. Assist in the organization and implementation of appropriate instructional programs in an elementary learning environment, utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school. The Classroom Assistant is responsible for assisting the teacher in the education of assigned students and will be expected to represent a class environment which encourages both academic and personal growth.

### **SECTION 2:**

#### **Essential Functions**

**Instruction – Goal** - Assist in lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.

- Assist the Teacher with lesson plans that help students to develop not just mentally, but physically and emotionally.
- Assisting the teacher with standard housekeeping tasks like taking attendance, collecting homework, and recording grades.
- Establish and communicate clear objectives for all learning activities.
- Help the teacher prepare and set up materials and information for lessons.
- Reinforcing lessons and providing students assistance as they complete classwork, including small group or one-on-one help.
- Provide direct and indirect instruction.
- Instruct and monitor students in the use of learning materials and equipment.
- Utilize relevant technology and other technological classroom support equipment in student instruction.
- Assist in the long and short-term planning addressing individual needs of students.

**Communication – Goal** -Ability to communicate effectively both orally and in writing.

- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility.
- Communicate necessary information regularly to students & colleagues, deferring to the teacher for parent communications.
- Assist the teacher in designing, creating and implementing a weekly newsletter for parents to communicate classroom activities, homework, expectations and upcoming events; such as field trips, conferences, and in-service days.
- Ability to communicate with vendors and represent the school in a professional manner when scheduling events/guest speakers, etc

**Classroom Management – Goal** -Engage in effective and appropriate classroom management.

- Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
- Maintain discipline in accordance with the rules and systems of the school.

**Student Evaluation – Goal** - Observe and report on student performance, progress and development.

- Assist in the evaluation of student progress and provide appropriate feedback on work to the teacher.
- Assist the teacher in grading class work, homework, tests and assignments.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies, as directed by the teacher, Director, or Curriculum Coordinator.

**Professional Expectations – Goal - Actively engage and participate in professional growth opportunities.**

- Participate in school functions, including but not limited to; recess, bus or cafeteria duty, SST meetings, and PLC meetings, as needed or requested.
- Encourage parent and community involvement and obtain information for parents when requested.
- Promptly return phone calls and answer emails, as directed by the Teacher.
- Accept and incorporate feedback and coaching from administrative staff, and the Teacher.
- Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
- Perform other duties as assigned in accordance with the essential functions of this position.

<b>SECTION 3:</b>
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**Qualifications/Training - Goal – Ability to demonstrate the following**

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.

## *Literacy (Dyslexia) Coach*

### SECTION 1:

**JOB CHARACTERISTICS – Goal - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.**

- Plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment,
- utilizing Oregon State Standards, Common Core Curriculum and other educational methods determined by the school.
- Under the direction of the Dyslexia Coordinator and Director, this position is responsible for the education of assigned students and will be expected to create a flexible program and learning environment which encourages both academic and personal growth.

### SECTION 2:

#### **ESSENTIAL FUNCTIONS**

- **Instruction – Goal - Develop lesson plans and assessments that are in accordance with established procedures and that ensure the attainment of State Learning Standards and the additional specific grade level learning standards set forth in the charter.**
  - Work closely with the Dyslexia Coordinator and Director to develop, implement, and maintain the Board's reading curriculum goals
  - Remain current, in terms of relevant teaching methods and best practices, in accordance with the Board's goals
  - Recommend a variety of learning materials and manipulatives for use by teachers in the classrooms
  - Work one on one or in group settings with students to enhance Reading skills
  - Establish and communicate clear objectives for all learning activities in regards to Reading
  - Provide direct and indirect instruction.
  - Instruct and monitor students in the use of learning materials and equipment.
  - Utilize relevant technology and other technological classroom support equipment in student instruction.
  - Long and short-term planning addressing individual needs of students.
  - Provide an inviting, exciting, innovative learning environment.
- **Communication – Goal - Ability to communicate effectively, both orally and in writing**
  - Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility.
  - Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
  - Ability to communicate with vendors and represent the school in a professional manner
- **Classroom Management – Goal - Engage in effective and appropriate classroom management**
  - Manage student behavior in the classroom and in common areas, by establishing and enforcing rules and procedures, using teachable moments rather than disciplinary action.
  - Maintain discipline in accordance with the rules and systems of the school.

**Student Evaluation – Goal - Observe, Evaluate, and report on performance, progress and development**

- Evaluate student's progress and provide appropriate feedback on work.
- Prepare at least quarterly, or as required, individual student achievement reports.
- Encourage and monitor the progress of individual students and use information to help staff adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by law, district policies, and school regulations.
- Prepare reports on student progress, as required.

**Professional Engagement – Goal - Actively engage and participate in professional growth opportunities.**

- Coordinate scope and sequence plans with colleagues to maximize learning potential, thus reinforcing student knowledge on an interdisciplinary basis.
- Participate in school functions, district and parent meetings, including but not limited to; recess, bus or cafeteria duty, IEP's, SST meetings, parent conferences, and PLC meetings.
- Accept and incorporate feedback and coaching from administrative staff.
- Keep current on professional development requirements.
- Maintain a professional attitude and appearance, with one's self as well as classroom upkeep.
- Perform other duties as assigned in accordance with the essential functions of this position.

**SECTION 3:**

**Education and Certification**

- Holds an appropriate Oregon teaching license, or charter school registry through TSPC, as required.
- First Aid and CPR certification, or the ability to become certified.

**SECTION 4:**

**Qualifications/Training – Goal – Ability to demonstrate the following**

- Demonstrated professional communication skills.
- Demonstrated professional social skills.
- Demonstrated ability and experience to engage the interest of school-age children.
- Demonstrated ability to work with diverse children, including those with special needs.
- Demonstrated ability to work well with parents.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to evaluate tests and measurements of achievement.
- Demonstrated willingness to be held accountable for student results.
- Demonstrated ability and proven ability to report to work on a regular and punctual basis.