



6.0 Roles and Responsibilities

6.1 Roles and Responsibilities Policy

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6.1 Roles and Responsibilities Policy

1. The WPCS Board is the Operator of the School. The Board is legally and financially responsible for the effective operation of Watershed Public Charter School. The Board has a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals and the mission of the organization. They will act responsibly and prudently as its steward. The Board's oversight includes approving the budget and monitoring monthly financial statements, monitoring aggregated academic data and ensuring that the school maintains fidelity to the mission and charter agreement. The board is responsible for the charter facility and maintains comprehensive insurance coverage as outlined in the charter contract. The Executive Director reports to the Board and the Principal reports to the Executive Director. The Board evaluates the Executive Director and collaborates with BCPS to evaluate the Principal. The Board along with the Executive Director heads the search for a Principal.

2. The Executive Director of WPCS is responsible for defining and maintaining the overall mission of the school and managing the business functions of the non-profit. He or she is the point of contact for facilities, operations, finance, and fundraising. The Executive Director serves as the liaison between the WPCS Board and the school staff, and as the Board's representative with BCPS. He or she will serve as the liaison between board and Principal. In general communication from the Board for the Principal should go through the Executive Director. He or she tracks, reconciles and provides accounting reports to the WPCS accountant and the Board. The Executive Director leads the budgeting process with input from the Principal and the Treasurer. The Executive Director manages all vendor contracts. He or she leads any grant writing or fundraising outside of school based fundraisers. The Executive Director engages in professional activities which contribute to leadership development and ensures that mission based professional development is available to the school staff. The Executive Director oversees any non-standard, non-BCPS positions and establishes and oversees residency programs in conjunction with the administrative team. He or she leads the Principal Search in

conjunction with the WPCS Board and serves on staff interview committees as able. The Executive Director oversees the Principal and participates in his or her evaluation. The Executive Director evaluates any non-BCPS staff. The Executive Director works with and supports the administrative team in whatever capacity is needed.

3. The Principal assumes responsibility for carrying out the school's mission in conjunction with the Board and Executive Director and communicates goals and expectations of the total school program. He or she provides instructional leadership for the implementation of the curriculum of WPCS. The principal supervises the instructional program of the school, leads and directs the process of continuous school improvement and develops a school improvement plan that supports the indicators of progress. He or she monitors and assesses student achievement and participation outcomes with appropriate data collection and analysis. The Principal supervises and evaluates the effectiveness of all school personnel and assesses the need for staff development for all school personnel. He or she provides a program designed for school-community coordination and keeps open lines of communication between the community and the Board of WPCS. He or she works in conjunction with the Executive Director of WPCS to oversee the operating budget and prepare budgets. The Principal works directly with students in developing positive student leadership through school and community activities. The Principal interprets and implements the policies of the Board of Education and the WPCS Board to the community served through continuous flow of communications, such as newsletters, public talks before community groups, and communications to students and parent associations. He or she engages in professional activities which contribute to leadership development. The Principal administers and coordinates school discipline. The Principal makes and coordinates personnel decisions, legal compliance and special staffing needs. The Principal communicates effectively with students, staff, administrative and supervisory personnel, parents, the WPCS Board and community

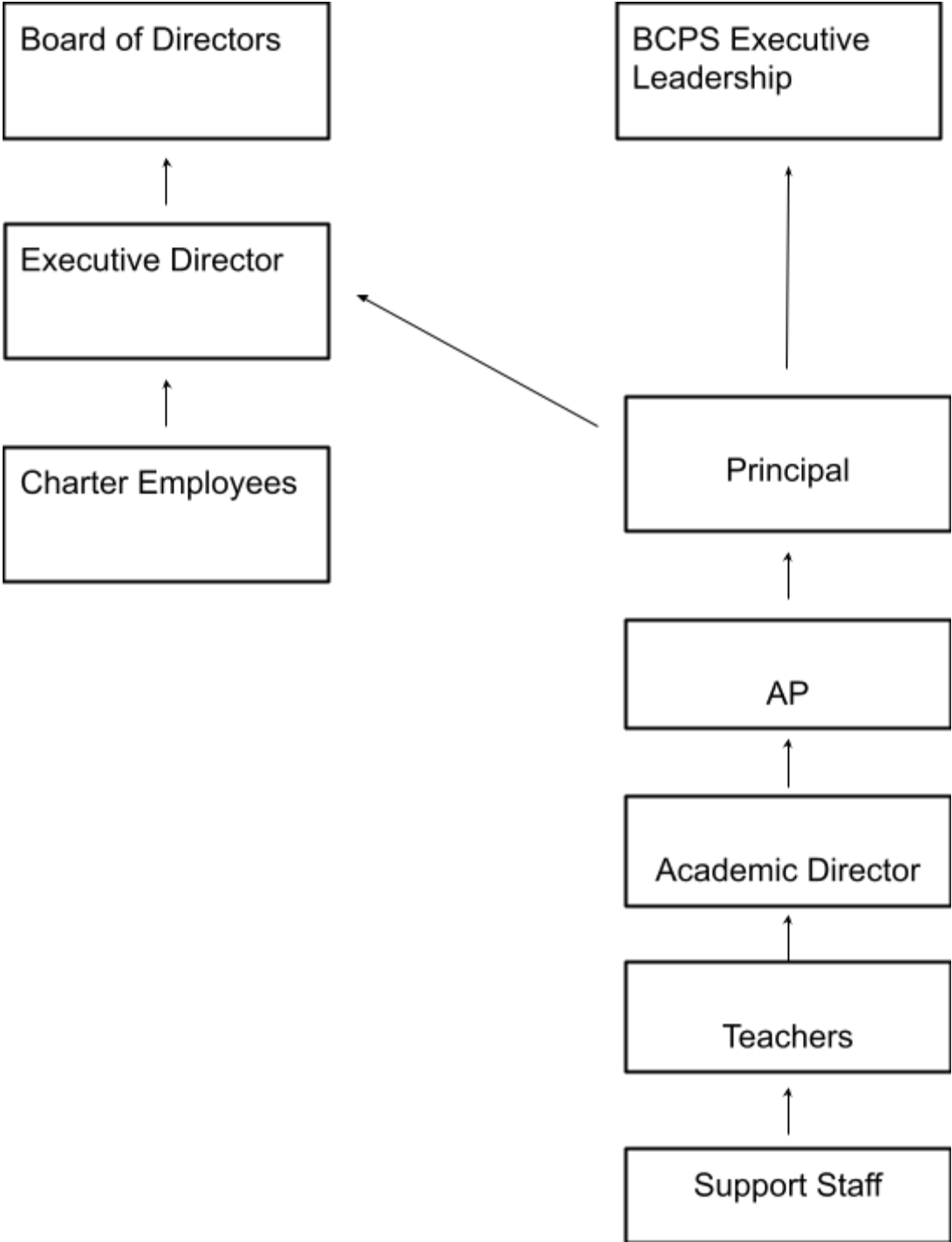
4. The Assistant Principal (AP) assists the Principal in carrying out the school's mission and communicating goals and expectations of the total school program. He or she provides instructional leadership, in concert with the Principal, for the implementation of the curriculum of WPCS. The AP assists the Principal in supervising the instructional program of the school and in leading the process of continuous school improvement. The AP monitors and assesses student achievement and participation outcomes with appropriate data collection and analysis. The AP assists the Principal in supervising and evaluating the effectiveness of all school personnel and assists in creating a productive work climate by gaining the cooperation of staff and students. He or she administers and coordinates school discipline and maintains necessary discipline records. The AP serves as the IEP chair and serves as liaison in coordinating supportive services and other social agencies to help meet student and family needs. Coordinates and supervises student activities. He or she writes reports relative to conferences, suspensions, court reports, etc. The AP assumes responsibility for maintaining attendance procedures. He or she engages in professional activities that contribute to leadership development. The AP assists in determining and implementing school organization, student placement and evaluation, and services and programs that provide for the needs of children. He

or she provides for changes in schedules and programs to meet the needs of individual students. The AP communicates effectively with students, staff, administrative and supervisory personnel, parents, and the community.

5. The Academic Director will support the professional learning process through the lens of a non-evaluative coach of adult learners. He or she is the facilitator of job-embedded professional development that is aligned to the mission of the Charter, the School Progress Plan and the Renewal process. He or she will work collaboratively with the Principal to design and deliver high quality professional learning. The Academic Director will facilitate curriculum development and work with teachers to align lessons and projects to the WPCS model. He or she reviews and monitors the progress of the School Progress Plan along with the Principal, AP and Instructional Leadership Team. The Academic Director facilitates meaningful professional learning opportunities for teachers and supports teachers in creating learner-centered environments. The Academic Director models the use of the WPCS framework to customize and personalize instruction. He or she supports teachers' professional learning by guiding planning, securing resources (including time), and informing teachers of professional development opportunities. The Academic Director offers instructional assistance by building the teachers' knowledge base, modeling and co-teaching. He or she supports staff in efforts to improve student achievement by supporting grade level teams or departmental meetings. He or she ensures that the instructional staff uses data to plan, deliver, and assess instructional practices. The Academic Director engages teachers in collaborative and reflective practice and facilitates learning walks to support the design of learner-centered environments. The Academic Director models innovation and flexibility in support of WPCS initiatives.

6. Individual Board Members represent the organization and will interpret the organization's work and values to the community, represent the organization and act as a spokesperson, interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, and hold the organization accountable. They will attend at least 75 percent of board meetings, committee meetings, and special events. They will actively participate in fundraising activities whenever possible. They will excuse themselves from discussions and votes where they have a conflict of interest. They will stay informed about what's going on in the organization. They will ask questions and request information. They will participate in and take responsibility for making decisions on issues, policies, and other matters. They will help to recruit board members, funders, students and other interested parties. Board members who are also parents will be clear and transparent with the administration about when they are acting as a parent and when they are acting as a representative of the organization. Should the Board choose to request a meeting with the Principal outside of the regularly scheduled meetings as a representative of the Board, that action should be prior approved in either closed or open session.

6.2 Organization Chart



6.3 Stakeholder Matrix

Categories and Decisions	WPCS Board & Exec Director	Principal	Staff	Parents	Students
Mission and Vision	D	I	I	I	I
Annual Budget	D	I	I	I	
Hiring of Staff	V	D	I		
Facility Operations	D	I	I		
Daily Building Maintenance	I	D	I		
School Based Fundraising	V	D	I	I	
Organized Parent Group?	V	V	I	D	
Evaluations of Staff		D	I		
Evaluations of Principal and Exec Director	D		I	I	
Curriculum Alignment with School Mission/ Charter	V	D	I		
Calendar	V	D	I		
Curriculum Materials	V	V	D		
Student Council and Student Mediation			V		D
Amendment of Bylaws	D				
Key	V= veto power				
	D= decision maker				
	I= input				
	MNBI= must notify before implementation				