

Heartwood Charter School

Agenda for the meeting of the Heartwood Charter School Board of Directors

Call in location: 225 Tamalpais Rd, Fairfax, CA 94930

Call in location: 55 Fire Rd, Woodacre, CA 94973

The meeting may be joined by phone: (US)+1 413-728-0935 PIN: 549 597 580#

Wednesday, September 2, 2022

10:45AM Public Session

Call to Order

- I. Roll Call
- II. Regular Meeting
 - A. Agenda Adjustments and Approval
 - B. Approval of Minutes
 - C. Correspondence
 - 1. Email to Board
 - 2. Letter to Board
- III. Public and Community Input
- IV. Reports and Information
 - A. Director's Report
 - 1. Faculty
 - 2. Enrollment
 - B. Finance
 - 1. Funding
 - 2. Expense
- V. Action Items
 - A. The Board will consider adding the administrative position of Assistant Director of Student Services and approve, defer or agree to study further.
 - B. The Board will consider adding the administrative position of Bothin Site Manager and approve, defer or agree to study further.
 - C. The Board will consider the personnel actions and approve, defer or agree to study further.
 - D. The Board will consider a revised Truancy Policy and approve, defer or agree to study further.
 - E. The Board will reconsider whether to continue to conduct Board meetings via video conference during the current pandemic conditions per AB 361 in order to mitigate the risk to health and safety that is presented by in-person meetings and approve, defer or agree to study further.
- VI. Consent Items
- VII. Board Discussion – this time is reserved for Board members to address colleagues and staff about matters they believe need study or action. The President will direct what action he or she feels should be taken on any item introduced by a Board member.
 - A. Bothin aftercare and after school programs
 - B. Teacher professional development day Nov 1, 2022
 - C. Staffing vacancies

VIII. Closed Session

- A. Public Employee Performance Evaluation (Gov. Code section 54957(b)(1).)
- B. Conference with Legal Counsel – Existing Litigation (§ 54956.9), Name of Case: OAH Case No. 2022070471.
- C. Conference with Legal Counsel – Anticipated Litigation, Significant exposure to litigation pursuant to § 4956.9(b): 1 Case.
- D. Public Employee Discipline/Dismissal/Release (Gov. Code section 54957(b).)

IX. Open Session

X. Action Taken in Closed Session

XI. Dates and Future Agenda Items conditions

Assistant Director of Student Services

Overview

Heartwood Charter is a growing independent study program serving students in Sonoma and Marin Counties. The Assistant Director of Student Services assists and supports the Executive Director in accomplishing his/her responsibilities to support excellent academic achievement.

DESCRIPTION

The Assistant Director of Student Services is responsible for the leadership, administration, and outcome of all aspects of educational achievement. The Assistant Director will work collaboratively with other team members, provides leadership with staff, parents, and the community, and serves as a liaison to the educational and business community. The Assistant Director must be able to assist the Executive Director in translating the needs of special population students to deliver an effective and well-organized educational program.

Special Education and curriculum knowledge, strong communication skills, and sensitivity to individual students needs are essential qualifications.

Essential Duties & Responsibilities

The Assistant Director responsibilities include:

- Developing a strong understanding of Heartwood's educational streams and curricula
- Working to close gaps in opportunity and achievement for underserved student populations.
- Facilitating the implementation of special needs instructional programs
- Evaluating academic programs, utilizing survey data, student achievement data, and other information to guide the programs to higher levels of results
- Conducting student and classroom observations as part of the MTSS and RTI
- Supporting the implementation of effective Special Education, English Learner Development, intervention and enrichment programs
- Supervising teachers on special assignment, such as ELD and intervention teachers, grade level team leaders, department chairs and instructional coaches
- Participate as member of the Instructional Leadership Team, analyzing formative and summative student learning data, identifying trends and discussing strategies for reteaching or intervention, and determining professional development priorities
- Work as part of an administrative team, supporting with all of the duties associated with leading a school site, managing resources and staff, and engaging the community
- Support key components of ECS culture, including field trips & events

- Manage the process of academic reporting and recording, including grade reports, transcripts, permanent

records, progress reports, parent-teacher conferences, and academic recognition

- Coordinate assessments including, but not limited to, state mandated standardized tests (SBAC), NWEA, and site specific benchmark assessments

- Serve as site-based substitute AP of Instruction, executing critical instructional leadership duties and facilitating smooth transitions before and after planned leaves of absence

- Assist the principal with coordination of Western Association of Schools and Colleges (WASC) accreditation processes as applicable

- Develop professional leadership capacity by engaging in ongoing goal setting, reflection and personal professional development

- Model a personal code of ethics aligned with Heartwood Mission and Vision

- Other duties as assigned

Qualifications

- Bachelor’s degree required; Master’s or Doctorate preferred

- Special Education Credential, Clear California Single Subject English Credential including English Learner authorization or Administrative Services Credential preferred

- Understanding of Special Education, Common Core State Standards, California English Language Development Standards.

- A minimum of 5 years teaching experience

- Charter school experience preferred, and Waldorf curriculum experience preferred

- Strong oral and written communication skills

- Experience working with parents and schools in a similar school community

- Ability to work collaboratively with colleagues and administrators

- Commitment to the success of all students and the Heartwood mission, vision, and values

- BTSA, instructional coaching, or other mentor training experience

- Experience in facilitating effective professional development & leading and managing a team

