



The Hathaway Institute
Employee Information
Job Descriptions And Assigned Duties

All Course Subject, General, And Special Educators

Instruct students in content areas at the secondary level designated according to state licensure, certification, and subject matter specifically assigned by the administration.

Essential Functions

- ✓ Establish and enforce rules for behavior and procedures for maintaining order among the students for whom responsible. Follow district policy and building procedures associated with student management; consistently demonstrate proficient classroom management skills.
- ✓ Maintain a cooperative relationship with other faculty and staff members.
- ✓ Demonstrate a high individual rate attendance (goal being ninety-five percent (95%) or above annually) in order to maximize student learning.
- ✓ Follow all building procedures regarding attendance and punctuality, keeping your administrators informed.
- ✓ Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- ✓ Prepare materials and classrooms for class activities.
- ✓ Adapt instructional methods and instructional materials to meet students' varying needs and interests.
- ✓ Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- ✓ Assign and grade class work and homework in a timely manner. Communicate student progress by through a variety of mediums.
- ✓ Enforce all school policies, administrative procedures, and rules governing students
- ✓ Plan and conduct activities for a balanced program of instruction using evidence-based, data-driven, and researched-based best practices.
- ✓ Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisor(s).
- ✓ Use technology to support instruction.
- ✓ Meet with parent(s) and/or guardian(s) to discuss our student's progress.
- ✓ Prepare objectives and comprehensive lesson plans following course syllabus, curriculum maps, and the state frameworks and standards.
- ✓ Attend and lead professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- ✓ Collaborate with other teachers and administrators in the development, evaluation, and revision of secondary school programs.
- ✓ Develop, implement, update, and prepare reports on students and activities as required by administration.
- ✓ Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- ✓ Administer and proctor standardized ability and achievement tests according to state requirements and interpret results to determine students' strengths and areas of need.

- ✓ Attend faculty and staff meetings and serve on committees as required; as well as other duties assigned by administration.
- ✓ Maintain a valid state educator license with appropriate certification

Administrative Assistant

To ensure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of students can be realized.

Qualifications

1. Minimum of high school diploma or equivalent. Additional post-secondary education and/or training are highly preferred.
2. Two (2) years of successful working experience in the bookkeeping field or an associate's degree or higher in a business/accounting area.
3. Experience in computer operations of Microsoft Office suite products required.
4. Evidence of strong skills in meeting and dealing with district employees and the public in a manner that will promote a positive image of the school district.
5. Proficient in the use of a calculator and the ability to type sixty (60) words per minute with accuracy.
6. Ability to produce routine reports and correspondence as needed, including monthly financial reports.
7. Strong oral and written communications skills.
8. Must meet all set deadlines in a timely manner as set forth by the district and principal.
9. as well as expertise in accounting software and being able to proficiently pass bookkeeper's skills assessment.

Essential Functions

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly run office.
2. Receives incoming telephone calls, assists visitors and vendors, and communicates general information concerning the program to our stakeholders.
3. Prepares all written reports, memorandums, and communications as required by the administration.
4. Maintains accurate records of attendance for all faculty, staff, and administration.
5. Prepares weekly payroll reports on teachers, substitutes, and custodial staff.
6. Checks with teachers for needed supplies and records, forms, etc.
7. Keeps daily record of attendance and total enrollment of students.
8. Notifies parent(s) and guardian(s) of any student who becomes ill during the day, etc.
9. Maintains all bookkeeping records and inventories of school property.
10. Registers all new students and assists with other tasks related to student enrollment.
11. Completes and submits required reports before and by deadlines.
12. Maintains confidentiality of material and information.
13. Assists in submitting work orders to keep the school maintained.
14. Performs other duties as assigned.

In addition to meeting minimum eligibility requirements established by Founding Chancellor Dr. Quintessa Hathaway, applicants for positions of assistant principal and principal must demonstrate their capacity to lead a school in which all students are on track to matriculate and graduate on time and/or at an accelerated timeframe from middle school and high school ready for college and careers, as measured by current state departments of education accountability structures. Furthermore, applicants for the position of assistant principal and principal must meet the following educational, managerial, administrative, and pedagogic experience qualifications:

Instructional Leadership

- ✓ Supporting implementation of rigorous, engaging and coherent curricula.
- ✓ Ensuring research-based, effective instruction that yields high-quality student work.
- ✓ Ensuring that assessment practices are aligned to curricula and inform instruction.

School Culture

- ✓ Establishing and maintaining structures for positive learning environment, inclusive culture, and student success.
- ✓ Establishing and supporting a culture of learning that communicates high expectations for all stakeholders.

Structures for School Improvement

- ✓ Aligning resources to support school goals and meet student needs.
- ✓ Fostering support for a school-wide theory of action and goals across the school community. Supporting and evaluating teachers through a research-based, common teaching framework.
- ✓ Engaging teacher teams in collaborative practices using the inquiry approach to improve classroom practice.
- ✓ Regularly evaluating school level decisions with a focus on rigorous and engaging curriculum standards.

Prior Pedagogic Experience

- ✓ Principals must have evidence of success for at least five (5) years of prior full-time experience in pedagogic positions to be eligible for selection and appointment.
- ✓ Assistant Principals must have at least five years of prior full-time experience in a pedagogic position to be eligible for selection and appointment.

Mental Functions, Physical Requirements, and Working Conditions Of All Employees

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty or more (20+) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by the immediate supervisor.

Code Of Ethics And Conduct

The Code of Ethics defines minimum standards of ethical conduct for all administrators, faculty, and staff of the Hathaway Institute.

Standard 1: Every administrator, faculty and staff member are to maintain a professional relationship with each student, both inside and outside the classroom and school setting.

Standard 2: Every administrator, faculty and staff member are expected to be competent regarding his or her professional practice, inclusive of professional and ethical behavior, skills, knowledge, dispositions, and responsibilities relating to his or her organizational position.

Standard 3: Every administrator, faculty and staff member must honestly fulfill reporting obligations associated with professional practices, and a good steward of funding and property.

Standard 4: Every administrator, faculty and staff members are to practice integrity regarding the acceptance of any gratuity, gift, compensation or favor that might impair or appear to influence professional decisions or actions and shall refrain from using their position for personal gain.

Standard 5: Every administrator, faculty and staff members are to maintain the confidentiality of information about students and colleagues obtained in the course of their professional service that is protected under state and federal law and regulations, or the written policies of the Hathaway Institute, unless disclosure serves a professional purpose as allowed or required by law or regulations.

Standard 6: Every administrator, faculty and staff member are to keep in confidence secure standardized test materials and results, and maintains integrity regarding test administration procedures; as well as maintain the confidentiality of information about students and colleagues obtained in the course of their professional service that is protected under state and federal law and regulations, or the written policies of the Hathaway Institute, unless disclosure serves a professional purpose as allowed or required by law or regulations.

Standard 7: Every administrator, faculty and staff members are to refrain from the following while performing professional duties and activities associated with the Hathaway Institute:

- ✓ using, possessing and/or being under the influence of alcohol or unauthorized drugs and substances, and/or possessing items prohibited by law, or
- ✓ possessing or using tobacco or tobacco-related products, e-cigarettes, e-liquid, or vapor products, or
- ✓ abusing and misusing prescription medications or other authorized substances as evidenced by impairment

Educator And Administrator Licensure Policy

The Hathaway Institute in similar fashion to the Tennessee Code Annotated §49-1-302, we shall adopt policies governing the qualifications, requirements, and standards of, and provide the licenses and certificates for, all administrative assistance and support staff (when applicable), educators, principals, and assistant principals. Additionally, in likeness with Tennessee Code Annotated §49-5-101 provides that no person shall be employed as a principal, teacher, or supervisor of our middle or high schools or receive any pay for such services without proper licensure. This policy sets the minimum standards and requirements for licensure to ensure that individuals who serve in our classrooms and school are prepared and equipped to serve the students.