



Know Yourself. Know The World.

NOVA CLASSICAL ACADEMY™

**Leadership
Roles &
Structure**

NOVA CLASSICAL
ACADEMY
NON SCHOLAR SED VITAE DISCUNT
WE LEARN NOT FOR SCHOOL BUT FOR LIFE

History

September 2019

The Board approved ED Goals which included “The Executive Director will work with administration to organize and define the roles and positions at Nova. This will include a review of current roles, identifying redundancy and improving efficiency.

December 2019

During the Board retreat I shared several initial observations including Nova having a low per pupil admin cost compared to similar schools, school operations must be prioritized, and that consistency of leadership was important to prevent us from using fragments of various systems.

September 2019-March 2020

We did not yet have a stated reorganization plan, but we made conscious decisions about staffing. For example, when the Assessment, Transportation and Technology Manager position opened up it was split into two roles and several Administrative Assistant positions were not filled when they became vacant.

History

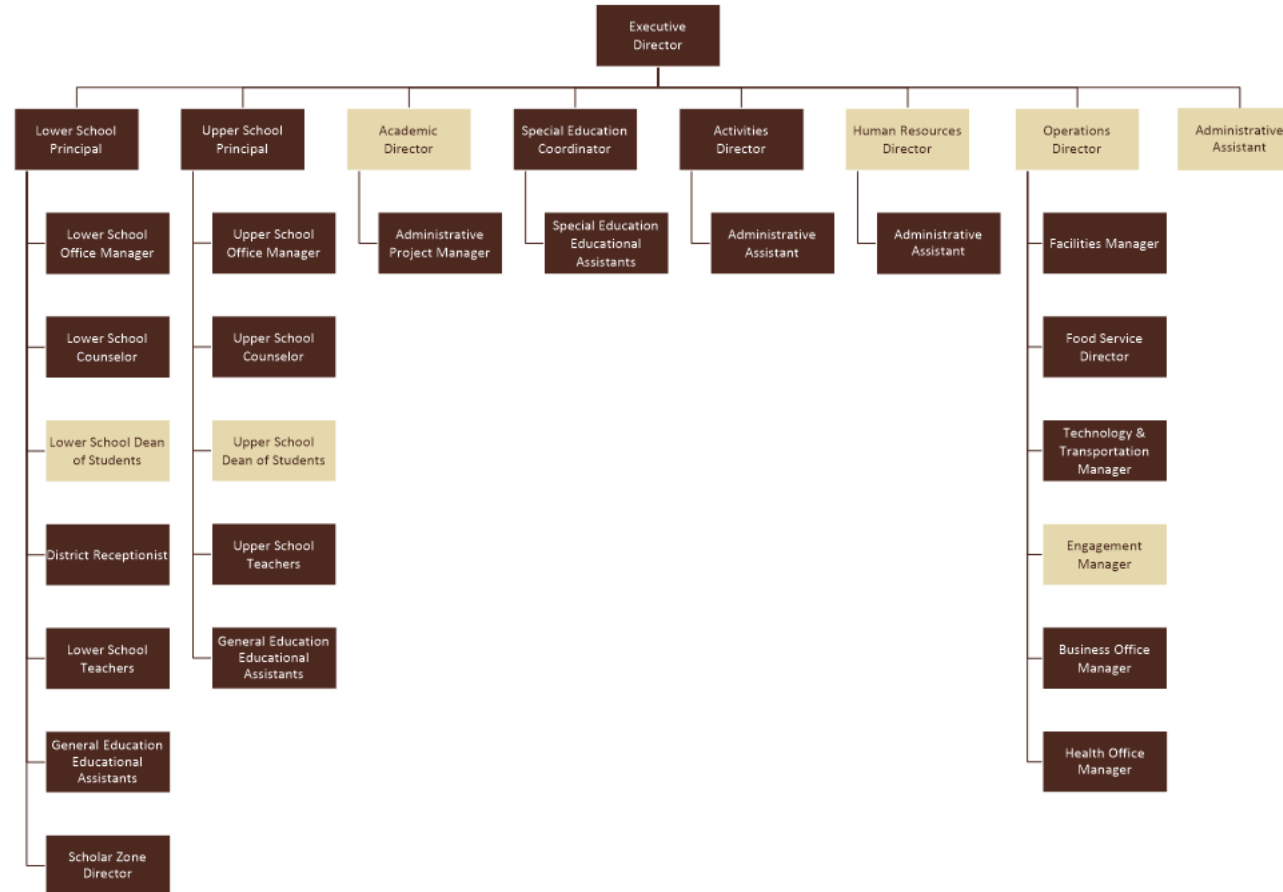
April 2020

I presented a “Current and Proposed Organization Structure” to the Board. The Board did not see the need to take formal action, but the proposed structure has become a guide as we have made staffing decisions.

April 2020 Proposal



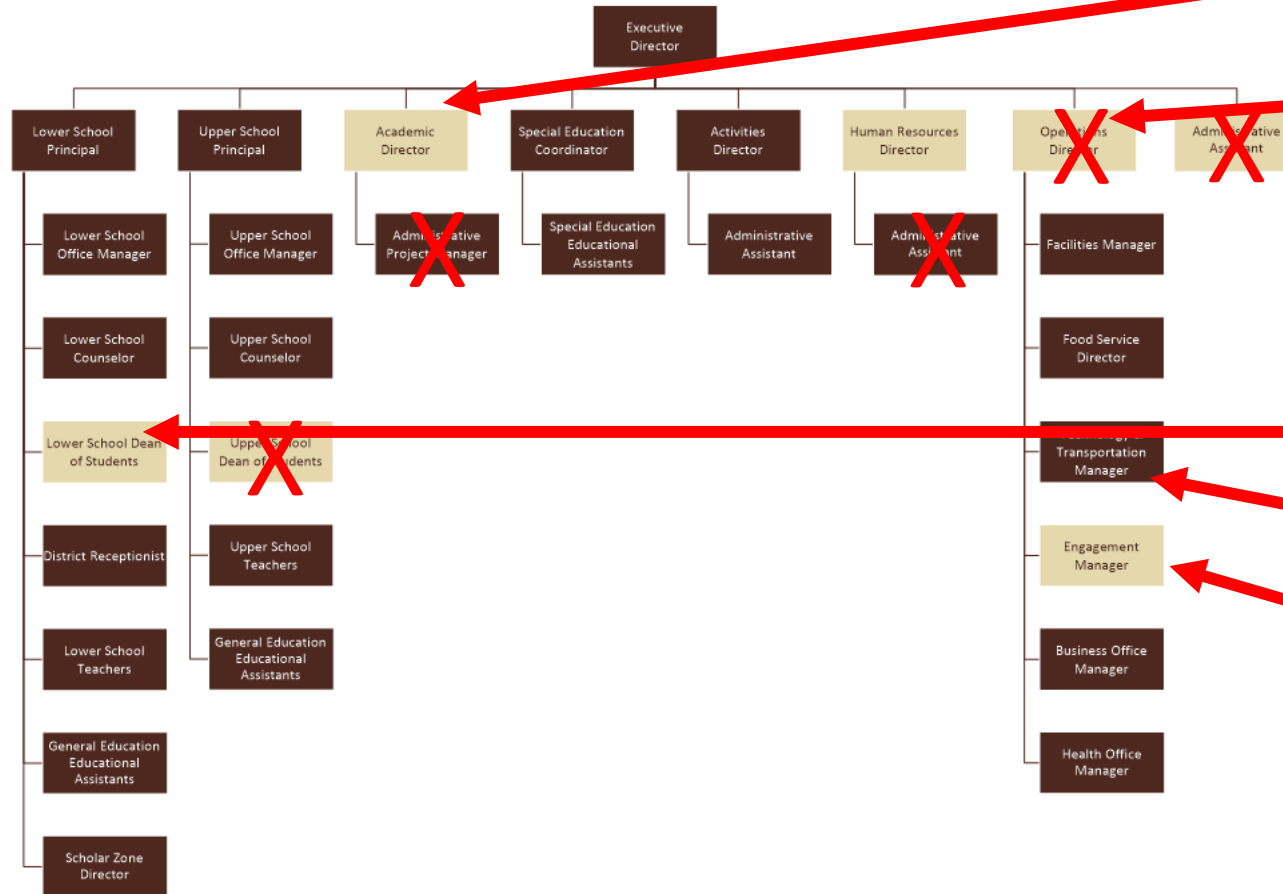
Organizational Chart



April 2020 Proposal - Comments



Organizational Chart



- Dr. Johnson was promoted to Academic Director
- The Operations Director position has not been created. The reports under them currently report to the Executive Director (with the exception of health and food service who report to HR)
- A behavior interventionist was hired instead of a LS Dean (2021)
- Communications was added to Transportation and Technology
- A Community Engagement (2022) Coordinator position was filled
- Several roles do not currently exist

Roles

Director

Control a broad area of operations which often has connections with multiple areas. Directors are expected to determine goals, budgets, projects and solutions within their area of responsibility.

Manager

Has decision making authority in which steps to take to complete a task or reach a goal.

Coordinator

Given specific tasks within an area of responsibility. Often they are given specific guidance on how to complete the tasks.

Roles – Be Aware

Principals

In a school system our size, Principals are Director level positions.

Legal Titles

Some titles are legally dictated or MDE titles (such as Director of Special Education and Food Service Director, Business Manager). These do not necessarily mean that they are at that level in our organization.



Director Roles



Academic Director

Dr. Missy Johnson

- Curriculum
- Professional Development (Faculty)
- Teacher Evaluation Systems
- Academic Assessments
- Academic Programs



Human Resources Director

Kriscel Estrella

- Employment Processes
- Benefits
- HR Information Systems
- Compliance



Lower School Principal

Brooke Tousignant

- Day to day operations of the Lower School
- Supervises Lower School Staff
- Lower School Culture & Climate



Upper School Principal

Michael Pelofske

- Day to day operations of the Upper School
- Supervises Upper School Staff
- Upper School Culture & Climate



Activities Director

Chris Rovn

- Development and implementation of all extracurricular activities
- Supervises all extracurricular staff, coaches and supervisors





Manager & Coordinator Roles



Special Education Coordinator

Natalie Ferguson

- Day to day operations of all special education activities
- Ensure appropriate delivery of special education instruction in compliance with IEPs
- Supervise non-licensed special education staff and contracted services providers



Operations Coordinator

Michelle Maciej

- Transportation processes including routing and vendor management
- All aspects of school's technology processes
- Day to day communications procedures
- Changing to Manager for FY23



Facilities Coordinator

Jesse Prins

- Maintenance of the building
- Liaison to facilities related contracted service providers
- Plan for and maintain equipment, furniture, etc.
- Oversee contracted cleaning and summer maintenance
- Changing to Manager for FY23



Community Engagement Coordinator

Ginger Gabor

- Lead the student enrollment process
- Oversee volunteer processes
- Operationalize the schools fundraising programs
- Changing to Manager for FY23



Business Office Manager

Meghan Kelly

- Accounts receivable
- Accounts payable
- Purchasing
- Internal payroll processes

