



Lighthouse Academies

Core Competencies by Role

School Custodian

The school custodian will meet the following standards:

1. Knowledge
 - a. Knows basic cleaning standards and methods including floor cleaning, stripping, sealing and waxing processes; sanitation of kitchen, cafeteria, bubblers, bathrooms; proper disposal of waste including medical waste; AHERA requirements; school safety procedures, and school life safety systems.
 - b. Knows how to operate safely and efficiency cleaning, maintenance and safety equipment required to complete assigned work.
 - c. Knows how to do maintenance work including but not limited to, painting, light bulb and ballast replacement, filter changes, clock setting, testing life safety systems, ordering accounting for and properly storing supplies and equipment.
 - d. Knows school rules, procedures and policies as these relate to this position.
2. Skills
 - a. Reading, mathematics and computer skills needed to complete tasks including but not limited to reading directions, measuring, entering data, labeling and other tasks that are required by the position.
 - b. Operates equipment required to complete work in a safe and efficient manner.
 - c. Manages time appropriately
 - d. Interpersonal skills are adequate for the position. This includes phone skills, conversations with other staff members and interaction with students.
3. Synthesis and Application of Knowledge and Skills
 - a. Performs daily cleaning and maintenance work in accordance with the daily and weekly schedules so that assigned areas are safe, clean, well maintained and sanitized as required.
 - b. Completes work orders in an efficient and cost effective manner within the time assigned.
 - c. Completes all reports as required.
 - d. Conducts oneself in accordance with school policies and procedures as these relate to this work.
 - e. Responds in a timely manner to requests from school administration.
 - f. Is punctual in reporting to work and adhering to schedule during the day

Teacher Assistant

The Teacher Assistant's work will meet the following standards:

1. Knowledge

- a. Knows the basics of the core academic program
- b. Understands basic instructional practices: organizing children, presenting material, checking for understanding, transitions and closure
- c. Knows the basics of Responsive Classroom: morning meeting and logical consequences
- d. Knows school rules, procedures and policies

2. Skills

- a. Models the school culture
- b. Can provide specific support services including lunch room management, office support and creating instructional materials
- c. Can provide specific instructional services to students
- d. Manages time appropriately
- e. Interpersonal skills are adequate for the position. This includes phone skills, conversations with other staff members and interaction with students

3. Synthesis and Application of Knowledge and Skills

- a. Under the direction of the teacher provides instruction to students.
- b. Under the direction of the teacher monitors students in instructional activities using appropriate Responsive Classroom techniques
- c. Models the school culture in verbal and non verbal interaction with staff, parents and students.
- d. Communicates via phone with other members of the LHA community in a professional manner
- e. Completes assignments on time and accurately
- f. Is punctual in reporting to work and adhering to schedule during the day
- g. Maintains assigned classroom and work area in a neat and orderly manner

Office Manager

The Office Manager's work will meet the following standards:

1. Knowledge

- a. Knows the basics of the office management: answers phone, transfers calls, takes messages, processes mail, web based postage, student attendance, student registration and withdrawal
- b. Knows how to operate office machines: copier, fax and computer
- c. Knows the basics of local systems, such as ATS, food service and transportation, payroll, inventory and new hire procedures
- d. Knows school rules, procedures and policies

2. Skills

- a. Processes payroll, requisitions, purchase orders and invoices
- b. Answers phone taking accurate and complete messages
- c. Prepares documents with great accuracy
- d. Can effectively use MS Word, Excel and e-mail to complete daily tasks

3. Synthesis and Application of Knowledge and Skills

- a. Demonstrates efficiency in the assigned work
- b. Prepares and submits payroll without errors and in a timely manner
- c. Maintains Imprest Account according to LHA procedures
- d. Submits requisitions and purchase orders without errors and in a timely manner
- e. Handles special requests with competence, accuracy, calm and cheerfulness
- f. Efficiently sorts and distributes correspondence and other information.
- g. Follows principal's directions in delivering support to staff
- h. Models the school culture in verbal and non verbal interaction with staff, parents and students
- i. Communicates via phone with other members of the LHA community in a professional manner.
- j. Schedules time efficiently: keeps appointments, returns calls within the day, and responds to e-mails within 24 hours
- k. Is punctual in reporting to work and adhering to schedule during the day.
- l. Maintains assigned work area in a neat and orderly manner

Director of Instruction

The director of instruction will meet the following standards:

1. Knowledge

- a. In depth knowledge of the school's instructional programs
- b. In depth knowledge of the Responsive Classroom
- c. In depth knowledge of best practices related to implementation of the instructional program
- d. In depth knowledge of the charter, including IN and LHA standards
- e. Understanding of the assessment program in use at the school
- f. Knows school rules, policies, and procedures

2. Skills

- a. Can organize adults into a learning community whose goals are aligned with those of the school.
- b. Can disaggregate student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.
- c. Can use multiple sources of information to guide improvement and demonstrate its impact.

3. Synthesis and Application of Knowledge and Skills

- a. Prepares teachers to apply research to decision making
- b. Models the use of learning strategies appropriate to the intended goal
- c. Applies knowledge about human learning and change
- d. Provides teachers with the knowledge and skills to collaborate
- e. Prepares teachers to understand and appreciate all students, create safe, orderly and supportive learning environments, and hold high expectations for their academic achievement
- f. Deepens teachers content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately
- g. Provides teacher with knowledge and skills to involve families and other stakeholders appropriately
- h. Helps teachers meet the present and future needs of students who learn in different ways and who come from diverse cultural, linguistic, and socioeconomic backgrounds

Family Coordinator

The parent coordinator's work will meet the following standards:

1. Knowledge
 - a. Knows the basics of the office management: answers phone, transfers calls, takes messages, processes mail
 - b. Knows how to operate office machines: copier, fax and computer
 - c. Knows school rules, procedures and policies
 - d. LHA instructional program, school charter and school policies and procedures

2. Skills
 - a. Models the school culture
 - b. Manages time appropriately
 - c. Interpersonal skills are adequate for the position. This includes phone skills, conversations with other staff members and interaction with students

3. Synthesis and Application of Knowledge and Skills
 - a. Conducts outreach to engage parents in their children's education
 - b. Convenes regular parent meetings and events around topics of key concerns to parents
 - c. Attends all parent meetings
 - d. Serves as school liaison to the community
 - e. Maintains ongoing contact with community organizations that are involved with providing services to the school's education program and students
 - f. Organizes back-to-school and other events to increase parental and community involvement and creates a welcoming school environment to parents.
 - g. Completes assignments on time and accurately
 - h. Is punctual in reporting to work and adhering to schedule during the day

Food Service Personnel

Food service workers will meet the following standards:

1. Knowledge

- a. Knows how to prepare and serve food under the school's chosen meal program.
- b. Knows basic nutrition requirements as outlined in the school's Wellness Policy.
- c. Knows proper sanitation techniques for the kitchen, storage area and cafeteria.
- d. Knows food handling requirements as stipulated by the local and state boards of health.
- e. Knows school rules, procedures and policies as these relate to this work.
- f. Understands the school's food service management system.
- g. Knows how to operate food service equipment including ovens, refrigerators and freezer controls and data management system.

2. Skills

- a. Reading, mathematics and computer skills needed to complete tasks including reading directions, counting money, measuring, entering data, labeling, writing reports, and other tasks that are required by the position.
- b. Can operate equipment required to complete work in a safe and efficient manner.
- c. Manages time appropriately.
- d. Interpersonal skills are adequate for the position. This includes phone skills, conversations with other staff members and interactions with students.

3. Synthesis and Application of Knowledge and Skills

- a. Performs daily food preparation and serving work in accordance with the assigned schedule, policies and procedures so that nutritious food is properly prepared and served on time.
- b. Completes daily work in an efficient and cost effective manner within the time assigned.
- c. Completes all reports as required.
- d. Conducts oneself in accordance with school policies and procedures as these relate to this work.
- e. Responds in a timely manner to requests from school administration.
- f. Is punctual in reporting to work and adhering to schedule during the day

School Nurse

The school nurse's work will meet the following standards:

1. Knowledge
 - a. Knows local and state policies for completing student health evaluations.
 - b. Knows the proper procedures for rendering first aid and basic medical help as needed.
 - c. Understands procedures for notifying the school community regarding infectious or contagious diseases present at the school.
 - d. Knows school rules, policies, and procedures as they relate to this work.

2. Skills
 - a. Maintains health records and files.
 - b. Completes health assessments as required.
 - c. Completes plans, reports, and other documentation, as may be required by policy or regulation.
 - d. Completes follow up on accident reports with students and parents.
 - e. Works cooperatively with other health professionals and agencies in the delivery of services.
 - f. Administers medications in accordance with DPH guidelines.
 - g. Renders first aid and basic medical help as needed.
 - h. Manages time appropriately.

3. Synthesis and Application of Knowledge and Skills
 - a. Consults with students, parents, administrators and other staff as needed to explain health assessments or other medical information.
 - b. Develops and implements health care plans required by policy or state and federal regulations.
 - c. Communicates with parents and families regarding child's illness.
 - d. Supervises sick children.
 - e. Communicates with Principal and school community regarding any infectious or contagious diseases present in the school.
 - f. Assists students, families, and staff in locating and accessing appropriate health services.
 - g. Serves on the School Wellness and Staff Wellness Committees.
 - h. Supervises volunteers and others who may be involved in the delivery of services.
 - i. Provides in-service training to the staff.
 - j. Completes daily work in an efficient and cost effective manner within the time assigned.
 - k. Conducts oneself in accordance with school policies and procedures as these relate to this work.
 - l. Responds in a timely manner to requests from school administration.
 - m. Is punctual in reporting to work and adhering to schedule during the day
 - n. Maintains a work area that is clean and neat

Lighthouse Academies Professional Staff Evaluation Form

Employee Name _____

Date of Review _____

The reviewer will meet and discuss all of the information presented. The Principal will summarize the findings and note evidence to support each finding.

Evidence Used:

- Lighthouse Academies Professional Standards
- Job Description
- Individual Professional Development Plan
- Data Collected from Walkthroughs, Surveys, Achievement Data

IPDP Reflection

Strengths

Areas for Improvement

Action Steps and Recommendations

Summary of the Meeting/Evaluation

1. Is the staff member fulfilling the responsibilities of the position at this time?

Finding:

Evidence:

2. Is the staff member making adequate progress on his/her goals for this year?

Finding:

Evidence:

3. Do observations of work and follow up discussion show that the school's goals as these relate to this position are being met in at an acceptable level at this time?

Finding:

Evidence:

4. Suggestions, if any, for the staff member.

5. Other Comments:

6. Commendations:

Recommendation for continued employment: Yes___ No___

Principal's signature Date

Staff member's signature Date