



MAY SANDS MONTESSORI SCHOOL  
1400 United Street, #110 Key West, Florida 33040  
Phone: 305-293-1400 ext. 53418 Fax: 305-305-328-9005

## **Description of School Governance and Personnel Responsibilities**

### **Governing Board**

The Governing Board of Directors shall be responsible for the operation and fiscal management of the School. The Governing Board's primary role will be to set policy, provide financial oversight, annually adopt and maintain an operating budget, exercise continuing oversight over the School's operations, and communicate the vision of the School to community members. It shall be the duty of the Governing Board to keep a complete record of all its actions and corporate affairs and supervise all officers and agents of the School and to see that their duties are properly performed.

### **Executive Committee**

The Executive Committee shall consist of all elected officers, that is, the President, Vice President, Secretary and Treasurer. The Executive Committee shall have and exercise the authority designated by the Board in the management of the business of the school between meetings of the Board and shall prepare the agenda for the Board meetings. Any actions taken by the Executive Committee shall be presented to the Board at its next meeting for ratification.

### **Principal**

The Governing Board of Directors shall employ a Principal whose duties shall be to carry out the objectives and policies of the Board and to ensure that the school maintains the highest standards of academic excellence. She/he shall report directly to the Executive Committee and shall have the authority to propose and implement academic programs and policies in accordance with the wishes of the Board of Directors and to hire, review, and if necessary, discharge all employees in accordance with the lawful personnel policies established by the Board.

### **Human Resources & Finance**

The Human Resources and Finance Assistant serves on the Administrative Support Team and shall report directly to the Principal. She/he shall have the authority to prepare contracts as directed by the Principal, calculate and enter payroll, prepare and make deposits in the school's financial accounts, and submit personnel and financial reports to the Payroll Company and School District. Confidentiality of personnel records is a requirement of the position. In addition, she/he shall give direction and offer guidance to the Front Desk and Public Relations School Support Assistant. She/he shall respond to the Executive Committee with regard to personnel and financial reports.



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### **Student Information**

The Student Information Systems and School Support Assistant serves on the Administrative Support Team and shall report directly to the Principal. She/he is custodian of student records and shall have the authority to enter course codes, student information, instructional staff information in the School District's Learning Management System (LMS), and will coordinate and manage the school's lottery for student enrollment. Confidentiality of student records is a requirement of the position. In addition, she/he shall prepare purchase orders and enter orders for the school, as requested by instructional staff and approved by the Principal. She/he shall give direction and offer guidance to the Front Desk and Public Relations School Support Assistant. She/he shall respond to the Executive Committee with regard to school purchases and student lottery.

### **Front Desk**

The Front Desk and Public Relations School Support Assistant serves on the Administrative Support Team and shall report directly to the Principal, and receive direction and guidance from the Human Resources and Finance Assistant as well as the Student Information Systems and School Support Assistant. She/he shall have the authority to develop the student directory, maintain the school's volunteer and chaperone list, coordinate, enter, and report on family service hours and meeting attendance, enter maintenance jobs, collect and report daily school meals for the national school meals program, and manage the events calendar and daily mail for the school. Confidentiality of student records is a requirement of the position.

### **Guidance Counselor**

The School Guidance Counselor serves on the School Support Team and shall report directly to the Principal. She/he shall have the authority to propose and implement school-wide activities and resources for the counseling program, and will maintain student counseling records. She/he shall support Instructional Staff with the educational placement of students by using appropriate flexible education setting strategies. In addition, she/he will collaborate with the Teacher of Student Supports to ensure all students with identified counseling needs are receiving services, regularly. She/he shall support student service learning by facilitating school wide acts of service as appropriate. Confidentiality of student records and of student and staff treatment and referral are requirements of the position. She/he shall participate in District Counselor meetings to maintain accurate and up-to-date implementation of the school's counseling program.



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### **School Nurse**

The School Nurse serves on the School Support Team and shall report directly to the Principal. She/he shall have the authority to propose and implement school health and wellness policies for adoption by the Board of Directors. She/he shall maintain student health records, shall serve as the custodian of authorized medication, is authorized to provide treatment and referral for students and staff, will ensure school staff maintains appropriate safety/first aid credentials, and will provide school staff with relevant information regarding the care and health needs of students. Confidentiality of student records and of student and staff treatment and referral are requirements of the position. She/he shall respond to the District Health Care Coordinator with regard to reporting school compliance with student health.

### **Teacher of Student Supports**

The Teacher of Student Supports shall report directly to the Principal and serves on the School Support Team. She/he is responsible for planning and implementing instructional support of identified students with behavioral, emotional, and/or learning differences. She/he is required to possess state teaching credentials as well as safety/first aid training. In addition, she/he shall support the Instructional Team in the identification and placement of students with behavioral, emotional, and/or learning differences and will support student assessment as needed. Confidentiality of student records is a requirement of the position. She/he shall respond to the Governing Board with regard to reporting school instruction.

### **Instructional Staff**

The Principal shall employ Instructional Staff whose duties include planning and carrying out the day-to-day instruction at the school. Members serving in a lead teaching capacity are required to possess state teaching credentials for the subject area assignment as well as safety/first aid training. The Physical Education Instructor is required to possess a state teaching credential as well as safety/first aid training. Montessori credential is preferred for all instructional positions. These members of staff shall report directly to the Principal, and are responsible for direct instruction and supervision of students, planning and implementing student-centered activities, and maintaining regular communication with student families. Confidentiality of student records is a requirement of the position. In addition the Instructional Staff are responsible for interviewing, offering direction, and guiding the development of instructional school support staff, sourcing materials and placing orders for materials, textbooks, periodicals, and consumable supplies with the Student Information Systems and School Support Assistant. Members of the Lead Instructional Staff shall respond to the Governing Board with regard to reporting school instruction.



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### **Instructional Support Staff**

With the support of the lead Instructional Staff, the Principal shall employ Instructional Support Staff whose duties include monitoring student engagement and behavior, and maintaining cleanliness and order in the learning environments. These members of staff shall report directly to the school Principal and receive direction and guidance from the Lead Instructional Guide. Confidentiality of student information is a requirement of the position. To be qualified for a paraprofessional position, an Associate's Degree, at least 60 semester hours of college credit or a passing score on the School District administered paraprofessional exam of 464 or higher is needed. Non-instructional Paraprofessionals or those who serve solely as translators or parent involvement specialists, are only required to have a high school diploma or its equivalent.

### **Enrichment Education**

The Principal shall employ Instructors whose primary responsibility is delivery of instruction in enrichment education (i.e. Art, Music, Foreign Language, Technology, and Ecology). While state teaching credentials are preferred for all enrichment subjects, it is not required unless official grades will be issued to students. These members of staff shall report directly to the Principal, and are responsible for regular communication with Lead Instructional Staff. In addition these members of staff are responsible for direct instruction and supervision of students as well as sourcing materials and placing orders for materials and consumable supplies with the Student Information Systems and School Support Assistant. Confidentiality of student information is a requirement of the position. These members of staff shall respond to the Student Information Systems and School Support Assistant with regard to program-specific purchases, and to the Human Resources and Finance Assistant with regard to their attendance.

### **Extended School Day**

The Extended School Day Staff shall report directly to the Principal and serves on the School Support Team. These members of staff have the authority to propose and implement school-wide activities and resources for the extended school day program, and will maintain records of student attendance. In addition these members of staff are responsible for direct instruction and supervision of students as well as sourcing materials and placing orders for materials and consumable supplies with the Student Information Systems and School Support Assistant. Confidentiality of student information is a requirement of the position. These members of staff shall respond to the Human Resources and Finance Assistant with regard to personnel and student attendance in the extended school day program, and shall respond to the Student Information Systems and School Support Assistant with regard to program-specific purchases.