



## CMO-School Responsibilities and Services Summary

### 1. SERVICES TO BE PERFORMED – The services to be performed by the CMO are:

- ***Instructional and Professional Development Support,***
  - Oversight of curriculum development, teacher recruitment and selection, instruction support, program assessment and evaluation, policy development, procedure development, and oversight of student discipline,
  - Develop and provide professional development for certain employees of the School as deemed necessary,
  - Establish benchmark interim assessments in ELA, Math, Science, Social studies, Spanish ELA and new ELD standards,
  - Establish, monitor and analyze summative and interim benchmark proficiency and growth goals; and
  - Develop core curriculum, instruction scope and sequence.
- ***Operations Management,***
  - Creating the School, including but not limited to, any and all required legal and financial filings,
  - Creating, preparing and submitting the School’s charter and renewal petitions,
  - Researching, providing or preparing a suitable facility (the “Facility”) for the operation of the School. Researching, providing or preparing for any future expansion of the Facility to accommodate growth of the School,
  - Oversight of facilities, including managing any leasehold improvements or repairs deemed necessary by the CMO,
  - Technology, providing some support for information technology and set up,
  - Marketing for student enrolment,
  - Assisting with public relations,
  - Manage all Human Resources needs including benefits, offer letters, staff recruitment and selection, staff training, operations oversight and refinement, program assessment and evaluation,
  - Financial and Employee policy development, procedure development; and
  - Working with Charter Authorizer, CDE and other agencies as necessary, including complying with reporting requirements and any other general inquires received from these agencies.

- ***Financial Management,***
  - Providing office services, such as accounting, payroll, human resources and billing,
  - Preparing required compliance documents for state and federal governments and authorizer,
  - Preparing basic accounting reports to School, its board, the ED and School Principal,
  - Providing financial management support services, ongoing budgeting, accounting, purchasing, financial reporting, cash flow analysis, and resource call support, maintenance, oversight, and input of financial data directly into the accounting systems,
  - Managing all external financial audits, ensuring that the auditors have all documentation and reports necessary to complete the annual audits.
  - Attending to and handling all grant management for restrictive funds, in addition, to filing all necessary reports to grantors,
  - Managing all network-wide vendor relations and services ,
  - Writing grants for state and federal funding,
  - Providing financial support a needed; provided, however, that such support be agreed to by the parties in a separate writing; and
  - Providing any other operational or educational needs relating to the School that the School may reasonably request of CMO upon mutual agreement.