

Task 1

Business Name: Crestview Local School

Vision: To empower students to achieve their highest potential by providing a nurturing, innovative, and inclusive educational environment that prepares them for a successful future.

Mission: To deliver a high-quality education through a dedicated team of educators and support staff, fostering academic excellence, personal growth, and a love of learning. We are committed to creating a supportive community where students thrive both academically and socially.

Objectives:

1. **Academic Excellence:** To provide a rigorous and engaging curriculum that meets the diverse needs of students and promotes academic achievement.
2. **Student Well-being:** To support the emotional, social, and physical well-being of students through comprehensive support services and a positive school culture.
3. **Staff Development:** To cultivate a professional and collaborative environment for staff development, ensuring that educators have the resources and support they need to excel.
4. **Community Engagement:** To build strong partnerships with families and the community to enhance the educational experience and foster a collaborative learning environment.

Key Positions

1. **Principal**
2. **School Counselor**
3. **Administrative Assistant**

Job Descriptions, Job Specifications, KRAs, and KPIs

1. Principal

Job Description: The principal is responsible for the overall leadership and management of the school, including setting educational standards, overseeing staff and student performance, and ensuring the school operates smoothly and effectively.

Job Specifications:

- **Education:** Master's degree in Educational Leadership, Administration, or a related field.
- **Experience:** Minimum 5 years of teaching experience and at least 3 years in a leadership role.
- **Skills:** Leadership, strategic planning, communication, and problem-solving skills.

Key Result Areas (KRAs):

- **Educational Leadership:** Develop and implement educational programs and policies.
- **Staff Management:** Recruit, support, and evaluate teaching and non-teaching staff.
- **Student Achievement:** Monitor and improve student academic performance and behavior.

Key Performance Indicators (KPIs):

- **Student Performance:** Improvement in student test scores and academic progress.
- **Staff Satisfaction:** Feedback and satisfaction levels from staff surveys.
- **School Compliance:** Adherence to educational standards and regulations.

2. School Counselor

Job Description: The School Counselor provides guidance and support to students on academic, personal, and career matters. They also help in managing student issues and coordinating with teachers and parents to support student development.

Job Specifications:

- **Education:** Master's degree in School Counseling or a related field.
- **Experience:** Minimum 2 years of experience in a school counseling role.
- **Skills:** Empathy, communication, conflict resolution, and organizational skills.

Key Result Areas (KRAs):

- **Student Support:** Provide individual and group counseling to support student well-being.
- **Academic Guidance:** Assist students with academic planning and career counseling.
- **Crisis Management:** Address and manage student crises and issues effectively.

Key Performance Indicators (KPIs):

- **Student Satisfaction:** Feedback from students regarding counseling services.
- **Counseling Effectiveness:** Successful resolution of student issues and improvement in student behavior.
- **Program Participation:** Engagement levels in counseling and development programs.

3. Administrative Assistant

Job Description: The Administrative Assistant is responsible for managing the day-to-day administrative functions of the school, including office management, scheduling, and support for staff and students.

Job Specifications:

- **Education:** Associate's degree in Business Administration or a related field.
- **Experience:** Minimum 2 years of experience in an administrative support role.
- **Skills:** Organizational, communication, and multitasking skills.

Key Result Areas (KRAs):

- **Office Management:** Ensure efficient operation of the school office, including managing records and supplies.
- **Scheduling:** Coordinate meetings, events, and appointments for staff and students.
- **Support Services:** Provide administrative support to the Principal, staff, and students.

Key Performance Indicators (KPIs):

- **Efficiency of Office Operations:** Timeliness and accuracy of office tasks and record-keeping.
- **Staff Support:** Satisfaction levels of staff with administrative support.
- **Event Coordination:** Successful planning and execution of school events and meetings.

Employee Performance Appraisal

Objective: To evaluate employee performance fairly and constructively, providing feedback and setting goals for professional development.

Performance Appraisal Process:

- **Preparation:** Gather performance data, including feedback from peers, supervisors, and self-assessments.
- **Evaluation:** Assess performance against job duties, KRAs, and KPIs.
- **Feedback:** Provide constructive feedback, acknowledging strengths and identifying areas for improvement.

- **Goal Setting:** Set specific, measurable goals and development plans for the next review period.
- **Documentation:** Record appraisal outcomes and update employee records.
- **Frequency:** Semi-annual or annual reviews.

Employee Payroll

Objective: To ensure accurate and timely payment of employee salaries and benefits, in compliance with legal and organizational policies.

Payroll System Design:

- **Payroll Schedule:** Establish a bi-weekly or monthly payroll schedule.
- **Compensation Structure:** Define base salaries, any applicable bonuses, and benefits.
- **Payroll Calculation:** Implement a system for calculating wages, deductions (taxes, insurance, etc.), and net pay.
- **Payment Method:** Provide options for direct deposit or physical checks.
- **Record Keeping:** Maintain accurate records of payments, deductions, and benefits.

Payroll Process:

- **Data Collection:** Collect time sheets, attendance records, and any additional compensation information.
- **Payroll Processing:** Calculate salaries, deductions, and benefits.
- **Approval:** Review and approve payroll calculations.
- **Disbursement:** Process payments and issue pay stubs.
- **Compliance:** Ensure compliance with tax laws and employment regulations.

Employee Benefits:

- Health insurance
- Retirement plans
- Paid time off (PTO)

- Professional development opportunities

This structured approach to job roles, performance appraisal, and payroll ensures that Crestview Local School operates efficiently, maintaining high standards of employee satisfaction and educational excellence.