**Business Overview:**

**1. Business Type:**  
Local School - "Bright Horizons Academy"

**2. Vision Statement:**  
To become the premier community school that fosters innovation, critical thinking, and lifelong learning in every student.

**3. Mission Statement:**  
Bright Horizons Academy is dedicated to delivering a high-quality education that empowers students to achieve their fullest potential, promoting an inclusive environment where every student is valued and supported.

**4. Objectives:**

* To provide a curriculum that encourages academic excellence and personal development.
* To ensure the all-around development of students through extracurricular activities.
* To maintain a safe and supportive environment that enhances student engagement and well-being.
* To build strong partnerships with parents and the community to support student success.
* To attract and retain skilled and motivated staff committed to the school’s mission.

**Key Positions:**

**Position 1: School Principal**

**Job Description (JDS):**

* Manage the daily operations of the school.
* Implement educational programs aligned with the school’s vision and mission.
* Ensure adherence to educational regulations and standards.
* Cultivate a positive and inclusive school culture.
* Lead staff recruitment, development, and evaluation processes.

**Job Specifications (JS):**

* Master’s degree in Education or School Leadership.
* At least 5 years of experience in educational administration.
* Strong leadership, communication, and organizational capabilities.
* Expertise in curriculum design and assessment methodologies.

**Key Result Areas (KRAs):**

* Student academic performance.
* Staff retention and professional development.
* School accreditation and regulatory compliance.
* Engagement with parents and the local community.

**Key Performance Indicators (KPIs):**

* Student graduation and retention rates.
* Teacher retention and turnover rates.
* Successful execution of school events and initiatives.
* Positive feedback from parents and the community.

**Position 2: Classroom Teacher**

**Job Description (JDS):**

* Design and deliver lessons that meet curriculum standards.
* Assess student progress and provide constructive feedback.
* Create a supportive and inclusive classroom environment.
* Engage in professional development and collaborative planning.
* Communicate with parents about student performance and concerns.

**Job Specifications (JS):**

* Bachelor’s degree in Education or a relevant field.
* Valid teaching certification or license.
* In-depth subject knowledge and effective teaching strategies.
* Excellent communication and interpersonal skills.

**Key Result Areas (KRAs):**

* Student academic progress and achievement.
* Effective classroom management.
* Participation in school events and extracurricular programs.

**Key Performance Indicators (KPIs):**

* Student test scores and overall grades.
* Frequency of classroom discipline issues.
* Engagement in professional development activities.

**Position 3: Office Administrator**

**Job Description (JDS):**

* Oversee front office operations and greet visitors.
* Manage administrative tasks such as filing, scheduling, and correspondence.
* Assist in organizing school events and activities.
* Maintain accurate student records and handle enrollment procedures.
* Provide clerical support to the Principal and teaching staff.

**Job Specifications (JS):**

* High school diploma or equivalent; additional qualifications in office administration are beneficial.
* Strong organizational and time management abilities.
* Proficiency in office software (e.g., Microsoft Office, Google Workspace).
* Excellent communication and customer service skills.

**Key Result Areas (KRAs):**

* Smooth operation of school office functions.
* Timely and accurate completion of administrative tasks.
* Support for school events and activities.

**Key Performance Indicators (KPIs):**

* Efficiency in task completion.
* Accuracy and organization of student records.
* Positive feedback from staff and visitors.

**Employee Performance Appraisal:**

**1. Principal:**

* Annual review based on KPIs such as student graduation rates, teacher retention, and community feedback.
* 360-degree feedback from staff, students, and parents.
* Setting goals for the upcoming school year.

**2. Teacher:**

* Biannual classroom observations and performance evaluations.
* Analysis of student performance data (test scores, grades).
* Feedback from students and parents.
* Participation in professional development opportunities.

**3. Office Administrator:**

* Quarterly performance reviews focusing on task management and accuracy.
* Feedback from school staff and visitors.
* Assessment of organizational and time management skills.

**Employee Payroll System:**

**1. Payroll Structure:**

* **Principal:**
  + Base Salary: Competitive, based on experience and qualifications.
  + Benefits: Health insurance, retirement plan, allowance for professional development.
  + Bonuses: Performance-based bonus linked to school KPIs.
* **Teacher:**
  + Base Salary: Determined by experience and subject expertise.
  + Benefits: Health insurance, retirement plan, allowance for classroom resources.
  + Bonuses: End-of-year bonus based on student performance and feedback.
* **Office Administrator:**
  + Base Salary: Hourly wage or fixed monthly salary, depending on experience.
  + Benefits: Health insurance, paid leave.
  + Bonuses: Performance-based bonuses for exceptional office management and event support.

**2. Payroll Process:**

* Salaries are disbursed on the 25th of each month.
* Payroll deductions include taxes, retirement contributions, and insurance premiums.
* Overtime pay is provided for work beyond standard hours.
* Pay raises and bonuses are reviewed annually based on performance evaluations