

## **Lead On-site Administrator**

Job Description: Lead On-site Administrator will develop turnaround plan for Gregory Drive Elementary school and George Washington Carver Elementary school. The Lead On-site Administrator will work day to day with school staff to implement turnaround plan. The day to day will include classroom observations, teacher development, principal development, and curriculum training specific for each school's needs. The Lead On-site administrator will communicate with the district as well as the EMCS Project manager for reporting to district.

Lead On-site Administrator for Gregory Drive and George Washington Carver will be Pam Stewart.

## **On-Site Administrator**

Job Description: Collaborate and assist with Lead on-site administrator to develop turnaround plan for Gregory Drive and George Washington Carver Elementary Schools. The on-site administrator will work day to day with school staff to implement turnaround plan. The day to day will include classroom observations, teacher development, principal development, and curriculum training specific for each school's needs.

On-site Administrator for Gregory Drive and George Washington Carver will be Brenda Blackburn.

## **Curriculum Specialists**

Job Description: Specialists in areas of ELA, Math, Science, ESE, Etc. which will provide training geared toward the needs of each school. These specialists will provide training to teachers and staff that will be geared toward data driven results in each area. These specialists will review data and collaborate with the on-site administrators for trainings specific for turnaround plan of each school.

Curriculum Specialists for Gregory Drive and George Washington Carver will be Debra Snyder, Michael Hitsman, Patricia Shelton, Beth Moore, Diane Murphy, and Jane Cheney.

## **Data Analyst**

Job Description: Take school data to create useful information for Lead On-site and On-site Administrators for development of turnaround plan and curriculum trainings.

Data Analyst for Gregory Drive and George Washington Carver will be Peter Bruggink.

## Contract Administrator

Job Description: Contract Administrator is responsible for supporting the on-site administrators follow all time lines in contract. Reports to district any obstructions of plan that could stop school from moving to a school grade of C or better. Invoices district according to contract and works with district turn around office in any needs that may arise.

Contract Administrator for Gregory Drive and George Washington Carver will be Trevor Tucker.

## Organizational Chart

Educational Management Consultant Services, Inc.

