

FHM: Leadership & Organization

Board of Directors: Governance

**Head of School: Chief of Operations, Finance, and Academics;
Organizational Management & Accountability**

Operations & Finance

Education & Student Services

Director of Operations:

- 2nd Back-up to Head of School
- Finance, Budgeting & Accounting
- Human Resources
- Employee Benefits & Payroll
- Facility Planning & Management
- Safety, Security, & Emergency Planning/Management
- Head of School Support

Finance Secretary:

- General Accounting
- Purchasing
- Tuition & Scholarship Accounting
- Inventory Management
- Classroom Budgets

Facility Engineer:

- Facility/Grounds Maintenance & Repair
- Facility Safety
- Facility Cleanliness

Director of Enrollment & Communications:

- 3rd Back-up to Head of School
- Enrollment & Placement
- Student Data Management
- Public Relations
- Communications & Informational Technology
- Marketing & Liaison to External Community
- Master Calendar Coordination
- Building Use Coordination
- Grants Writer
- Liaison to Foundation
- Liaison to Parent Partnership Committee

School Secretary:

- Office & Systems Management
- Daily Communications
- Student Records Management
- Student Data
- Enrollment & Attendance
- Safety & Security Management
- Emergency Facility Support
- Back-up to Clinic

Assistant Principal:

- 1st Back-up to Head of School
- Discipline & Student Behavior Support
- Student Activities Coordinator
- Curriculum Development
- Instructional Data Management & Services
- Unified Improvement Planning
- Instructional Support
- Report Cards
- Professional Development
- Faculty Supervision
- School Assessment Coordinator
- Liaison to School Accountability Committee

Specials Teachers:

- Curriculum Development
- Instructional Planning & Implementation
- Progress Monitoring & Assessment
- Student Learning & Engagement
- Partnering w/ Parents
- Clubs
- School Wide Support

Instructional Leaders:

- Curriculum Development
- Instructional Data Management & Services
- Unified Improvement Planning
- Instructional Support for Teachers & Students
- Gifted & Talented
- Intervention Management (Rtl)
- Professional Development

Classroom Teachers:

- Curriculum Development
- Instructional Planning & Implementation
- Progress Monitoring & Assessment; Instructional Intervention
- Student Learning & Engagement
- Partnering w/ Parents
- Unified Improvement Planning

Instructional Student Services:

- Instruction supporting Diverse Learners (OT, SLP, Special Education, Psychologist); Instructional Intervention –Rtl, GT, 504
- Counseling
- Health & Wellness—Clinic
- Child Care & Licensing: Before & After Care & Camp
- Clubs
- Food & Nutrition

Aftercare Assistants:

- Activity Implementation
- Student Support

Learning Coaches, Associates, & Assistants:

- Instructional Support
- Supporting Student & School Success

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