

***Memo***  
**Family Partnership Charter School**  
**July 2, 2001**

To: Carol Comeau, Superintendent  
Anchorage School District

From: Tim Scott, Principal  
Family Partnership Charter School

Regarding: New staff positions

Positions requested:

TOTEM: 2 full time stock clerks  
AEA: 1 full time teacher (academic facilitator)

Reason/Justification for stock clerk

We have grown from an initial planned 120 students in SY 97-98 to 765 FTE in SY 00-01. Our business staff has not had a similar increase. We are using temporary clerical staff whenever possible, but we still do not have the people resources to get all projects and daily tasks completed as quickly as we wish. Some of the daily tasks that the person in this position could help with are as follows - Order entry into IFAS, receive goods and materials that have been ordered, distribute goods and materials to parents, manage materials transfers/resource, manage daily vendor contact, maintain vendor files, answer the telephone, manage handbook revisions, manage daily contact of parent and visitor walk-ins, mail special notices and information packets, updating managing resource catalogs, managing daily parent inquiries (walk-ins), screening and process reimbursement paperwork, file business records, distribute business mailings conduct clerical as assigned, and bar code non consumables.

Reason/Justification for academic facilitator

Similarly the staff on the academic side of our office has not grown to keep up with our student population. It has become increasingly important to have an individual on staff that can help facilitate the academic needs of our families. The person in this position would be responsible for - working closely with the administrator and the staff of FPCS to ensure effective operation of the school, developing a rapport with teachers and professionals in our community creating a foundation of opportunities for the students in our school, assisting parents with design of education plans, supervising assessment and testing requirements, assisting the principal with review and approval of education packets during enrollment, assisting principal with FPCS orientation of teachers and teacher in-services, coordinating FPCS student enrollment in ASD classes, high school student credit checks, organizing graduation, oversight of the FPCS newsletter, oversight of school-wide events, and working closely with the PTSO.

Thank you,

Tim Scott