



# **Baruch HaShem Academy**

## **Homeschool Co-op**

6304 Belt Line Rd. Dallas, TX 75254 972-386-0121

### **Co-Op Staff Descriptions**

#### Co-op Director

The BHSA Co-Op Director is primarily responsible for the oversight and implementation of the BHSA Co-Op. The Director will be accountable to the BHSA Administrator and BHS Elders. The responsibilities of the Director include but are not limited to the following:

1. Administrating the Co-op program
2. Apprising the BHSA Administrator about the program in a monthly program update.
3. Approving family and teacher applications.
4. Reviewing the course contents and materials prior to their being utilized in the program.
5. Providing oversight of and leadership to the program coordinators.
6. Communicating program aspects to the BHS and Messianic Community at large. This communication may be done directly or indirectly with approval.
7. Ensuring the integrity of the program is maintained in every area.
8. Facilitating and encouraging community among participants.
9. Providing conflict resolution as needed.
10. Facilitating program administrative needs to appropriate BHS personnel.
11. Coordinating the Enrichment Program. This will include:
  - Querying parents regarding courses
  - Securing instructors for the courses
  - Ensuring the program operates smoothly.
  - Reviewing monthly Coordinator Reports

#### Elementary Coordinator

The Elementary Coordinator will work with the EP Coordinator to develop a program relevant to the elementary age student. This coordinator will also act as a liaison for the parents/students in the program. The Elementary Coordinator will be responsible for submitting a monthly report to the Co-op Director.

#### Junior/High School Coordinator

The Junior High/High School Coordinator will work with the EP Coordinator to develop a program relevant to the junior/high school age student. This coordinator will also act as a liaison for the parents/students in the program. The Junior/High School Coordinator will be responsible for submitting a monthly report to the Co-op Director.

#### Activities Coordinator

The Activities Coordinator will be responsible for facilitating all Co-op activities. This will include field trips; overnight trips; reading programs; newsletter; and special activities as designated. The Activities Coordinator will also oversee all activity committees. The Activities Coordinator will be responsible for submitting a monthly report to the Co-op Director.

### Financial Coordinator

The Financial Coordinator will be responsible handling monies regarding Co-op expenditures. This will include fund raising; collection of membership/course monies; working with BHS finance person regarding deposits and reimbursements. The Financial Coordinator will be responsible for submitting a monthly report to the Co-op Director.

### Enrichment Program Instructors

Instructors are responsible for the following:

- Developing their course overview, curriculum, and syllabus.
- Preparing lessons for each class and issuing outside work as necessary.
- Issuing grades for their class.
- Communicating needs and or concerns directly with Co-op Director.
- Adhering to the Instructor Commitments.