YOUNG SCHOLARS OF WESTERN PENNSYLVANIA
Charter School

School Address:
600 Newport Dr.
Baldwin Township, PA
15234
Phone: 412-668-2064
e-mail: info@yswpcs.org
website: www.yswpcs.org

August 23, 2017

Dear Ashley McCurry,

Congratulations! We are glad to offer you the Cluster Head (K-1) position in addition to your teaching responsibilities at YSWPCS. For fulfilling the duties of this position, you will receive an additional compensation of $2,400.00 for the 2017-2018 SY.

K-1 Cluster Coordinator Description:

Job Title: K-1 Cluster Coordinator
Qualifications: Being a Lead Teacher at the K-1 Cluster
Reports to: Principal & Supervisor for Curriculum and Instruction
Supervises: No specific supervisory function
Primary function: Leads the K-1 teachers and assistant teachers to go through inquiry processes to improve on our educational practices, and disseminate effective practices, and maintains order and clarity to the organizational needs of the K-1 Cluster

Performance responsibilities:
Instructional
K-1 Cluster Chair:

1. Monitors the instructional needs of the cluster
2. Meets with cluster members routinely to discuss issues related to the cluster thoroughness and efficiency
3. Makes recommendations regarding staff needs and assignments
4. Coordinates the tutorial needs of the cluster students
5. Supports cluster teachers in areas that they need help including but not limited to grading, pacing the instruction, and grouping students for instruction.
6. Provides mentorship to new members of the Cluster.
7. Shares best practices within the Cluster as well as with all staff.
8. Assist with the testing administration.
9. Evaluates test results of student achievement.
10. Recommends change of sections, groups, classes, or grade levels of students to better help the students' needs.

EXHIBIT
1

11. Facilitates the discussion and collection of the individual students' needs and makes recommendations to school wide student support team.
12. Become a mentor teacher in YSWPCS's induction program

Curriculum

K-1 Cluster Chair:

1. Conducts research in support of curriculum development needs
2. Facilitates the curriculum design process
3. Monitors the curriculum implementation process

Communication

K-1 Cluster Chair:

1. Facilitates the flow of information within her assigned area of responsibility
2. Makes recommendations regarding the resolution of conflict within her area of responsibility
3. Facilitates a strong parent communication at the cluster with all teachers' consensus
4. Facilitates well-organized and run Parent Teacher Conferences for the Cluster

Clerical

K-1 Cluster Chair:

1. Prepares budget recommendations for her area of responsibility
2. Monitors the purchase of materials and equipment appropriate for the delivery of instruction in the cluster
3. Prepares cluster reports as requested by the Supervisor of Curriculum and Instruction and Principal
4. Prepares agenda of the Cluster meetings.
5. Facilitates the creation and circulation of the minutes of the regular Cluster meetings.

Organizational Participation

K-1 Cluster Chair:

1. Plans and conducts cluster meetings
2. Participates in and prepares for coordination meetings
3. Serves on educational committees
4. Create an activity, event and field trip calendar for the Cluster

Related Professional Responsibilities

K-1 Cluster Chair:

1. Implements Board policies, administrative regulations, and directives conveyed either in writing or orally

31.

2. Strives to maintain and improve professional knowledge and practice by such means as organization membership, participation in professional in-service, and continued academic preparation
3. Attends staff meetings and services on staff committees as required

Please confirm your understanding of the duties by signing this agreement and return it to CEO.

EMPLOYEE

Name: Ashley McCurry

Signature: Ashley McCurry

Address: 5517 Baptist Rd. Pgh PA 15236

Phone: 724 986-0895

Email: a.mccurry@YSWPCS.org

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

By _____

Title: CEO 9/28/2017

Signature: _____

August 19, 2016

Dear Ashley McCurry,

Congratulations! We are glad to offer you **the Cluster Head (K-1)** position at Young Scholars of Western Pennsylvania Charter School (YSWPCS). For fulfilling the duties of this position you will be compensated at **$2,000.00 (two thousand dollars only) in addition to your teaching responsibilities as an Elementary Teacher** for the 2016-2017 school year. In case there is any extra work required, CEO/Principal's pre-approval is necessary for payroll processing.

Primary Purpose:
Lead the K-1 team with the school teachers/teacher aides/support staff for delivery of quality educational programs, projects and services.

Major Responsibilities and Duties:

1) Run weekly meetings with the cluster teachers and keep the meeting notes on google doc.
2) Discuss academic curriculum on a regular basis to update/maintain curriculum to emerging needs of the students.
3) Discuss potential students with the team to be referred for intervention programs based on internal criteria.
4) Check lesson plans of the cluster teachers and give feedback.
5) Discuss Danielson Framework expectations and design plans to achieve distinguished levels for teacher expectations.
6) Share best practices on academic and communication issues.
7) Support new staff related to school duties.
8) Plans school trips and/or events regarding your own cluster.
9) Design lesson studies
   i) Prepare a lesson plan for a teacher.
   ii) Record the lesson
   iii) Discuss the lesson within the cluster afterwards.
10) Manage the implementation of PBIS/ Discuss and come up with a plan for general discipline issues within the cluster.
11) Assign and follow informal teacher visit, share with admin via google document.
12) Plan and conduct parent meetings in addition to parent teacher conferences.
13) Report to CEO weekly to summarize progress in aforementioned items.
14) Perform other duties as assigned by Administration.

Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Please confirm your understanding of the duties by signing this agreement and return it to CEO.

Employee Exhibit 2

EMPLOYEE

Name: Ashley McCurry

Signature : Ashley McCurry

Address:

5517 Baptist Rd

Pgh, PA 15236

Phone: 724 986-0895

Email: kintashley@yahoo.com

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

By KASIM BIYIKLI

Title: CEO/PRINCIPAL

Signature:

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA
Charter School

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website: www.yswpcs.org

August 23, 2017

Dear Sarah Richards,

Congratulations! We are glad to offer you the Cluster Head (Spanish Language) position in addition to your teaching responsibilities at YSWPCS. For fulfilling the duties of this position, you will receive an additional compensation of $2,400.00 for the 2017-2018 SY.

Foreign Language Cluster Coordinator Description:

Job Title: Spanish Language Cluster Coordinator
Qualifications: Being a Lead Teacher at the Spanish Language Cluster
Reports to: Principal & Supervisor for Curriculum and Instruction
Supervises: No specific supervisory function
Primary function: Leads the Spanish Language teachers and assistant teachers to go through inquiry processes to improve on our educational practices, and disseminate effective practices, and maintains order and clarity to the organizational needs of the Spanish Language Cluster

Performance responsibilities:
Instructional
Spanish Language Cluster Chair:

1. Monitors the instructional needs of the cluster
2. Meets with cluster members routinely to discuss issues related to the cluster thoroughness and efficiency
3. Makes recommendations regarding staff needs and assignments
4. Coordinates the tutorial/intervention needs of the cluster students
5. Supports cluster teachers in areas that they need help including but not limited to grading, pacing the instruction, and grouping students for instruction.
6. Provides mentorship to new members of the Cluster.
7. Shares best practices within the Cluster as well as with all staff.
8. Assist with the testing administration.
9. Evaluates test results of student achievement.

EXHIBIT
3

10. Recommends change of sections, groups, classes, or grade levels of students to better help the students' needs.
11. Facilitates the discussion and collection of the individual students' needs and makes recommendations to school wide student support team.
12. Become a mentor teacher in YSWPCS's induction program

Curriculum

Spanish Language Cluster Chair:

1. Conducts research in support of curriculum development needs
2. Facilitates the curriculum design process
3. Monitors the curriculum implementation process

Communication

Spanish Language Cluster Chair:

1. Facilitates the flow of information within her assigned area of responsibility
2. Makes recommendations regarding the resolution of conflict within her area of responsibility
3. Facilitates a strong parent communication at the cluster with all teachers' consensus
4. Facilitates well-organized and run Parent Teacher Conferences for the Cluster

Clerical

Spanish Language Cluster Chair:

1. Prepares budget recommendations for her area of responsibility
2. Monitors the purchase of materials and equipment appropriate for the delivery of instruction in the cluster
3. Prepares cluster reports as requested by the Supervisor of Curriculum and Instruction and Principal
4. Prepares agenda of the Cluster meetings.
5. Facilitates the creation and circulation of the minutes of the regular Cluster meetings.

Organizational Participation

Spanish Language Cluster Chair:

1. Plans and conducts cluster meetings
2. Participates in and prepares for coordination meetings
3. Serves on educational committees
4. Create an activity, event and field trip calendar for the Cluster

Related Professional Responsibilities

Spanish Language Cluster Chair:

1. Implements Board policies, administrative regulations, and directives conveyed either in writing or orally
2. Strives to maintain and improve professional knowledge and practice by such means as organization membership, participation in professional in-service, and continued academic preparation
3. Attends staff meetings and services on staff committees as required

Please confirm your understanding of the duties by signing this agreement and return it to CEO.

EMPLOYEE

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

By _____

Title: CEO

Signature: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA
Charter School

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August 23, 2017

Dear Alexandra Neely,

Congratulations! We are glad to offer you the Cluster Head (4-5) position in addition to your teaching responsibilities at YSWPCS. For fulfilling the duties of this position, you will receive an additional compensation of $2,400.00 for the 2017-2018 SY.

4-5 Cluster Coordinator Description:

Job Title: 4-5 Cluster Coordinator
Qualifications: Being a Lead Teacher at the 4-5 Cluster
Reports to: Principal & Supervisor for Curriculum and Instruction
Supervises: No specific supervisory function
Primary function: Leads the 4-5 teachers and assistant teachers to go through inquiry processes to improve on our educational practices, and disseminate effective practices, and maintains order and clarity to the organizational needs of the 4-5 Cluster

Performance responsibilities:
Instructional
4-5 Cluster Chair:

1. Monitors the instructional needs of the cluster
2. Meets with cluster members routinely to discuss issues related to the cluster thoroughness and efficiency
3. Makes recommendations regarding staff needs and assignments
4. Coordinates the tutorial/intervention needs of the cluster students
5. Supports cluster teachers in areas that they need help including but not limited to grading, pacing the instruction, and grouping students for instruction.
6. Provides mentorship to new members of the Cluster.
7. Shares best practices within the Cluster as well as with all staff.
8. Assist with the testing administration.
9. Evaluates test results of student achievement.
10. Recommends change of sections, groups, classes, or grade levels of students to better help the students' needs.

EXHIBIT
4

11. Facilitates the discussion and collection of the individual students' needs and makes recommendations to school wide student support team.
12. Become a mentor teacher in YSWPCS's induction program

Curriculum

4-5 Cluster Chair:

1. Conducts research in support of curriculum development needs
2. Facilitates the curriculum design process
3. Monitors the curriculum implementation process

Communication

4-5 Cluster Chair:

1. Facilitates the flow of information within her assigned area of responsibility
2. Makes recommendations regarding the resolution of conflict within her area of responsibility
3. Facilitates a strong parent communication at the cluster with all teachers' consensus
4. Facilitates well-organized and run Parent Teacher Conferences for the Cluster

Clerical

4-5 Cluster Chair:

1. Prepares budget recommendations for her area of responsibility
2. Monitors the purchase of materials and equipment appropriate for the delivery of instruction in the cluster
3. Prepares cluster reports as requested by the Supervisor of Curriculum and Instruction and Principal
4. Prepares agenda of the Cluster meetings.
5. Facilitates the creation and circulation of the minutes of the regular Cluster meetings.

Organizational Participation

4-5 Cluster Chair:

1. Plans and conducts cluster meetings
2. Participates in and prepares for coordination meetings
3. Serves on educational committees
4. Create an activity, event and field trip calendar for the Cluster

Related Professional Responsibilities

4-5 Cluster Chair:

1. Implements Board policies, administrative regulations, and directives conveyed either in writing or orally

2. Strives to maintain and improve professional knowledge and practice by such means as organization membership, participation in professional in-service, and continued academic preparation
3. Attends staff meetings and services on staff committees as required

Please confirm your understanding of the duties by signing this agreement and return it to CEO.

EMPLOYEE

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

By _____

Title: CEO

Signature: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA
Charter School

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August 23, 2017

Dear Destiny Day,

Congratulations! We are glad to offer you the Cluster Head (6-8) position in addition to your teaching responsibilities at YSWPCS. For fulfilling the duties of this position, you will receive an additional compensation of $2,400.00 for the 2017-2018 SY.

6-8 Cluster Coordinator Description:

Job Title: 6-8 Cluster Coordinator
Qualifications: Being a Lead Teacher at the 6-8 Cluster
Reports to: Principal & Supervisor for Curriculum and Instruction
Supervises: No specific supervisory function
Primary function: Leads the 6-8 teachers and assistant teachers to go through inquiry processes to improve on our educational practices, and disseminate effective practices, and maintains order and clarity to the organizational needs of the 6-8 Cluster

Performance responsibilities:
Instructional
6-8 Cluster Chair:

1. Monitors the instructional needs of the cluster
2. Meets with cluster members routinely to discuss issues related to the cluster thoroughness and efficiency
3. Makes recommendations regarding staff needs and assignments
4. Coordinates the tutorial/intervention needs of the cluster students
5. Supports cluster teachers in areas that they need help including but not limited to grading, pacing the instruction, and grouping students for instruction.
6. Provides mentorship to new members of the Cluster.
7. Shares best practices within the Cluster as well as with all staff.
8. Assist with the testing administration.
9. Evaluates test results of student achievement.
10. Recommends change of sections, groups, classes, or grade levels of students to better help the students' needs.

EXHIBIT
5

11. Facilitates the discussion and collection of the individual students' needs and makes recommendations to school wide student support team.
12. Become a mentor teacher in YSWPCS's induction program

Curriculum

6-8 Cluster Chair:

1. Conducts research in support of curriculum development needs
2. Facilitates the curriculum design process
3. Monitors the curriculum implementation process

Communication

6-8 Cluster Chair:

1. Facilitates the flow of information within her assigned area of responsibility
2. Makes recommendations regarding the resolution of conflict within her area of responsibility
3. Facilitates a strong parent communication at the cluster with all teachers' consensus
4. Facilitates well-organized and run Parent Teacher Conferences for the Cluster

Clerical

6-8 Cluster Chair:

1. Prepares budget recommendations for her area of responsibility
2. Monitors the purchase of materials and equipment appropriate for the delivery of instruction in the cluster
3. Prepares cluster reports as requested by the Supervisor of Curriculum and Instruction and Principal
4. Prepares agenda of the Cluster meetings.
5. Facilitates the creation and circulation of the minutes of the regular Cluster meetings.

Organizational Participation

6-8 Cluster Chair:

1. Plans and conducts cluster meetings
2. Participates in and prepares for coordination meetings
3. Serves on educational committees
4. Create an activity, event and field trip calendar for the Cluster

Related Professional Responsibilities

6-8 Cluster Chair:

1. Implements Board policies, administrative regulations, and directives conveyed either in writing or orally

2. Strives to maintain and improve professional knowledge and practice by such means as organization membership, participation in professional in-service, and continued academic preparation
3. Attends staff meetings and services on staff committees as required

Please confirm your understanding of the duties by signing this agreement and return it to CEO.

EMPLOYEE

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

By _____

Title: CEO

Signature: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA
Charter School

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website: www.yswpcs.org

August 23, 2017

Dear Nicole Eljoufri,

Congratulations! We are glad to offer you the Cluster Head (2-3) position in addition to your teaching responsibilities at YSWPCS. For fulfilling the duties of this position, you will receive an additional compensation of $2,400.00 for the 2017-2018 SY.

2-3 Cluster Coordinator Description:

Job Title: 2-3 Cluster Coordinator
Qualifications: Being a Lead Teacher at the 2-3 Cluster
Reports to: Principal & Supervisor for Curriculum and Instruction
Supervises: No specific supervisory function
Primary function: Leads the 2-3 teachers and assistant teachers to go through inquiry processes to improve on our educational practices, and disseminate effective practices, and maintains order and clarity to the organizational needs of the 2-3 Cluster

Performance responsibilities:
Instructional
2-3 Cluster Chair:

1. Monitors the instructional needs of the cluster
2. Meets with cluster members routinely to discuss issues related to the cluster thoroughness and efficiency
3. Makes recommendations regarding staff needs and assignments
4. Coordinates the tutorial/intervention needs of the cluster students
5. Supports cluster teachers in areas that they need help including but not limited to grading, pacing the instruction, and grouping students for instruction.
6. Provides mentorship to new members of the Cluster.
7. Shares best practices within the Cluster as well as with all staff.
8. Assist with the testing administration.
9. Evaluates test results of student achievement.
10. Recommends change of sections, groups, classes, or grade levels of students to better help the students' needs.

EXHIBIT
6

11. Facilitates the discussion and collection of the individual students' needs and makes recommendations to school wide student support team.
12. Become a mentor teacher in YSWPCS's induction program

Curriculum

2-3 Cluster Chair:

1. Conducts research in support of curriculum development needs
2. Facilitates the curriculum design process
3. Monitors the curriculum implementation process

Communication

2-3 Cluster Chair:

1. Facilitates the flow of information within her assigned area of responsibility
2. Makes recommendations regarding the resolution of conflict within her area of responsibility
3. Facilitates a strong parent communication at the cluster with all teachers' consensus
4. Facilitates well-organized and run Parent Teacher Conferences for the Cluster

Clerical

2-3 Cluster Chair:

1. Prepares budget recommendations for her area of responsibility
2. Monitors the purchase of materials and equipment appropriate for the delivery of instruction in the cluster
3. Prepares cluster reports as requested by the Supervisor of Curriculum and Instruction and Principal
4. Prepares agenda of the Cluster meetings.
5. Facilitates the creation and circulation of the minutes of the regular Cluster meetings.

Organizational Participation

2-3 Cluster Chair:

1. Plans and conducts cluster meetings
2. Participates in and prepares for coordination meetings
3. Serves on educational committees
4. Create an activity, event and field trip calendar for the Cluster

Related Professional Responsibilities

2-3 Cluster Chair:

1. Implements Board policies, administrative regulations, and directives conveyed either in writing or orally

2. Strives to maintain and improve professional knowledge and practice by such means as organization membership, participation in professional in-service, and continued academic preparation
3. Attends staff meetings and services on staff committees as required

Please confirm your understanding of the duties by signing this agreement and return it to CEO.

EMPLOYEE

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

By _____

Title: CEO

Signature: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA
Charter School

School Address:
600 Newport Dr.
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e-mail: info@yswpcs.org
website: www.yswpcs.org

August 23, 2017

Dear Christy Baldesberger

Congratulations! We are glad to offer you **the Title I Services Coordinator (TI)** position at Young Scholars of Western Pennsylvania Charter School (YSWPCS). For fulfilling the duties for this position you will be compensated at **$2,400.00 (two thousand four hundred dollars only) in addition to your teaching responsibilities as a program specialist (reading)** for the 2017-2018 school year.

GENERAL RESPONSIBILITIES

The Coordinator provides leadership that ensures compliance with federal regulations and promotes effective intervention programs to students across the division. Responsible for overseeing the Title I program's priorities, activities, and plans with general program leadership to ensure program efficiency, accountability, and concordance with division targets and improvement plans.

ESSENTIAL TASKS

- Provide leadership and advocacy for families and children served by these programs.
- Plan and implement curriculum/material development.
- Gather and disseminate Title I information/resources to the staff, and parents
- Communicate with administrators, parents, etc., regarding program concerns.
- Support the school in the implementation of Title I, Part A and the ESSA federal mandates.
- Provide workshops on the Title I program for parents and the community.
- Develop and conduct professional development activities.
- Perform related work as required.

EXHIBIT
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Please confirm your understanding of the duties by signing this agreement and return it to CEO.

EMPLOYEE

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

YOUNG SCHOLARS OF WESTERN PENNSYLVANIA CHARTER SCHOOL

By _____

Title: CEO

Signature: _____

YSWPCS BEHAVIOR SPECIALIST EMPLOYMENT AGREEMENT 2017-2018

THIS AGREEMENT is made this **4th day of August, 2017**, between Young Scholars of Western Pennsylvania Charter School, ("YSWPCS"), 600 Newport Dr., Pittsburgh, PA 15234, and **Christina Kostosky** at 5375 Hacienda Drive, Pittsburgh, Pa 15236 |(412) 867-1105 |ckostosky13@gmail.com, ("Employee").

WHEREAS, YSWPCS is a Pennsylvania charter school providing an option to the standard public schools and private schools furnishing an education to children in Southwestern Pennsylvania;

WHEREAS, upon the terms and subject to the conditions of this Agreement, the Employee is being employed as **a Behavior Specialist and Sped Paraprofessional** of YSWPCS for the **2017-2018** academic year;

WHEREAS, the parties acknowledge that the success of YSWPCS depends to a significant extent upon the Employee's commitment to providing a quality education; and

WHEREAS, the purpose of this Agreement is to provide for the terms and conditions of the Employee's employment by YSWPCS as a **Behavior Specialist and Sped Paraprofessional** for the **2017-2018** academic year;

NOW, THEREFORE, in consideration of the foregoing, and the mutual promises contained herein, YSWPCS and the Employee agree as follows:

1. **Employment.** YSWPCS hereby employs the Employee and the Employee accepts such employment, as **a Behavior Specialist and Sped Paraprofessional** of YSWPCS, for the 2017-2018 school year. The Employee represents and warrants to YSWPCS that the Employee is duly certified and accredited within the Commonwealth of Pennsylvania pursuant to the Department of Education and shall provide evidence of same to YSWPCS. Employment is contingent on completion and submission of all appropriate documentation, including but not limited to clearances, criminal background checks, I-9 and W-4 forms and any other forms or information reasonably required by YSWPCS.

2. **Term.** The term of this Agreement shall begin on **August 23, 2017** and shall end on **June 30, 2018** unless terminated in accordance with Sections 5, 6 or 7 below.

3. **Compensation.** The Employee shall be compensated and paid an annual salary of **$40,000.00**, which amount shall be paid in accordance with YSWPCS' compensation payment schedule between September 15, 2017 and August 31, 2018. The Employee is further provided standard benefits offered by YSWPCS, which are subject to modification, by YSWPCS from time to time. Benefits are listed in the employee handbook, which will be provided during the Professional Development in August. In the event of the termination of employment for any reason or for no reason, the Employee shall not, except for accrued and unpaid compensation, be entitled to compensation after termination.

Initial: CLK

EXHIBIT

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4. **Duties.** The Employee shall have those duties normally associated with that of a Employee, including but not limited to: classroom instruction, examination, grading, and student supervision, together with any other duties that may reasonably be assigned by the Administrators of YSWPCS. The requirements of employment shall include but not necessarily be limited to those listed on Exhibit I, attached hereto and incorporated herein. The Employee shall comply with all policies, standards, regulations or directives of YSWPCS from time-to-time established, and shall devote his or her full business time to such duties. The Employee shall report directly to the CEO/Principal or his designee. The Employee shall be familiar with and comply with the general, educational and personnel policies including the philosophies and goals of YSWPCS as amended from time to time.

5. **Termination with Cause.** This Agreement may be terminated immediately by YSWPCS in the event the Employee:

a. Fails to faithfully or diligently perform the provisions of this Agreement or the usual or customary duties of the Employee's employment;
b. Loses his or her certification, fails to conform to any other requirement of the PA State Department of Education or other governmental agency or otherwise is deemed unable to work in the Commonwealth of Pennsylvania;
c. Fails or refuses to comply with the policies, standards, regulations or directives of YSWPCS; or
d. Is convicted of or enters a guilty or no contest plea to any criminal felony charge.
e. Commits any other act or acts constituting incompetence, negligence, intemperance, cruelty or immorality.

In the event of a termination for cause, YSWPCS shall give written notice of termination to the Employee and the date of termination.

6. **Termination without Cause.** This Agreement may be terminated by YSWPCS without cause, provided that YSWPCS gives written notice of such termination to the Employee at least thirty (30) days prior to the date of such termination. In such event, the Employee need not continue in the employment of YSWPCS at the discretion of the Principal/CEO, but shall be paid compensation through the date of termination.

7. **Termination by the Employee.** This Agreement may be terminated by the Employee upon written notice to YSWPCS at least thirty (30) days prior to termination.

8. **Notice.** Any notice required or desired to be given hereunder shall be deemed given when deposited with the United States Postal Service, certified receipt requested, postage prepaid, addressed to the person to receive notice at his or her address as it appears herein, or such other address as may have theretofore been specified by such person in a notice pursuant hereto, or when personally delivered in writing to the other party.

9. **Governing Law.** The validity, construction, and interpretation of this Agreement on the rights and duties of the parties hereto shall be governed by and in accordance with the laws of the Commonwealth of Pennsylvania, without reference to choice of law rules.

Initial: CLK

10. **Severability.** The provisions of this Employment Contract are severable and independent, and if any word, phrase, clause or sentence of it is found to be illegal or unenforceable for any reason, the balance of this Employment Contract shall remain in full force and effect. In the event of any dispute arising hereunder, this Employment Contract shall not be interpreted for or against any party hereto on the ground that such party drafted or caused to be drafted this Employment Contract or any part hereof.

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto relating to the specific matter hereof. No variation or modification of this Agreement or waiver of any of the terms of the provisions hereof shall be deemed valid unless in writing and signed by all of the parties.

IN WITNESS WHEREOF, Young Scholars of Western PA CS and **Christina Kostosky** has executed this Agreement on the day and year first written above.

Because we need to be able to effectively plan for the school year we need to know whether you will be accepting this offer. Therefore, please sign and return this document to me by within **two (2) days of your receipt**. If you do not return the signed document by then this offer will expire and we will unfortunately have to seek someone else to fill your position.

Thank you in advance for your consideration and we look forward to working with you.

Young Scholars of Western PA CS

By Adam Oksuz 09/07/2017

Title: CEO

Signature: Adam Oksuz

Employee

Name: **Christina Kostosky**

Signature: Christina Kostosky

Address: 5375 Hacienda Dr

Phone: 412-867-1105

Email: CKostosky13@gmail.com

Initial: CL|C

Assistant School Counselor

Purpose: To help all students develop skills in the areas of personal/social growth, educational planning, and career and vocational development.

Primary Responsibilities:

- Assist in prompting interventions in the areas of: behavior management, conflict resolution, anger management, and peer interaction skills based on the treatment plan goals provided by the Behavior Specialist/ Counselor.
- Assist in providing personalized assistance to children with behavior disorders in the school based on prescribed needs.
- Collect daily data and document progress notes in a prescribed format on behavioral goals of the child and become part of the team to make programming adjustments as needed.
- Assist in teaching School's counseling and character education program (Positive Action).
- Become part of the team developing positive behavior support plans utilizing evidence-based interventions.
- Any other duties assigned by the administration.

Experience / Education Requirements:

Minimum Requirement:

- Bachelor's degree in a related human services field (Psychology, Social Work, Education, Criminal Justice, Sociology, Behavioral Health, etc.) with no previous work experience.

Credentialing Requirements:

- Bachelor's Degree OR Official College Transcript
- PA Child Abuse (Act 151) Clearance
- PA Criminal (Act 34) Clearance
- PA Department of Education Federal background clearance (FBI)
- TB screening
- Sexual Misconduct/ Abuse Disclosure Release (Act 168)

The position is fulltime with benefits. YSWPCS is an Equal Opportunity Employer.
Please apply today for immediate consideration!

EXHIBIT
9

JOB DESCRIPTION
IT Specialist
Employment Status: Fulltime Position
Responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Develop and implement a strategic vision for the use of technology in the school in both the academic and infrastructural systems.
- Support the carrying out of the school's strategic plan.
- Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program.
- Provide current, cutting-edge information to support decision-making on academic and administrative technology matters.
- Serve as the primary leader for the school's 1 to 1 computing initiative, developing rollout strategies, planning and conducting teacher training, and communicating with and presenting to students and parents as the program is launched.
- Partner with members of the community to articulate mission values and connections between ethics and technology.
- Champion changes in curriculum design and delivery in conjunction with administrators.
- In collaboration with the Principal or designee; oversee professional development of staff on the integration of technology into the curriculum.
- Ensure that all educators have access to the appropriate tools for 21 century learning.
- Focus on ensuring that network and other technology resources are used safely and responsibly rather than limiting access.
- Eliminate the status quo in order to implement new technology applications, best practices and supports.
- Assists with maintaining technology inventory for the building.
- Participate in appropriate in-service and workshop programs and attend any required meetings.
- Attends various events (e.g. meetings, conferences, training sessions, district information sessions, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
- Communicates technology related activities in a timely manner to all stakeholders.
- Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
- Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that

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systems are functioning properly and effectively in support of district administrative and educational operations.

- Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surpluses consistent with local, district and state regulations.
- Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
- Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
- Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required by district, state and/or federal regulations.
- Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.
- Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
- Tests technology applications, tools and programs for the purpose of assessing proposed products, programs or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions.