

Mountain Phoenix Community School

Organizational Structure & Hierarchy — Academic Year 2026-2027

Document Purpose: This editable draft outlines the formal structural hierarchy and departmental staff distribution for Mountain Phoenix Community School (MPCS). You can modify, add, or reassign roles within this document prior to performing your final PDF export and ADA compliance optimization passes.

Level 1: Governing Body

- **Governing Council (Board of Directors)**
 - Fulfills strategic institutional, fiduciary, and top-level operational oversight for the school community.
 - Direct lines of structural reporting branch out into Executive Educational Leadership.

Level 2: Executive Educational Leadership

Lower School Leadership

- **Melissa Kacel — *Director of Education for the Lower School***
 - Responsible for the direct oversight of the Lower School structural curriculum and specialized instructional staff.
 - Maintains executive alignment oversight for the Early Childhood academic branch.
 - Reports directly to Governing Council
 - Shared Leadership over Operations, Facilities, Business and Student Support

Upper School Leadership

- **Maggie Payne — *Director of Education for the Upper School***
 - Responsible for the direct oversight of the Upper School academic environment and secondary instructional staff.
 - Maintains executive alignment oversight for the Homeschool educational branch.
 - Reports directly to Governing Council
 - Shared Leadership over Operations, Facilities, Business and Student Support

Level 3: Assistant Directors & Shared Leadership

The following are under the direct report of the Directors of Education:

- **Suzanne Blette** — *Business Manager*
- **Julie Ortiz** — *Assistant Director of School Development (manages Operations)*
- **Joy Wegs** — *Assistant Director, Program Director for Early Childhood*
- **Sondra Lockett-Cameron** — *Communications, Marketing & Volunteerism Manager*

Level 3: Departmental Staff & Personnel Breakdowns

1. Lower School Department

Under the direct educational oversight of Melissa Kacel

- Curriculum Support Coordinators
- Lower School Lead Class Teachers
- Lower School Special Subjects Teachers
- Lower School Assistants

2. Early Childhood Department

Under the localized leadership of Joy Wegs (Assistant Director of Early Childhood)

- EC Lead Teachers
- EC Assistants
- Napping House Staff
- Seedlings

3. Operations Department

Managed and supported by Assistant Director, Julie Ortiz

- Main & Upper School Office Staff
- Health Office
- Attendance
- School Lunch Services
- After School Enrichment Programs

4. Homeschool Department

Under the localized leadership of Brooke Sassi (Assistant Director of Homeschool)

- HS Teachers
- HS Support Staff
- HS Assistant

5. Upper School Department

Under the direct educational oversight of Maggie Payne

- Curriculum Support Coordinator
- Upper School Lead Class Teachers
- Upper School Special Subjects Teachers

Cross-Functional School-Wide Support Services

The following centralized teams fulfill school-wide operational mandates, interfacing dynamically with and receiving referrals from the Lower School and Upper School branches:

Student Support Department

- Multi-Tiered Systems of Support (MTSS)
- Special Education (SPED)

Facilities Department

- Facilities Manager
- Maintenance Staff