

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Pond Cove Team Leader

QUALIFICATIONS: At least two years experience at Pond Cove
Demonstrated leadership abilities

REPORTS TO: Principal

SUPERVISES: NA

JOB GOAL: Contribute to communication and decision-making process to improve teaching and learning at Pond Cove School

PROFESSIONAL RESPONSIBILITIES:

- Schedule regular grade level meetings, using team process, including: agenda, facilitator, record keeper, and timekeeper.
- Keep any necessary team documentation.
- Organize and delegate how grade level team members will accomplish yearly tasks.
- Facilitate and coordinate grade level ordering process for supplies and materials.
- Attend and actively participate in Team Leader meetings and activities.
- Communicate team leader meeting information to grade level teams.
- As part of K-12 system, coordinate teaching activities and ideas related to curriculum requirements at grade level meetings.
- Help with coordinating annual grade level and school wide planning (timeline and calendar)
- Communicate grade level/school wide concerns to administration.
- Serve as contact person for substitute teachers.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. Pond Cove principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Pond Cove Student Support Team (SST) Member

QUALIFICATIONS:

Representation from following categories: Math Support Specialist, Instructional Strategiest, Reading Specialist, Guidance Counselor, Classroom Teacher (K-2, 3-4)

REPORTS TO: Principal

SUPERVISES: NA

JOB GOAL: Oversee Response to Intervention (RTI) process at Pond Cove

PROFESSIONAL RESPONSIBILITIES:

- Participate in weekly meetings
- Serve as individual student's Personal Learning Plan coordinators as directed
- Consult with classroom teachers, other specialists
- Oversee data collection for decision-making on screenings, individual plans

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. _____ will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Middle School Team Leader

QUALIFICATIONS:

1. Maine Department of Education certification as Teacher and other legal credentials required to be “Highly Qualified” according to State and Federal standards.
2. must be a middle school staff member with at least three years experience

REPORTS TO: middle school administration

SUPERVISES: grade (i.e., 5th, 6th, 7th, 8th) or subject (i.e., World Language, Allied Arts, Instructional Support), lead grade or team meetings, may lead grade level meetings with students and staff

JOB GOAL: To facilitate communication among team members and with members of other CEMS teams, act as liaison between administration and team member. The CEMS team leaders also communicate his/her team’s events to the community. Because of the goal of shared leadership with this position, this role is best served in a two-year revolving seat.

PROFESSIONAL RESPONSIBILITIES:

- Chair and run a weekly meeting with the team members to discuss team needs and deal with a variety of issues.
- Support team members
- Act as liaison as necessary with content leader for CIA work
- Assign team members to be the note takers for minute dissemination
- Coordinate the annual budget for the team
- Attend bi-weekly team leader meetings
- Act as the contact person for a number of issues that take place during the school day. An example would be when duties cannot be covered, trying to fill that need.
- Organize field trips, special events, assessments and the like for the grade/team.
- The team leader position requires providing leadership for the team. Also, when certain tasks need to be accomplished (i.e., such as assemblies), team leader delegates these tasks.
- Participates in shared leadership.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. Middle school administration will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: MS Student Support Team Leader

QUALIFICATIONS:

Education/Certification

1. Maine Department of Education certification as Teacher and other legal credentials required to be “Highly Qualified” according to State and Federal standards.

REPORTS TO: Middle School Administrator

SUPERVISES: Indirectly supervises teachers and Student Support Team members in the development of student learning plans and implementation of personalized learning plans

JOB GOAL: The SST Leader will organize all aspects of the SST, including communication, record keeping, training of staff, and coordination with Pond Cove and CEHS Student Support Teams.

PROFESSIONAL RESPONSIBILITIES: The Student Support Team Leader will:

- Schedule, coordinate and attend weekly meetings after school
- Support SST members and classroom teachers with the development of SLPs (student learning plans) and pre-referrals to SST team
- Notify parents of determinations made by the team (personalized learning plan)
- Keep official records of all students actively being served by the MS SST
- Coordinate with outside agencies, administrators, etc. as needed
- Oversee the personalized plan (PLP) with support of SST members and classroom teachers
- Communicate with classroom teachers and Instructional Support staff on an on-going basis in regards to progress of PLP.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Middle School Administration team will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Student Support Team Member

QUALIFICATIONS:

Education/Certification

1. Maine Department of Education certification as Teacher and other legal credentials required to be “Highly Qualified” according to State and Federal standards.

REPORTS TO: Building Administrator and MS Student Support Team Leader

SUPERVISES: Indirectly supervises teachers in the development of student learning plans and implementation of personalized learning plans

JOB GOAL: SST Members will actively participate on the team, representing the team as needed at grade level and staff meetings

- This includes communication with the staff regarding SST, specifically at grade level/team meetings

PROFESSIONAL RESPONSIBILITIES: Each member will:

- Attend weekly meetings after school
- Supports classroom teachers with the development of SLPs (student learning plans) and pre-referrals to SST team
- Report student progress to the SST
- Follow-up on students on the SST caseload on regular basis
- Monitor attendance, behavioral, and grade information about the student
- Oversee the personalized plan (PLP) with support of classroom teachers

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The middle school administration will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Department Chairs (Art, Science, English, Math, Social Studies, Technology, Foreign Language, Health/PE, Instructional Support)

QUALIFICATIONS: CEHS Teacher, strong organizational and communication skills

REPORTS TO: The Principal

SUPERVISES:

JOB GOAL: To coordinate the work of the department in furtherance of district and school goals.

PROFESSIONAL RESPONSIBILITIES:

To prepare and oversee the department's budget and spending.

To attend regular department chair meetings.

To coordinate the curriculum, instruction, and assessment work of the department in accordance with district and school goals and the learning needs of students.

To communicate with the Principal about issues of interest concerning the department.

To coordinate the work of the department connected to school events such as recognition evenings and other events.

To work cooperatively with other colleagues in other departments.

Other tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Director of Guidance

QUALIFICATIONS: Guidance counselor, strong organization and communication skills

REPORTS TO: The Principal

SUPERVISES:

JOB GOAL: To coordinate the work of the department in furtherance of district and school goals and the needs of students.

PROFESSIONAL RESPONSIBILITIES:

To prepare and oversee the department's budget and spending.

To attend regular department chair meetings.

To coordinate the delivery of Guidance services in order to meet the needs of students, consistent with district policies and school rules and practices.

To communicate with the Principal about issues of interest concerning the department.

To coordinate the work of the department connected to school events such as recognition evenings, open houses, parent meetings and other events.

To communicate with parents on a regular basis concerning the work of the department.

To work cooperatively with other colleagues in other departments.

Other tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Research Coordinator

QUALIFICATIONS:

1. Certified Librarian
2. Hold a valid state of Maine Criminal History Records Check Approval
3. An adult with strong organizational and communication skills who is able to manage budgets and the range of services and materials provided by the library (research skills training, multimedia equipment, books, research databases, place of quiet student study)

REPORTS TO: The Principal or Assistant Principal

SUPERVISES: The library staff and volunteers and the many students who make daily use of the library. The Research Coordinator also coordinates the work of the school's staff as it relates to research skills instruction and regularly updates the school's Research Handbook as a resource to support student research and to coordinate the work of the school's teachers.

JOB GOAL: The goals of the Research Coordinator are: 1) to coordinate the research-related work of the school's teachers to ensure that that work is supported and consistent so that students learn the research skills that will help them be college ready when they graduate, 2) to act as a department chair for the library, including attending department chair meetings, managing the budget, etc. 3) to advocate for the importance of coordinated research work for the benefit of student research-related learning.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the library's budget and spending
2. To attend regular department chair meetings
3. To coordinate the delivery of library services in order to meet the needs of students, consistent with district policies and school rules and practices
4. To communicate with the Principal about issues of interest concerning the department

Job Description
CEHS Research Coordinator

5. To communicate with parents on a regular basis concerning the work of the department
6. To work cooperatively with other colleagues in other departments on all matters related to and designed to support student research-related work, including ensuring that the resources of the library are in place to support those assignments, updating the Research Handbook on a regular basis, keeping the school's teachers aware of possible overlaps or gaps in student learning of research skills
7. To supervise the library's paid and volunteer staff
8. Other tasks as assigned by the Principal

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Senior Transition Project Coordinator

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval
2. CEHS teacher or staff member strongly preferred
3. An adult with strong organizational and communication skills who has successful experience making links between the community and school. Strong, positive relationships with parents and a network of established contacts with community members who might be open to having seniors work with them in a Senior Transition Project is strongly preferred.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

All seniors as they plan and then implement their Senior Transition Projects. The Coordinator also supervises the teaching staff who are acting as consultants and advisors to various seniors with respect to their projects.

JOB GOAL: The goals of the Senior Transition Project are: 1) to give seniors both the skills and practice with the skills that are necessary to develop a Senior Transition Project proposal involving work in the community for 2-3 weeks at the end of the senior's year, 2) to provide seniors with significant, real-life work experiences that can help inform their thinking about college and career, 3) to give seniors authentic experience speaking to an audience who will hear their report on the Senior Transition Project experience. The particular role of the Project coordinator is to successfully manage the multiple layers of communication between staff and students, students and potential employers, and students and the audience who hear students' report about their experiences.

Job Description
Cape Elizabeth Senior Transition Project Coordinator

PROFESSIONAL RESPONSIBILITIES:

1. To act as ambassadors for the STP project with the school's teachers and with parents and potential employers.
2. To create and update an STP handbook.
3. To communicate STP guidelines to students.
4. To work with and guide senior students who may be having difficulty generating project ideas or taking the steps necessary to plan their projects.
5. To keep thorough and complete records related to the senior project proposals, the teachers who are acting as senior advisors, and the schedule of STP presentations at the end of the project.
6. To monitor senior performance on Projects and handle difficult issues that might involve:
1) projects that are not meeting student expectations or 2) students who are not meeting project supervisor expectations
7. To arrange appropriate publicity for the Senior Transition Project so that the public is receiving an impression of the project that reflects the true range of the types of projects and the value of those projects.
8. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the STP project.
9. Other duties assigned by the Principal

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Response to Intervention Team Member

QUALIFICATIONS: Per professional standards

REPORTS TO: Principal and Assistant Principal

SUPERVISES: none

JOB GOAL: Provide targeted instruction for identified struggling learners

PROFESSIONAL RESPONSIBILITIES:

1. Identify students requiring additional help to meet standards
2. Create a plan of intervention
3. Collect required data to track student progress
4. Monitor student progress for 30 days
5. Work collaboratively with teachers and other school members
6. Attend all scheduled meetings
7. Perform all other related duties as required by Supervisor

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. An administrator will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT
Job Descriptions - Co-Curricular

TITLE: Certification Committee Representative

QUALIFICATIONS:

- 1) Teacher or educational specialist holding a State of Maine Professional certificate with at least three (3) years of experience working in Cape Elizabeth Schools.
- 2) Working knowledge of information included in the Cape Elizabeth School Department Teacher Certification Renewal Plan (Revised November 2009)
- 3) Strong organizational and communication skills.

REPORTS TO: District Certification Committee Chair

SUPERVISES: Works with all teachers and educational specialists within the building s/he represents to assist with certification renewal requirements.

JOB GOAL: To ensure that all teachers and educational specialists employed by the Cape Elizabeth School Department are certified for the position they hold, supply answers to questions they may have about certification renewal, and provide assistance as needed in the certification renewal process.

PROFESSIONAL RESPONSIBILITIES:

1. To attend monthly meetings with the full certification committee.
2. To maintain up-to-date information on the local certification plan and the responsibilities entailed in committee membership.
3. Keep updated with changes in the Maine Department of Education State Board's Rules and Regulations governing certification.
4. To become familiar with the training required to become a mentor.
5. To annually assign mentors to all teachers and educational specialists working with a Provisional, Conditional or Targeted Need certificate or Transitional endorsement as required by State law. These assignments will be made from an up-to-date list, kept by the certification committee chair, of educators trained and available to be mentors. After the assignments are made, the list will be forwarded to the Superintendent for presentation to the School Board for approval.
6. To assist teachers and educational specialists, as needed, in preparing renewal plans and any other paperwork required for certification renewal.

Job Description
Certification Committee Representative

7. To review and consider for approval all Teacher Action Plans, Professional Renewal Plans and Pre-approval forms submitted for initial approval.
8. To return any plan or pre-approval form deemed incomplete or inadequate to the teacher or educational specialist in the building s/he represents and meet with that individual to explain the required revision.
9. To review and make a decision about approval of completed Teacher Action Plans, Professional Renewal Plans, and related paperwork and make recommendations in a timely manner to the Commissioner of the Maine Department of Education regarding certification renewal.
10. All decisions regarding certification renewal recommendations will be made by a majority vote of the five voting members of the Certification Committee. The decisions will be based on the requirements as stipulated in the local certification document and the Maine Department of Education State Board's Rules and Regulations governing certification.
11. Other tasks as assigned by the Certification Committee Chair

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Certification Chair will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Certification Mentor

QUALIFICATIONS:

- 1) Certified teacher with at least three (3) years of experience working as an educator, two (2) of which must be in Cape Elizabeth Schools.
- 2) Must hold a valid State of Maine Professional level teach or educational specialist certificate.
- 3) Training to become a mentor.
- 4) Strong organizational and communication skills.

REPORTS TO: District Certification Committee Chair

SUPERVISES: One or more beginning educators as assigned by the certification chair.

JOB GOAL: To facilitate the growth of a beginning educator by acting as a coach, encouraging and modeling reflection, helping him/her to develop a Teacher Action Plan to achieve goals around career and professional development based on Maine's Initial Teaching Standards, connecting with others who can enhance his or her growth or development, and assisting the beginning education in other ways necessary to meet all State of Maine requirements for Professional teacher/educational specialist certification.

PROFESSIONAL RESPONSIBILITIES:

1. To meet regularly (weekly) with the beginning educator to answer questions and assist him/her as deemed appropriate.
2. To problem solve and provide emotional support to the beginning educator.
3. To assist the beginning educator in developing a Teacher Action Plan (TAP) based on at least one full period of observation and review and discussion of the State of Maine Teacher Standards.
4. To assist with issues such as effective planning and instruction, differentiation, curriculum, assessment and student achievement.
5. To communicate effectively with the beginning educator and certification committee chair.
6. To observe the beginning educator in his or her classroom and provide both oral and written feedback at least three times during the school year.
7. To collect observational data on techniques such as: class traffic, verbal flow, interaction analysis, selective verbatim, global scan, at task, or other non-evaluative, objective observation techniques.

Job Description
Certification Mentor

8. To provide written reports on the beginning educator's progress to the certification committee chair three times a year (November, February and May).
9. To always maintain confidentiality. Mentor observations are for certification purposes only and never for employment evaluation.
10. To establish a file of relevant materials on the work done with the beginning educator and have it available for review by the certification committee chair upon request. This file should include such things as observations and comments, teacher materials pertinent to classes (e.g. schedules), and examples of materials used in class.
11. Other tasks as assigned by the Certification Committee Chair

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Certification Chair will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010