

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Achievement Center Coordinator

QUALIFICATIONS:

1. **Education/Certification:** Bachelor's degree.
2. **Special Knowledge/Skills:**
 - a. Knowledge of PC and MAC Operating Systems.
 - b. Knowledge of basic computer hardware.
 - c. Knowledge of basic computer printing devices.
 - d. Basic knowledge of the following software packages:
 - Microsoft Office
 - ClarisWorks/AppleWorks 5.0
 - Netscape Communicator
 - E-Mail software
 - e. Ability to communicate verbally and in writing.
 - f. Ability to work with people.
 - g. Ability to work independently in solving problems.
 - h. Knowledge of basic networking concepts.
 - i. Knowledge of educational and business software applications in relation to software/hardware interactions.
 - j. Strong organizational skill.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: High School Principal and Technology Coordinator

JOB GOAL: To coordinate the implementation of the High School Achievement Center with particular focus on the technology included in the Center.

PERFORMANCE RESPONSIBILITIES:

The duties of the Achievement Center Coordinator will include but not be limited to the following:

1. Provide technical support for PLATO software and associated hardware. Work with vendor to solve issues that arise regarding PLATO and schedule any necessary professional training under the terms of contract.

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2. Organize and coordinate staff (including volunteer staff) and student schedules so that the Achievement Center best fits the needs of students.
3. To the extent PLATO software is the direct deliverer of academic instruction for students, use tools within PLATO to identify the areas of instruction that are most needed and to set and monitor goals for coverage and achievement consistent with those goals.
4. To act as the ambassador and advocate for the Achievement Center with students, staff, and the community. To coordinate the staff's effort to solicit community volunteers, as appropriate, to help address the needs of students, including writing conferences, that can best be met using the tools of the Achievement Center.
5. To gather appropriate data, and prepare appropriate reports, for the Principal, the School Board, and the public concerning the successes and failures of the Achievement Center in meeting the academic needs of the students.
6. To work with the other Achievement Center staff to create and maintain in the Achievement Center a structured, studious, supportive environment.
7. To provide input and advice to the Principal in connection with preparing a budget for the Achievement Center that will allow it to address the needs of students.
8. To assist the Principal in creating an Achievement Center Planning Advisory Board that will include students, staff, parents, and the community and will review Achievement Center plans and programs and set directions for the future.
9. To work with the District Technology Coordinator to plan and implement technology and software-related training for the CEHS faculty and staff to take place within the Achievement Center on an ongoing basis.
10. Other responsibilities consistent with the successful implementation and operation of the Achievement Center as identified by the Principal.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

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Achievement Center Coordinator (continued)

195 work days. Compensation in accordance with recommendations established by the Superintendent of Schools.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal in consultation with the Technology Coordinator will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle 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.

School Board Approved: October 10, 2006