

CAPE ELIZABETH SCHOOLS

Administrative & Student
CO-CURRICULAR
JOB DESCRIPTION
drafts

for SCHOOL BOARD
2010-11 SCHOOL YEAR

**CO-CURRICULAR
ADMINISTRATIVE STIPEND POSITIONS**

Pond Cove School (K-4)
Team Leader
Student Support Team members
Middle School (5-8)
Team Leader
Team Facilitator - Allied Arts
MS Student Support Team Members
High School
Department Head
Department Head Guidance
Department Head Research Coordinator
Senior Transition Project Coordinator
HS Student Support Team (RTI) Members
District
Certification Committee Representative
Certification Mentor

**CO-CURRICULAR
STUDENT ACTIVITY STIPEND POSITIONS**

Middle School (5-8)
Chorus (5-6 and 7-8)
Drama
Instrumental Music
Math Team (5-6 and 7-8)
Debate
Speech
Variety Show
Yearbook
Chess
Environmental Club
News Crew
High School
Freshman Advisor
Sophomore Advisor
Junior Advisor
Senior Advisor
Booktalk
Drama-Fall performance
Drama-Spring performance
Theater Class productions
Theater Management
Theater Assistant
Music Director for Musical
Technical Director (set design)
Gay-Straight Alliance
Jazz Band I
Jazz Band II
Jazz Band III
Jazz Combo I & II
Literary Magazine
Math Team
Mock Trial
Natural Helpers <i>(drug free funds)</i>
Robotics Team
Science Olympiad
Speech
Student Advisory Council (SAC)
Visual Arts (1st & 2nd semesters)
National Honor Society Advisor
District Wide
Special Olympics
Web Master

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:

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:

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:

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:

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:

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:

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:

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:

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:

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:

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:

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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Chorus – Grades 5 & 6

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Must be organized, have the ability to multi-task, be strong in classroom management, and have strong music skills

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES: Supervises up to 20 students during approximately 100 rehearsals, four days a week (7:00 a.m.-7:45 a.m, Tues-Fri mornings) Approximately 40 fifth & sixth grade students participate in our choral program.

JOB GOAL: The goal of the choral program is to provide an opportunity for students to:

1. Learn to sing with good vocal technique (examples would include correct posture, awareness of vocal registers, ability to use them, breath support, diction etc.)
2. Musical skills: Music literacy (reading pitches and rhythms) following a choral score, matching pitch patterns, singing in harmony, keeping steady beat, singing in tune.
3. Gain a wide variety of musical experiences through quality musical literature of various time periods, composers, genres and style.
4. Establish basic musicianship skills that are required to participate in any musical ensemble such as: rules of etiquette, rehearsal practices, part singing, performance expectations, collaboration and cooperation.
5. Build skills and understanding of choral traditions and techniques such as music literacy, listening skills, singing in different languages, following a conductor, standard repertoire, historical/cultural origins and traditions of the music.
6. Provide an outlet for musical expression
7. Provide an opportunity to perform for peers and the public
8. Contribute to the community by performing for seniors (Village Crossing), parents and students at concerts, general public (Portland Pirates Game)
9. Provide choral enrichment opportunities beyond Cape Elizabeth Middle School (Southern Maine Honors Festival)

PROFESSIONAL RESPONSIBILITIES:

- Prepare for between 4-6 evening performances per year
- Accompany students to sing the National Anthem at a Portland Pirates Game/ Organize the trip
- Accompany students at the Middle School Honors Festival auditions which take place after school
- Attend the Honors Festival with students which includes a Saturday
- Work with kids outside of class to prepare for the festival
- Outside of class this position also requires a great deal of preparation, searching for and preparing music for performances and also working with accompanists.

Job Description
Director of Instructional Support (continued)

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 building 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Chorus – Grades 7 & 8

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Must be organized, have the ability to multi-task, be strong in classroom management, and have strong music skills

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES: Supervises approximately 20 to 25 students in grades 7 & 8 during evening performances, a Portland Pirates game, and during Honors Festival. Approximately 30 seventh & eighth grade students participate in our choral program.

JOB GOAL: The goal of the choral program is to provide an opportunity for students to:

1. Learn to sing with good vocal technique (examples would include correct posture, awareness of vocal registers, ability to use them, breath support, diction etc.)
2. Musical skills: Music literacy (reading pitches and rhythms) following a choral score, matching pitch patterns, singing in harmony, keeping steady beat, singing in tune.
3. Gain a wide variety of musical experiences through quality musical literature of various time periods, composers, genres and style.
4. Establish basic musicianship skills that are required to participate in any musical ensemble such as: rules of etiquette, rehearsal practices, part singing, performance expectations, collaboration and cooperation.
5. Build skills and understanding of choral traditions and techniques such as music literacy, listening skills, singing in different languages, following a conductor, standard repertoire, historical/cultural origins and traditions of the music.
6. Provide an outlet for musical expression
7. Provide an opportunity to perform for peers and the public
8. Contribute to the community by performing for seniors (Village Crossing), parents and students at concerts, general public (Portland Pirates Game)
9. Provide choral enrichment opportunities beyond Cape Elizabeth Middle School (Southern Maine Honors Festival)

PROFESSIONAL RESPONSIBILITIES:

- Prepare for between 4-6 evening performances per year
- Accompany students to sing the National Anthem at a Portland Pirates Game/ Organize the trip
- Accompany students at the Middle School Honors Festival auditions which take place after school
- Attend the Honors Festival with students which includes a Saturday
- Work with kids outside of class to prepare for the festival
- Outside of class this position also requires a great deal of preparation, searching for and preparing music for performances and also working with accompanists.

Job Description
Director of Instructional Support (continued)

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 building 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Drama Director

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Hold an appreciation of the theater, some experience, enthusiasm, commitment, patience, and an understanding of the school culture as well as the ability to work with the age group.

REPORTS TO: Middle School Administration Team

SUPERVISES: Students interested in participating in the fall drama production and the spring musical. This includes actors, tech/stage crews and volunteer parents. The fall drama production typically involves 45 to 50 students, while 75 to 80 students participate in the spring musical.

JOB GOAL: To provide a safe and encouraging atmosphere where students can learn about the theater. In addition, providing valuable experience and exposure to public speaking/performing.

PROFESSIONAL RESPONSIBILITIES: Responsibilities include, but are not limited to, teaching about the theater, working as a team, helping students to interpret and understand the written word as well as music, stage presence and how to project, building and moving sets, appreciating each other and student well being and safety.

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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Instrumental Music Instructor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Background in music with experience in teaching jazz improvisation.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES: Jazz Band enrollment: 25-30 students (7th & 8th grade)

Jazz Class: 12-15 students (7th & 8th grade)

Honors Festival: 5-15 students

Memorial Day Parade: 150 students

JOB GOAL: These groups provide extra opportunities for interested student over and above the normal band classes during the school day. They allow some students to have additional performance experience.

The Memorial Day parade allows the students to give back to the community and develop community pride. (Doing something for others)

PROFESSIONAL RESPONSIBILITIES: Teaching of before and after school instrumental groups to include:

- Jazz band(s) rehearsals and performances
- 7th grade Jazz Class
- Taking students to Honors Festival auditions and the festival (involves 2 bus trips)
- Memorial Day Parade
- Evening Concerts, Instrument Rental Night

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 Administrative 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Math Coach

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Strong Math Skills, patience

REPORTS TO: CEMS Administration

SUPERVISES: Math Team participants

- 5th and 6th Team: 10 to 20 students
- 7th & 8th Grade Team: 10 to 20 students

JOB GOAL: Students practice math/logic skills solving problems. There are competitions throughout the year, but as with any middle school activity, participation is the goal.

PROFESSIONAL RESPONSIBILITIES: The math team coach needs to communicate with parents and students to inform them when the practices are to be held (some students only attend with parental prompting). There is a fee to participate in the meets. The math coach also must communicate with the coordinator of the math meets for the Greater Portland area. The coach needs to arrange for transportation to and from the meets. There are four meets throughout the school year, with three of these meets following outside the school day.

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 building 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Debate Team Coach

QUALIFICATIONS: The debate coach needs to have a sound understanding of the policy debate format. Additionally, solid research skills are necessary to support students in the planning phase of their debates.

REPORTS TO: Building Administrator and the Triple C Middle School Speech and Debate Coordinator

SUPERVISES: The number of participants varies from eight to 12 students. The coach is responsible for supervision of these students during weekly practices and monthly meets. Three meets will take place in other schools requiring the team to take a school bus.

JOB GOAL: By participating in the program, students gain valuable public speaking experience in settings other than our own school, for audiences beyond their teachers and classmates. Because debating is a form of competition, students are motivated to strengthen their research and communication skills, and hone social skills. Students also gain valuable feedback through the competition process which informs practices.

PROFESSIONAL RESPONSIBILITIES: The debate coach is responsible for providing appropriate feedback relating to the debate process, and planning debate practices which meet the needs of each debate team. The coach will need to communicate with students and parents regularly to advertise for participants, determine practice times, and coordinate away meets as well as the “home” meet. Additionally, the debate coach will need to attend an annual Spring meeting with the other debate coaches in the Triple C league.

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 building 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Speech Team Coach

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. The speech coach should have an in depth understanding of quality public speaking skills in the following genres: Oratorical Declamation, Original Declamation, Poetry, Storytelling and Drama.

REPORTS TO: Middle School Administrator and the Triple C Middle School Speech and Debate Coordinator

SUPERVISES: The number of participants varies from eight to 12 students. The coach is responsible for supervision of these students during weekly practices and monthly meets. Three meets will take place in other schools requiring the team to take a school bus.

JOB GOAL: By participating in the program, students gain valuable public speaking experience in settings other than our own school, for audiences beyond their teachers and classmates. Students gain valuable feedback through the competition process which informs practices. The speech coach is responsible for assisting students in utilizing feedback to refine public speaking skills. This is a highly individualized process.

PROFESSIONAL RESPONSIBILITIES: The speech coach is responsible for providing appropriate feedback relating to public speaking skills, and planning practices which meet the needs of each speaker. The coach will need to communicate with the CEMS debate coach, students and parents regularly to advertise for participants, determine practice times, and coordinate away meets as well as the “home” meet. Additionally, the speech coach will need to attend an annual Spring meeting with the other coaches in the Triple C league.

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 building 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Student Council Advisor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Must be organized
3. Have the ability to multi-task
4. Must be strong in classroom management

REPORTS TO:

Building Principal or Assistant Principal

SUPERVISES:

Supervises anywhere between 30 and 50 students at weekly meetings, 5th & 6th grade socials (3-4 per year), and 7th & 8th grade dances (four dances per year)

JOB GOAL:

To provide students with the opportunity to play a leadership role in their school. To run a number of successful fundraisers for both the school and various charities.

PROFESSIONAL RESPONSIBILITIES:

- Conduct themselves in an appropriate professional manner, serving as a role model for the student council members
- To encourage students to be strong role-models for the rest of the student body
- To assist students with the creation and implementation of fundraisers
- To supervise all socials and 7th/8th grade dances
- Be the contact person for the outside charity organizations that we work with

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 building 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Variety Show Advisor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Hold an appreciation of the theater, some experience, enthusiasm, commitment, patience, and an understanding of the school culture as well as the ability to work with the age group.

REPORTS TO: Middle School Administration Team

SUPERVISES: Students interested in participating in the winter variety show. This includes performers, tech/stage crews and volunteer parents. The variety show typically involves anywhere between 40 to 70 students.

JOB GOAL: To provide a safe and encouraging atmosphere where students can learn about the theater. In addition, providing valuable experience and exposure to public speaking/performing.

PROFESSIONAL RESPONSIBILITIES: Responsibilities include, but are not limited to, teaching about the theater, working as a team, helping students to interpret and understand the written word as well as music, stage presence and how to project, building and moving sets, appreciating each other and student well being and safety.

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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Yearbook Advisor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Must be organized.
3. Should be familiar with cameras and proper photo-taking techniques.
4. Should be comfortable with computers, familiar with iPhoto, and willing to learn proprietary yearbook software.
4. Must have the ability to multi-task.
5. Must have the ability to meet deadlines even if it necessitates working extra hours to meet them.

REPORTS TO:

Building Principal or Assistant Principal.

SUPERVISES:

Yearbook Club members: 5 – 30 students. (Open to students in grades 5 – 8)

JOB GOAL:

- To pre-sell a large number of yearbooks.
- To include as many photos of students as possible in the yearbook.
- To document significant events in the school year with photos and include such in the yearbook.
- To produce a quality yearbook by the end of the school year.

PROFESSIONAL RESPONSIBILITIES:

- To instruct students on proper photo-taking techniques.
- To encourage student involvement in photo-taking of school events.
- To instruct students on a variety of software used, including iPhoto and the proprietary yearbook software.
- Provide students the opportunity for students to leave their mark.
- Provide students an opportunity to get involved.

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 building 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Chess Team Coach

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval.
2. Understand the game of chess, patience

REPORTS TO: Middle School administration

SUPERVISES: 5th through 8th grade students who participate in the chess team.

JOB GOAL: Students learn the game chess through practice, and learn the vocabulary of the game. There are competitions throughout the year, but as with any middle school activity, participation is the goal.

PROFESSIONAL RESPONSIBILITIES: The chess team coach needs to communicate with parents and students to inform them when the practices are to be held. The students use a chess program on the computer.

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. A middle school 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: CEMS Environmental Club Advisor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval
2. CEMS teacher or staff member strongly preferred
3. An adult with strong organizational and communication skills.

REPORTS TO: Middle School administration

SUPERVISES: Middle School students interested in participating.

JOB GOAL: To inspire members to work effectively together in a fun environment that encourages students' communication and problem-solving skills to promote environmental education in Cape Elizabeth.

PROFESSIONAL RESPONSIBILITIES: Responsibilities include, but are not limited to, overseeing and helping to coordinate students' efforts to promote environmental education in the Cape Elizabeth School community.

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:

CAPE ELIZABETH SCHOOL DEPARTMENT
Job Descriptions - Co-Curricular

TITLE: CEMS News Crew

QUALIFICATIONS: Hold a valid state of Maine Criminal History Records Check Approval.

REPORTS TO: Middle School administration

SUPERVISES: 5th through 8th grade students who choose to participate on the news crew.

JOB GOAL: Students create newscasts. Students selected topics (questionable ones require administrative approval) and are responsible for writing, filming, and editing.

PROFESSIONAL RESPONSIBILITIES: The news crew advisors communicate with students to inform them when the meetings are to be held. The advisors will assist students in the newscast creation process. The students use a video cameras to film story content and will use word processing, video/sound editing programs on the computer.

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. A middle school 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Freshman Class Advisor

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 demonstrated ability to work effectively with adolescents

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Freshman Class Advisor supervises the elected freshman class officers to organize fundraising activities and encourage participation in school spirit activities.

JOB GOAL: The goal of the Freshman Class Advisor is to: 1) support the class officers in organizing and problem solving related to various fundraising events, 2) encourage and provide instruction to the class officers towards the development of their leadership, organizational, and problem solving skills. The advisor also works with the class officers to encourage the spirited involvement of freshmen in school events and activities.. The fundraising focus freshman year is critical in positioning the class to be in a good situation heading into junior and senior years with respect to staging costly activities such as the prom and graduation-related events.

PROFESSIONAL RESPONSIBILITIES:

1. To oversee the accurate and timely deposit and expenditure of funds from the Freshman class student activities account.
1. To meet on a regular basis (usually at least every other week) with the class officers to help them organize activities to raise funds for the class.
2. To work with the class officers to encourage their classmates' participation in school activities and events.

Job Description
Cape Elizabeth High School Freshman Class Advisor

3. To coordinate the calendaring of events with the advisors to the SAC, and the Sophomore, Junior, and Senior classes.
4. To meet occasionally with the entire class to encourage their participation in school activities and events.
5. To coordinate the logistics (transportation, school facilities use, etc.) of class events with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
6. To communicate with the Principal concerning matters connected to the Freshman class.
7. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Sophomore Class Advisor

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 demonstrated ability to work effectively with adolescents

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Sophomore Class Advisor supervises the elected sophomore class officers to organize fundraising activities and encourage participation in school spirit activities.

JOB GOAL: The goal of the Sophomore Class Advisor is to: 1) support the class officers in organizing and problem solving related to various fundraising events, 2) encourage and provide instruction to the class officers towards the development of their leadership, organizational, and problem solving skills. The advisor also works with the class officers to encourage the spirited involvement of sophomores in school events and activities. For the past several years, the sophomore class has organized the usually annual Winterfest activities. The fundraising focus sophomore year is critical in positioning the class to be in a good situation heading into junior and senior years with respect to staging costly activities such as the prom and graduation-related events.

PROFESSIONAL RESPONSIBILITIES:

1. To oversee the accurate and timely deposit and expenditure of funds from the Sophomore class student activities account.
1. To meet on a regular basis (usually at least every other week) with the class officers to help them organize activities to raise funds for the class.

Job Description
Cape Elizabeth High School Sophomore Class Advisor

2. To work with the class officers to encourage their classmates' participation in school activities and events.
3. To work with class officers to organize Winterfest activities, meeting more frequently as necessary to accomplish that task and to coordinate this project with other class advisor and student leaders.
4. To coordinate the calendaring of events with the advisors to the SAC, and the Freshman, Junior, and Senior classes.
5. To meet occasionally with the entire class to encourage their participation in school activities and events.
6. To coordinate the logistics (transportation, school facilities use, etc.) of class events with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
7. To communicate with the Principal concerning matters connected to the Sophomore class.
8. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Junior Class Advisor

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 demonstrated ability to work effectively with adolescents

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Junior Class Advisor supervises the elected sophomore class officers to organize fundraising activities and encourage participation in school spirit activities.

JOB GOAL: The goal of the Junior Class Advisor is to: 1) support the class officers in organizing and problem solving related to various fundraising events, 2) encourage and provide instruction to the class officers towards the development of their leadership, organizational, and problem solving skills. The advisor also works with the class officers to encourage the spirited involvement of juniors in school events and activities. For the past several years, the junior class has organized the usually annual Homecoming or Spirit Week activities. Fundraising in the junior year, in combination with funds raised in the previous two year, should put the junior class in a good position to help the prom and senior-year events.

PROFESSIONAL RESPONSIBILITIES:

1. To oversee the accurate and timely deposit and expenditure of funds from the Sophomore class student activities account.
1. To meet on a regular basis (usually at least every other week) with the class officers to help them organize activities to raise funds for the class.

Job Description
Cape Elizabeth High School Sophomore Class Advisor

2. To work with the class officers to encourage their classmates' participation in school activities and events.
3. To work with class officers to organize Winterfest activities, meeting more frequently as necessary to accomplish that task and to coordinate this project with other class advisor and student leaders.
4. To coordinate the calendaring of events with the advisors to the SAC, and the Freshman, Junior, and Senior classes.
5. To meet occasionally with the entire class to encourage their participation in school activities and events.
6. To coordinate the logistics (transportation, school facilities use, etc.) of class events with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
7. To communicate with the Principal concerning matters connected to the Sophomore class.
8. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Senior Class Advisor

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 demonstrated ability to work effectively with adolescents

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Senior Class Advisor supervises the elected senior class officers to organize fundraising activities and encourage participation in school spirit activities.

JOB GOAL: The goal of the Senior Class Advisor is to: 1) support the class officers in organizing and problem solving related to various fundraising events, 2) encourage and provide instruction to the class officers towards the development of their leadership, organizational, and problem solving skills. The advisor also works with the class officers to encourage the spirited involvement of seniors in school events and activities. For the past several years, the senior class has organized the usually annual Homecoming or Spirit Week activities. Fundraising in the senior year, in combination with funds raised in the previous two year, should put the senior class in a good position to help the senior-year end-of-year and graduation-related events.

PROFESSIONAL RESPONSIBILITIES:

1. To oversee the accurate and timely deposit and expenditure of funds from the Senior class student activities account.
2. To meet on a regular basis (usually at least every other week) with the class officers to help them organize activities to raise funds for the class.

Job Description
Cape Elizabeth High School Senior Class Advisor

3. To work with the class officers to encourage their classmates' participation in school activities and events.
4. To work with class officers to support school spirit leadership by the members of the senior class.
5. To coordinate the calendaring of events with the advisors to the SAC, and the Freshman, Sophomore, and Junior classes.
6. To meet occasionally with the entire class to encourage their participation in school activities and events.
7. To work with the class officers and other interested students in planning for and arranging all Senior Celebration and graduation details.
8. To coordinate the logistics (transportation, school facilities use, etc.) of class events with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
9. To communicate with the Principal concerning matters connected to the Junior class.
10. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Booktalk Advisor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval
2. CEHS teacher or staff member preferred
3. An adult with strong organizational and communication skills who is familiar with fiction and non-fiction literature of interest to adolescents and the techniques of effectively leading conversations about books.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Booktalk advisor supervises a group of student and adults who meet four times per year to discuss books that have been selected by the advisor after considering book reviews and the reactions of adults and students who have read books under consideration for discussion. The advisor also trains and prepares either adult or student book discussion leaders

JOB GOAL: The goal of Booktalk is to encourage students to read books and to model through facilitated discussions the power of the ideas in books and the joys of learning through reading. The impetus behind Booktalk is twofold: 1) to counteract statistics that show the percentage of adolescents who read for pleasure is on the decline, 2) to persuade students with hyperstructured lives that reading can be fun and it is worth taking the time to read. Booktalk also legitimizes the “closet” readers who are often less involved in organized school activities than many students.

PROFESSIONAL RESPONSIBILITIES:

1. To review book reviews and other sources to identify books to be included in a menu of book offerings
2. To partner with the literacy teacher to organize events to promote book-reading by Cape Elizabeth High School students

Job Description
Cape Elizabeth High School Booktalk Advisor

3. To act as an ambassador to other teachers (particularly English teachers) to encourage them to encourage students to participate in Booktalk discussions
4. To purchase the books selected for discussion
5. To communicate Booktalk activities and discussions and books available for reading
6. To distribute books for reading for future discussions
7. To coordinate all logistics concerning Booktalk's book discussion events.
8. To train discussion leaders in techniques of effective book discussion facilitation
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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Drama-Fall Performance Director

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 a strong background in directing large ensemble theater with cast members of all ages and knowledge an expertise in all of the support, behind the scenes tasks including costuming, technical theater, etc.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. A theater ensemble of 75-100 young people of a variety of ages
2. A cadre of other theater staff, including the Tech director, Music director, and Theater Assistant

JOB GOAL: The goal of the Drama-Fall Performance director position is to supervise all aspects of the production of a large ensemble production, which is often but not always a musical. Individual cast members will develop their own theatrical skills and learn to work in cooperation with a large ensemble towards the creation of an excellent theatrical production. The support crew members will develop their own skills in lighting, costuming and technical production. A byproduct of working on a project of this magnitude is the development of general teamwork skills, confidence, and an understanding of what it means to create something excellent.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the extracurricular theater budget, including an accurate accounting of all ticket revenues and expenditures from the theater Student Activities account.

Job Description
Cape Elizabeth High School Drama-Fall Performance Director

2. To meet on a virtually daily basis, after school and during weekends, from approximately mid-September to the end of November in rehearsal, developing individual student skills and ensemble quality.
3. To work through all logistics (transportation, rehearsal time and space, purchasing, equipment needs, rental of score and play, program creation and publication, etc.) related to the fall theater, large ensemble production.
4. To coordinate the logistics (transportation, school facilities use, etc.) with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
5. To coordinate all work with the Theater Assistant, Music Director, and Tech Director towards the creation of the fall production.
6. To consider the strengths and needs of the student cast and crew to select appropriate productions, in consultation with the Theater Council, to challenge and extend the abilities of ensemble members
7. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students, absences, and the impact of eligibility policies and rules.
8. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Drama-Spring Performance Director

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 a strong background in directing small ensemble theater with cast members of high school age and knowledge an expertise in all of the support, behind the scenes tasks including costuming, technical theater, etc.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. A theater ensemble of 20-50 young people of high school age
2. A cadre of other theater staff, including the Tech director, and Theater Assistant

JOB GOAL: The goal of the Drama-Spring Performance director position is to supervise all aspects of the production of a small ensemble production. Individual cast members will develop their own theatrical skills and learn to work in cooperation with a medium ensemble towards the creation of an excellent theatrical production. The support crew members will develop their own skills in lighting, costuming and technical production. A byproduct of working on a project of this magnitude is the development of general teamwork skills, confidence, and an understanding of what it means to create something excellent.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the extracurricular theater budget, including an accurate accounting of all ticket revenues and expenditures from the theater Student Activities account.

Job Description
Cape Elizabeth High School Drama-Spring Performance Director

2. To meet on a virtually daily basis, after school and during weekends, from approximately early April until late May in rehearsal, developing individual student skills and ensemble quality.
3. To work through all logistics (transportation, rehearsal time and space, purchasing, equipment needs, rental of score and play, program creation and publication, etc.) related to the spring theater, medium ensemble production.
4. To coordinate the logistics (transportation, school facilities use, etc.) with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
5. To coordinate all work with the Theater Assistant and Tech Director towards the creation of the spring production.
6. To consider the strengths and needs of the student cast and crew to select appropriate productions, in consultation with the Theater Council, to challenge and extend the abilities of ensemble members
7. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students, absences, and the impact of eligibility policies and rules.
8. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Drama-Theater Class Productions Director

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 a strong background in directing small ensemble theater with cast members of high school age and knowledge an expertise in all of the support, behind the scenes tasks including costuming, technical theater, etc.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. A theater ensemble of 20-40 young people of high school age, many of whom are class members in one of the theater classes offered in the CEHS schedule.
2. A cadre of other theater staff, including the Tech director, and Theater Assistant

JOB GOAL: The goal of the Drama-Theater Class Performance director position is to supervise all aspects of the production of a small ensemble production for performance in the Maine Theater (One Act) Festival competition. Individual cast members will develop their own theatrical skills and learn to work in cooperation with a small ensemble towards the creation of an excellent theatrical production. The support crew members will develop their own skills in lighting, costuming and technical production. A byproduct of working on a project of this magnitude is the development of general teamwork skills, confidence, and an understanding of what it means to create something excellent.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the extracurricular theater budget, including an accurate accounting of all ticket revenues and expenditures from the theater Student Activities account.

Job Description

Cape Elizabeth High School Drama-Theater Class Production (One Act) Director

2. To meet on a virtually daily basis, after school and during weekends, from approximately early January until the middle of March in rehearsal, developing individual student skills and ensemble quality.
3. To work through all logistics (transportation, rehearsal time and space, purchasing, equipment needs, rental of score and play, program creation and publication, etc.) related to the winter theater, small ensemble One Act production and related to the transportation of the production to other high school theaters in the Maine One Act Festival.
4. To coordinate the logistics (transportation, school facilities use, etc.) with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
5. To coordinate all work with the Theater Assistant and Tech Director towards the creation of the One Act production.
6. To consider the strengths and needs of the student cast and crew to select appropriate productions, in consultation with the Theater Council, to challenge and extend the abilities of ensemble members
7. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students, absences, and the impact of eligibility policies and rules.
8. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Theater Manager

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 and a strong background in the management side of operating a school theater, including knowledge of technical needs and an ability to calendar the use of the facility in cooperation with others.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Custodians and maintenance staff in the actual upkeep and cleaning of the auditorium facility, although the priority of that work is determined by the principal, Maintenance, and Community Services director in consultation with the Theater Manager

JOB GOAL: The goal of the Theater Manager is, in consultation with the Principal and Community Services director, to coordinate a calendar of events related to the use of the Cape Elizabeth High School auditorium. The Theater Manager also is responsible for the overall upkeep of the physical plant of the auditorium, including lighting, other equipment, curtains, electrical. The Theater Manager coordinates equipment purchases and works cooperatively with the Maintenance Director and Community Services Director to perform long-term planning for the physical plant of the auditorium.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the purchase of lighting and other equipment needed to support the utility of the auditorium for its varied uses, including the theater productions held in that venue.

Job Description
Cape Elizabeth High School Theater Manager

2. To work with the Maintenance Director, Community Services Director, and Principal in long term planning for the physical needs of the auditorium.
3. To plan and oversee the expenditures of the Equipment and Equipment Repairs accounts in the theater budget and the portions of the Maintenance budget, in cooperation with the Maintenance Director, targeted at auditorium upkeep and improvement.
4. To schedule all uses of the auditorium in cooperation with the Principal, Community Services, and the Principal..
5. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Theater Assistant

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 and a strong background and skill set connected with the costuming aspect of theater productions.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Approximately 5-10 students and parent volunteers involved in the costuming aspect of Cape Elizabeth High School's theater productions.

JOB GOAL: The goal of the Theater Assistant is to support the costuming needs of Cape Elizabeth High School's theater productions. The Theater Assistant develops the individual skills of the costuming crew, involving individual crew members in costuming decisions as appropriate to their background and skill level. The costuming crew gains an appreciation for the complexities of being part of a complex production and gains pride and confidence in their own abilities. Many times, costuming student crew members are students who are not frequently involved in other school activities so that their role in this aspect of the theater production is critical to their sense of self-worth and contribution.

PROFESSIONAL RESPONSIBILITIES:

1. In collaboration with the Theater Director, to plan for and implement the costuming needs of the various theater productions, including scrounging or purchasing materials, developing student technical skills (sewing, etc.) related to costuming.
2. To organize the costume archives of the theater department in accordance with the needs of the department and safety codes.

Job Description
Cape Elizabeth High School Theater Assistant

3. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Musical Director for Musical

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 and a strong background and skill set connected with the costuming aspect of theater productions.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Approximately 5-10 students and involved in the musical aspect of Cape Elizabeth High School's musical theater productions.

JOB GOAL: The goal of the Musical Director is to support the musical needs of Cape Elizabeth High School's musical theater productions. The Musical Director develops the individual musical, small ensemble skills of the pit band members, involving individual members in musical decisions as appropriate to their background and skill level. The pit band members gain an appreciation for the complexities of being part of a complex production and pride and confidence in their own abilities.

PROFESSIONAL RESPONSIBILITIES:

1. In collaboration with the Theater Director, to plan for and implement the musical aspects of the various theater productions, including rehearsing with the pit band members, developing their musical skills, and consulting with the Theater Director.
2. To recruit students who can fill the various musical needs for a particular production.
3. To study and practice the musical score in preparation for rehearsals and productions and their own musical role in the pit band.

Job Description
Cape Elizabeth High School Musical Director

4. To attend theater rehearsals as requested by the Director to fit the needs of a particular production. In general, this involvement will entail at least 2-3 rehearsals per week from mid-September until late November.
5. To plan for and address the musical amplification needs for the pit band to support the musical theater productions of Cape Elizabeth High School.
6. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Technical Director for Theater

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 and a strong background and skill set connected with the costuming aspect of theater productions.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Approximately 5-10 students involved in the technical/set design aspect of Cape Elizabeth High School's theater productions.

JOB GOAL: The goal of the Technical Director is to support the set design needs of Cape Elizabeth High School's musical theater productions. The Tech Director develops the individual creative and technical skills of the tech crew, involving individual members in set design decisions as appropriate to their background and skill level. The tech crew gain an appreciation for the complexities of being part of a complex production and pride and confidence in their own abilities. Many members of the tech crew are students who are often not involved in multiple school activities so their successful work on the tech crew is an important source of pride, self confidence, and sense of competence.

PROFESSIONAL RESPONSIBILITIES:

1. In collaboration with the Theater Director, to plan for and implement the set design aspects of the various theater productions, including the creative planning for sets, manufacturing of sets, and the taking up and putting down of sets before and during theatrical productions.
2. To recruit students who can fill the various set design needs for a particular production.

Job Description
Cape Elizabeth High School Technical Director

3. To develop the necessary technical and creative skills in those students to successfully meet the set design design challenges of each theater production.
4. To study and practice the play in preparation for rehearsals and productions and their own role in the production.
5. To study the set design of other theater productions, including productions of the plays that are being produced by the Cape Elizabeth High school theater program.
6. To attend theater rehearsals as requested by the Director to fit the needs of a particular production. In general, this involvement will entail a a minimum 2-3 rehearsals per week from mid-September until late November. Set design will also entail many weekend and weekday hours for construction of sets outside of and in addition to rehearsal time.
7. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Gay-Straight Alliance Advisor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval
2. CEHS teacher or staff member preferred, with a strong preference for either a social worker or Guidance counselor certification
3. An adult with strong organizational and communication skills who has a demonstrated ability to build strong, positive trusting, appropriate relationships with young people and who has an exceptional grounding in understanding the psychology of adolescent development and pressures and the pressures faced by gay students.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Gay-Straight Alliance advisor supervises a small group of interested students (usually 4-20) who have identified themselves as gay or who have a strong interest in protecting the safety and concerns of gay students in CEHS and the wide Cape Elizabeth community

JOB GOAL: The goal of the Gay-Straight Alliance is to give voice to the concerns and interests of gay students in Cape Elizabeth High School. The Alliance provides a network of support for gay students, reducing the sense of isolation that they often otherwise feel. The Alliance advocates for the interests of gay students and, as the particular group chooses, may organize educational events for the members of the Alliance or the wider student body to build a sense of acceptance, tolerance, and support. By creating a network of support and acceptance, the Alliance also develops students' sense of self-acceptance, competence, and leadership.

PROFESSIONAL RESPONSIBILITIES:

1. To work with interested students to provide a forum of support, safety, and acceptance for gay student in Cape Elizabeth High School.

Job Description
Cape Elizabeth High School Gay Straight Alliance Advisor

2. To meet with students on a regular (usually every other week to monthly) basis to meet the goals of the program.
3. To communicate with the Principal concerning matters connected to the Gay Straight Alliance
4. To act as an ambassador to other staff members to build a culture of tolerance, acceptance, awareness and safety for gay students.
5. To work with Alliance members to coordinate the logistics of educational or skills development events that address member needs.
6. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the Gay Straight Alliance program
7. To collaborate with other staff members to problem solve around the needs of particular students struggling with gay-straight issues.
8. To be available on an as-needed basis to listen to students concerning problems and problem solve with them about issues they are facing. As appropriate, to raise student issues with the SST, RTI team, or other groups to ensure that students' needs are being considered and met.
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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Jazz Band I Conductor

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 a strong background in the theory and literature of the jazz idiom and in conducting successful jazz big bands.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. The Jazz Band I big band of approximately 12-20 students.
2. Parent volunteers from the boosters who assist with the chaperoning and logistics of performances at jazz festivals in Maine and other New England states

JOB GOAL: The goal of Jazz Band I is to provide students an experience with playing challenging jazz literature at a high level of performance expectations. Students deepen their skill in the jazz idiom in an ensemble situation, deepen their awareness of musical theory and jazz in American history, develop their individual musical skills, develop their ability to improvise (for soloists), and enhance their ability to work cooperatively with others to produce an excellent artistic product. The teamwork demands required to produce jazz music at a high level is comparable in terms of the level of cooperative work required as one typically finds on any athletic team.

PROFESSIONAL RESPONSIBILITIES:

1. To coordinate the overall jazz program of Cape Elizabeth High School, including the selection of directors for the other jazz bands and combos, the selection and ordering of charts for each group, and the handling of student and family issues that arise from time to time in connection with this demanding school program.

Job Description
Cape Elizabeth High School Jazz Band I Conductor

2. To prepare and oversee the Jazz Band I budget.
3. To meet on a regular basis (usually every week in the evening from approximately early October until late April) with student jazz band members to work on selected charts.
4. To work in small groups and with individuals periodically to develop their general musical and improvisational skills.
5. To work cooperatively with the Music Boosters to gain their financial and logistical support for the work and performances of the Jazz Band I.
6. To work through all logistics (transportation, rehearsal time and space, permission forms etc.) related to Jazz Band I rehearsals and participation in competitions.
7. To coordinate the logistics (transportation, school facilities use, etc.) of Jazz Band I events with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
8. To consider the strengths and needs of the student musicians to select appropriate charts to challenge and extend the musical abilities of band members
9. To order all music necessary for the group.
10. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students.
11. To communicate with the Principal concerning matters connected to the Junior class.
12. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Jazz Band II Conductor

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 a strong background in the theory and literature of the jazz idiom and in conducting successful jazz big bands.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. The Jazz Band II big band of approximately 12-18 students.
2. In cooperation with the Jazz Band I conductor, this position involves supervision of parent volunteers from the boosters who assist with the chaperoning and logistics of performances at jazz festivals in Maine and other New England states

JOB GOAL: The goal of Jazz Band II is to provide students an experience with playing challenging jazz literature at a high level of performance expectations, preparing themselves for eventual participation in Jazz Band I. Students deepen their skill in the jazz idiom in an ensemble situation, deepen their awareness of musical theory and jazz in American history, develop their individual musical skills, develop their ability to improvise (for soloists), and enhance their ability to work cooperatively with others to produce an excellent artistic product. The teamwork demands required to produce jazz music at a high level is comparable in terms of the level of cooperative work required as one typically finds on any athletic team.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Jazz Band II budget in consultation with the Jazz Band I conductor.
2. To meet on a regular basis (usually every week in the evening from approximately early October until late April) with student jazz band members to work on selected charts.

Job Description
Cape Elizabeth High School Jazz Band II Conductor

3. To work in small groups and with individuals periodically to develop their general musical and improvisational skills.
4. To work cooperatively with the Jazz Band I conductor and Music Boosters to gain their financial and logistical support for the work and performances of the Jazz Band II.
5. To work through all logistics (transportation, rehearsal time and space, permission forms etc.) related to Jazz Band II rehearsals and participation in competitions.
6. To coordinate the logistics (transportation, school facilities use, etc.) of Jazz Band II events with the Jazz Band I conductor, Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
7. To consider the strengths and needs of the student musicians to select appropriate charts, in consultation with the Jazz Band I conductor, to challenge and extend the musical abilities of band members
8. To work the Jazz Band I conductor to see to the ordering of all music necessary for the group.
9. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students.
10. To communicate with the Jazz Band I conductor concerning all sensitive student and family issues that arise in connection with Jazz Band II students.
11. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Jazz Band III Conductor

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 a strong background in the theory and literature of the jazz idiom and in conducting successful jazz big bands.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. The Jazz Band III of approximately 12-18 students.
2. In cooperation with the Jazz Band I conductor, this position involves supervision of parent volunteers from the boosters who assist with the chaperoning and logistics of performances at jazz festivals in Maine and other New England states

JOB GOAL: The goal of Jazz Band III is to provide students an experience with playing challenging jazz literature at a high level of performance expectations, preparing themselves for eventual participation in Jazz Band I or II. Students are introduced to the big band jazz idiom at a high school level in an ensemble situation, deepen their awareness of musical theory and jazz in American history, develop their individual skills, develop their ability to improvise (for soloists), and enhance their ability to work cooperatively with others to produce an excellent artistic product. The teamwork demands required to produce jazz music at a high level is comparable in terms of the level of cooperative work required as one typically finds on any athletic team.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Jazz Band III budget in consultation with the Jazz Band I conductor.
2. To meet on a regular basis (usually every week in the evening from approximately early October until late April) with student jazz band members to work on selected charts.

Job Description
Cape Elizabeth High School Jazz Combo I/II Conductor

3. To work in small groups and with individuals periodically to develop their general musical and improvisational skills.
4. To work cooperatively with the Jazz Band I conductor and Music Boosters to gain their financial and logistical support for the work and performances of the Jazz Band III.
5. To work through all logistics (transportation, rehearsal time and space, permission forms etc.) related to Jazz Band III rehearsals and participation in competitions.
6. To coordinate the logistics (transportation, school facilities use, etc.) of Jazz Band III events with the Jazz Band I conductor, Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
7. To consider the strengths and needs of the student musicians to select appropriate charts, in consultation with the Jazz Band I conductor, to challenge and extend the musical abilities of band members
8. To work with the Jazz Band I conductor to see to the ordering of all music necessary for the group.
9. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students.
10. To communicate with the Jazz Band I conductor concerning all sensitive student and family issues that arise in connection with Jazz Band III students.
11. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Jazz Combo I/II Conductor

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 a strong background in the theory and literature of the jazz idiom and in conducting successful jazz combos.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. The Jazz Band I and II combos of approximately 4-9 students each.
2. In cooperation with the Jazz Band I conductor, this position involves supervision of parent volunteers from the boosters who assist with the chaperoning and logistics of performances at jazz festivals in Maine and other New England states

JOB GOAL: The goal of Cape Elizabeth Jazz Combos is to provide students an experience with playing challenging jazz small group literature at a high level of performance expectations. The emphasis is on developing students' improvisational skills. Students are introduced to the jazz combo idiom at a high school level in an ensemble situation, deepen their awareness of musical theory and jazz in American history, develop their individual musical skills, develop their ability to improvise (in combos, all participants are soloists), and enhance their ability to work cooperatively with others to produce an excellent artistic product. Indeed, in performances, jazz combos direct themselves; the conductor observes only. The teamwork demands required to produce jazz music at a high level is comparable in terms of the level of cooperative work required as one typically finds on any athletic team.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Jazz Band combo I/II budget in consultation with the Jazz Band I conductor.
2. To meet on a regular basis (usually every week in the evening from approximately early October until late April) with student jazz band members to work on selected charts.

Job Description
Cape Elizabeth High School Jazz Combo I/II Conductor

3. To work in small groups and with individuals periodically to develop their general musical and improvisational skills.
4. To work cooperatively with the Jazz Band I conductor and Music Boosters to gain their financial and logistical support for the work and performances of the Jazz Band combos I/II.
5. To work through all logistics (transportation, rehearsal time and space, permission forms etc.) related to Jazz Band combo I/II rehearsals and participation in competitions.
6. To coordinate the logistics (transportation, school facilities use, etc.) of Jazz Band combo I/II events with the Jazz Band I conductor, Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed
7. To consider the strengths and needs of the student musicians to select appropriate charts, in consultation with the Jazz Band I conductor, to challenge and extend the musical abilities of band members
8. To work with the Jazz Band I conductor to see to the ordering of all music necessary for the group.
9. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students.
10. To communicate with the Jazz Band I conductor concerning all sensitive student and family issues that arise in connection with Jazz Band combo I/II students.
11. To modify arrangements to adapt them to the needs and talents of the Jazz Combo I/II members.
12. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Literary Magazine (the Bartleby)

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 is familiar with and able to effectively instruct students in a variety of genres of writing (primarily but not only creative writing such as poetry, short stories, and the like) and able to effectively work with a small group (usually 6-10) of interested students to gather student-created writing and visual work and put together an annual publication of that student work in the “Bartleby.”

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of approximately 6-10 students interested in writing, with an emphasis on creative writing, and able to solicit writing and visual work from their fellow students

JOB GOAL: To provide an outlet for publication of creative, student-created work (both literary and visual) to an authentic, varied audience of parents, students, and community members. By sharing the work, student contributors become more sensitive to the demands of writing and producing for an audience and shaping their voice to match a particular audience. At the same time, the Bartleby provides an outlet for and recognition to students whose talents would in many cases go otherwise unrecognized. The group of students who work closely to assemble the annual “Bartleby” develop editing, design, and composition skills that they can apply in other school, college and job settings in the future. Their teamwork skills are incidentally enhanced.

Job Description
Cape Elizabeth High School Literary Magazine (the Bartleby) Advisor

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Literary Magazine budget
2. To coordinate and advise students during regular (usually every other week) meetings
3. To work with the student members to arrange for communication about the Bartleby and for solicitation of student contributions.
4. To act as an ambassador for the literary magazine to teachers (particularly English and art teacher) to encourage them to encourage students to submit work for publication in the Bartleby
5. To instruct and develop student members' writing, editing, and design skills, and apply those skills to the creation and annual publication of the Bartleby literary magazine.
6. To communicate with the Principal concerning matters connected to the Bartleby
7. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the literary magazine
8. To coordinate and supervise the logistics (design, assembly, editing, publication, printing, distribution) associated with the annual publication of the Bartleby
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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Math Team Advisor

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 is familiar with and able to effectively instruct approximately 20-45 team participants so that they develop their math skills and who is able inspire them to work effectively together in a fun, competitive environment that tests students' math skills and ability to perform problems effectively and creatively under pressure.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of 20-45 individual student team members from grades 9-12 during monthly math meets and smaller groups who may qualify for state or New England competitions in the spring.

JOB GOAL: To reinforce and extend math skills in algebra, geometry, advanced algebra, trigonometry, statistics and pre-calculus that are taught in CEHS's math classrooms. The advisor also develops students' abilities to apply those skills in an environment that requires students to analyze problems quickly, selecting an appropriate problem-solving approach when some problems can be approached and solved in a variety of ways. Participation in the math team should be both fun and competitive, reinforcing math skills and, more significantly, developing students' creative, problem-solving abilities that will benefit them in their lives beyond math.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Math Team budget
2. To make materials and coaching available to students on a monthly basis to help them prepare for the types of problems that will be the focus of the upcoming math event.

Job Description
Cape Elizabeth High School Math Team Advisor

3. To assign individual students to appropriate roles on the multiple CEHS teams that participate at each meet, balancing the twin goals of individual skill development and team competitiveness.
4. To act as an ambassador for the team to other CEHS math teachers, encouraging them to encourage students to participate in math team competitions.
5. To communicate with the Principal concerning matters connected to the team
6. To attend regional and state meetings, as appropriate and needed, concerning the state and New England math competitions
7. To organize and coordinate an annual regional math meet at Cape Elizabeth High School.
8. To adjust roles and responsibilities as student skills develop and in light of external factors such as issue of ineligibility and student discipline and student inability to attend certain math team events
9. To arrange and coordinate for appropriate logistics (travel, communication, etc.) and adult supervision of team members who are invited to attend state and New England math competitions
10. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the team
11. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Mock Trial Advisor

QUALIFICATIONS: CEHS teacher or staff member, with strong communication and organizational skills

REPORTS TO: The Principal

SUPERVISES:

JOB GOAL: To coach and train the student members of the Mock Trial team to well represent themselves and CEHS in the statewide mock trial competition.

PROFESSIONAL RESPONSIBILITIES:

To prepare and oversee the Mock Trial budget.

To coordinate, arrange, oversee, and/or deliver coaching instruction to the team members to prepare them for the state competition.

To coordinate and attend the team's regular meetings.

To communicate with the Principal concerning matters connected to the team.

To attend regional and state meetings, as appropriate and needed, concerning the state mock trial competition.

To communicate clearly with other members of the staff (custodians, community services, teachers, etc.) concerning issues connected to the team.

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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Natural Helpers

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 a demonstrated ability to build strong, positive, trusting, appropriate relationships with young people and who has an exceptional grounding in understanding the psychology of adolescent development and pressures faced by developing adolescents

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of approximately 15 students in grades 9-12 selected by their peers as positive role models with strong, empathetic listening skills who serve to help peers think through difficult, risky decisions and to channel information to helping adults

JOB GOAL: The goal of the Natural Helpers program is to serve as a peer channel to help students who themselves or whose friends are faced with difficult decisions involving sexuality, substance use and abuse, dating relationships, and other “red flag” behaviors. The program takes students who are identified as trusted peers with strong, empathetic listening skills and provide training through the Day One program to enhance those skills even further so that they can assist their peers in thinking through difficult situations and decisions and channel concerns to adults who follow a tested protocol for addressing “red flag” behaviors. In the course of the Natural Helpers training and the day-to-day Natural Helpers activities, students’ leadership and communication skills are developed, which are vital skills in many other settings, including leadership positions in the future.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Natural Helpers budget

Job Description
Cape Elizabeth High School Natural Helpers Advisor

2. To work with the Principal in gathering and sharing data related to the activities of the Natural Helpers in connection with an annual federal grant application that helps fund the Natural Helpers program.
3. To coordinate and advise students during regular (usually every other week) meetings
4. To be available to Natural Helpers on an as-needed basis to listen to concerns that have come to their attention and problem-solve with the students regarding how to channel those concerns in a way most likely to gain cooperation from the students needing help.
5. To debrief Natural Helpers concerning how they have handled difficult situations and further develop student skills and help them to think through options that they have in facing difficult situations.
6. To coordinate all logistics regarding the annual “blind” Natural Helpers identification and selection process and regarding the annual training with Day One
7. To attend the annual Day One overnight trainings for Natural Helpers
8. To communicate with staff members on a regular basis concerning the operations of the Natural Helpers program and build staff understanding and support of the program
9. To communicate with the Principal concerning matters connected to the Natural Helpers program
10. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the Natural Helpers program
11. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Robotics Team Advisor

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 is familiar with and able to effectively instruct approximately 6-12 team participants so that they develop their robotics and problem-solving skills and who is able to inspire them to work effectively together in a fun, competitive environment that tests students' robotics and problem-solving skills and ability to perform problems effectively and creatively under pressure.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of 6-12 individual student team members from grades 9-12 at practices and during robotics competitions as the school budget permits. Depending on how this position evolves, the task may also involve supervision of high school students working with Middle School students to assist them to develop robotics-related skills.

JOB GOAL: To reinforce and extend robotics skills and knowledge in including mechanical, software programming, and general creative thinking and problem solving. The advisor also develops students' abilities to apply those skills in an environment that requires students to analyze challenging problems, selecting an appropriate problem-solving approach when some problems can be approached and solve in a variety of ways. There is particular emphasis in Robotics in teaching students to work collaboratively and to apply systematic, engineering-like approaches to thinking through problems and weighing possible solutions. Another important goal, which is still evolving, is helping high school students develop the skills to deliver instruction and support to Middle School students are working on the Middle School Robotics team.

Job Description
Cape Elizabeth High School Robotics Advisor

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Robotics budget
2. To coordinate and instruct students during regular meetings.
3. To develop a network of robotics specialists and engineers who can share their skills and knowledge with our Robotics students.
4. To assign individual students to appropriate roles to students on the collaborative Robotics teams, balancing the twin goals of individual skill development and team competitiveness.
5. To act as an ambassador for the team to CEHS science and technology teachers, encouraging them to encourage students to participate in Robotics team competitions.
6. To adjust roles and responsibilities as student skills develop and in light of external factors such as issues of ineligibility and student discipline and student inability to attend certain Robotics events.
7. To arrange and coordinate the logistics (travel, permission forms, communication, etc.) associated with attendance at Robotics competitions.
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 team
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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Science Team Advisor

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval
2. CEHS teacher of staff member strongly preferred
3. An adult with strong organizational and communication skills who is familiar with and able to effectively instruct approximately 10-25 team participants so that they develop their science and problem-solving skills and who is able to inspire them to work effectively together in a fun, competitive environment that tests students' science and problem-solving skills and ability to perform problems effectively and creatively under pressure.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of 10-25 individual student team members from grades 9-12 during science competitions as the school budget permits including the Maine Science Olympiad at a minimum and additional, usually monthly North Shore Science League competitions.

JOB GOAL: To reinforce and extend science skills and knowledge in physics, chemistry, biology, earth science, astronomy, environmental science, and engineering that are taught in CEHS's science classrooms. The advisor also develops students' abilities to apply those skills in an environment that requires students to analyze challenging problems, selecting an appropriate problem-solving approach when some problems can be approached and solve in a variety of ways. Some events require students to solve knowledge and hands-on problems in an improvised way when they are confronted with problems for the first time at competitions. Participation in the science team should be both fun and competitive, reinforcing science and problems-solving skills and, just as significantly, developing students' thinking and creative, problem-solving abilities that will benefit them in their lives beyond high school and outside of science.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Science Team budget

Job Description

Cape Elizabeth High School Science Team Advisor

2. To coordinate and instruct students during regular (usually every other week or monthly, depending on time of year, with more frequent meetings usually required before the Maine Science Olympiad) meetings.
3. To assign individual students to appropriate roles in the various categories of competition depending on the coach's assessment of individual students' strengths and interests, balancing the twin goals of individual skill development and team competitiveness.
4. To act as an ambassador for the team to other CEHS science teachers, encouraging them to encourage students to participate in science team competitions.
5. To attend league and state meetings, as appropriate and needed, concerning the Maine Science Olympiad and North Shore Science League competitions.
6. To devise and share proposals for problems to be included in North Shore Science League competitions, as expected and based on the needs of the league.
7. To adjust roles and responsibilities as student skills develop and in light of external factors such as issues of ineligibility and student discipline and student inability to attend certain science team events.
8. To arrange and coordinate the logistics (travel, permission forms, communication, etc.) associated with attendance at science competitions.
9. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the team
10. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Speech Team Advisor

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 is familiar with and able to effectively instruct approximately 10-30 team members so that they develop their speaking, writing, and theatrical skills in the various categories of competition from extemporaneous to storytelling to persuasive speaking and many others. The advisor also needs to arrange and coordinate a cadre of volunteer coaches who have expertise in speaking and are able to provide effective instruction and feedback to students.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

1. Group of 10-30 individual student team members from grades 9-12 during frequent (usually weekly) practices and at competitions during the longest, competitive season of any Maine interscholastic competition
2. A cadre of volunteer assistant coaches who are knowledgeable in effective speaking and able to provide effective instruction and feedback to develop individual student skills

JOB GOAL: To develop individual student skills in effective public speaking and writing in the myriad individual categories of speech competition. The development of public speaking skills is a source of future school and job success, leadership abilities, and confidence in many social and community settings. In addition to individual skill development, the goal of the CEHS speech program is to field a competitive team that leads to team success and pride.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Speech Team budget

Job Description
Cape Elizabeth High School Speech Team Advisor

2. To coordinate, arrange, oversee, and/or deliver coaching instruction to the team members to develop their individual speaking and writing skills and to prepare them for effective performance in speech competitions
3. To determine individual student roles in particular speech events and to keep all students moving forward in skill development even though not all students may have a role in each speech competition
4. To coordinate and attend the team's regular meetings, which take place usually weekly throughout much of the school year
5. To communicate with the Principal concerning matters connected to the team
6. To attend regional and state meetings, as appropriate and needed, concerning the state speech competitions
7. To organize and coordinate, on an approximately every other year basis, a speech event at Cape Elizabeth High School
8. To adjust roles and responsibilities as student skills develop and in light of external factors such as issue of ineligibility and student discipline and student inability to attend certain speech events
9. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the team
10. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth High School Student Advisory Council (Student Government) Advisor

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 is familiar with and able to effectively instruct approximately 20 elected student representatives so that they develop their leadership and problem-solving skills, as applied to various school issues,. The advisor is also able to inspire them to work effectively together in a productive, collaborative way so that CEHS's student government has a voice at the table shaping CEHS's culture in a positive way that is perceived by students as providing an important and effective outlet.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of approximately 20 elected student representatives from grades 9-12 and a smaller core group of selected officers who shape the agenda and direction of the group in a concerted, effective way

JOB GOAL: To provide an effective outlet for CEHS's students to shape their school culture in a positive and constructive way through an effective process that tackles school issues of interest to students and engages students in a consideration of varied points of views held by students, teachers, school staff, and administrators. Participation in student government will help develop students' leadership and communication skills and introduce them to ways that groups work together effectively to identify problems, consider solutions, determine solutions, and communicate to varied audiences with different perspectives and roles within the school. SAC participation will enhance skills that are central to effective leadership and citizenship in a wide variety of contexts outside school.

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the SAC budget

Job Description

Cape Elizabeth High School Student Advisory Council (Student Government) Advisor

2. To coordinate and advise students during regular (usually every other week or monthly) meetings
3. To meet on a regular (usually at least every other week) basis with the executive group of officers to plan agendas and meetings
4. To develop and/or follow a process described in a constitution that guides the SAC process; to ensure that the constitution is understood by all SAC members and that there is a process in place to regularly review and consider amendments to the constitution
5. To develop student individual communication and leadership skills and group collaboration skills that are essential to efficient and effective problem solving
6. To communicate with the Principal concerning matters connected to the SAC
7. To attend regional and statewide student government meetings, as available and appropriate and as funds permit
8. To oversee and coordinate elections of representatives to the SAC to ensure that the prescribed and fair process is followed, free of flaws that undermine the credibility of the SAC
9. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the team
10. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Visual Arts Club Advisor (1st Semester or 2nd Semester)

QUALIFICATIONS:

1. Hold a valid state of Maine Criminal History Records Check Approval
2. A professional artist or crafts person strongly preferred
3. An adult with strong organizational and communication skills who has strong skills in the visual arts or crafts and has demonstrated strong ability to instruct and enhance students' abilities in a visual art or craft that artistically-inclined students are not able to develop within the CEHS visual arts program

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Visual Arts Club advisor(s) supervises two separate groups of students, one group of 6-10 students meeting semester one and another group of 6-10 students meeting semester two.

JOB GOAL: The goal of the Visual Arts program is to introduce a small group of artistically-inclined and interested students to visual arts or craft skills that are typically outside or beyond the range of skills taught in our visual arts curriculum. For example, students have typically been introduced to such skills as jewelry making taught by a professional jewelry maker or a specialized form of ceramics that extends student skills beyond what is taught in our ceramics classes. The Visual Arts program develops practical skills that could be sources of income in the future and introduces students to standards of artistic excellence and to techniques that are prevalent in the professional arts and crafts world. The Visual Arts club typically attracts students who are passionate about art and who are often not extensively involved in other school activities, thereby providing a forum of skills development and recognition that are otherwise lacking for these students.

Job Description
Cape Elizabeth High School Visual Arts Club (Semester 1 or 2) Advisor

PROFESSIONAL RESPONSIBILITIES:

1. To prepare and oversee the Visual Arts budget.
2. To work with the school's arts teachers to coordinate the use of facilities, storage of supplies, and logistical issues as necessary.
3. To meet with students on a regular (usually every other week to monthly) basis to provide oversight, instruction and feedback in an artistic skill of interest that has application in the arts and crafts community
4. To communicate with the Principal concerning matters connected to the Visual Arts club
5. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the Visual Arts Club program
6. 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: National Honor Society Advisor

QUALIFICATIONS: CEHS staff teacher or equivalent professional

REPORTS TO: The Principal

SUPERVISES:

JOB GOAL: To coordinate and organize an active, high quality NHS organization in conformity with the goals and mission of the national NHS organization.

PROFESSIONAL RESPONSIBILITIES:

Meet with National Honor Society members on a regular basis to coordinate activities, including fundraising, charitable, and tutoring.

Be responsible for and oversee the member selection process in conformity with the national and local organization rules.

Handle all questions and communications related to the selection process.

Organize and coordinate the annual induction ceremony.

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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Cape Elizabeth Special Olympic Team Coaches

QUALIFICATIONS:

Maine State Criminal Check Approval

Special Olympics of Maine Certification in Coaching for each sport

Special Olympics of Maine Protective Behaviors Course Certification

Special Olympics of Maine Volunteer Certification

Experience working with kids with disabilities

Good organizational skills, knowledgeable with behavior programming and communication skills

REPORTS TO: Dominic DePatsy

SUPERVISES: The coaches will be responsible for a team of 20–25 athletes in all three schools in grades K-12. They will also periodically supervise a small group of Middle School and High School peers/mentors during practices.

JOB GOAL: To provide an opportunity for students with disabilities to become active in sports and part of a team. To teach the rules of different sports, encourage sportsmanship, healthy competition and life-long physical activities.

PROFESSIONAL RESPONSIBILITIES:

- All Olympic meets throughout the year, both county and state meets which include bowling, soccer, winter games, basketball, swimming, county and state track and field. All necessary forms from the Cumberland County Special Olympics and state offices will be sent to the coaches who will then distribute appropriate information, health forms, and permission slips to athletes, parents and case managers.

- Inform parents of athletes in all age groups of upcoming events and obtain all pertinent information and other appropriate resources needed for the athlete's successful participation in an Olympic event.
- Schedule practices for each event throughout the year.
- Recruit volunteers within the community; high school varsity athletes and students, parents, adults, school personnel and any community member interested to assist in the practices and events.
- Organize and enter athletes in specific events in each Special Olympic Meets
- Organize transportation through Community Services for travel to and from meets.
- Keep updated health forms and waivers
- Coach and provide assistance where needed
- Consult with classroom teachers regarding behavior programs needed to assist the athletes performance
- Fundraising for entry fees, uniforms and incidentals
- Provide supervised activities during unstructured time throughout each event

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. Dominic DePatsy 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:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Webmaster

QUALIFICATIONS:

1. Education/Certification:

High School diploma, or equivalent.

Hold a valid State of Maine Criminal History Records Check Approval.

2. Special Knowledge:

Excellent communications skills

Thoroughness and an eye for detail

Understanding of html and web databases

REPORTS TO: Technology Coordinator

SUPERVISES: NA

JOB GOAL:

Maintain the school district website which communicates school-related information to parents, students and the community-at-large.

PROFESSIONAL RESPONSIBILITIES:

1. Maintenance, on-going development of the school district website; including but not limited to assisting administration and teachers to post information on a regular basis.
2. Oversee the editing, updating and development of all new and existing web pages on the Cape Elizabeth School District (CESD) website.
3. Ensures that all information posted on the CESD website follows all district policy, procedures and state laws.
4. Designing new online services. Administering systems storing data and content to support websites and online services.
5. Other duties as assigned to support district-wide online initiatives and various other technology projects.

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. Technology Coordinator 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: