

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: K-12 Literacy Coordinator

QUALIFICATIONS:

- Education/Certification: Masters Degree in Education, Curriculum, or literacy-related area preferred; certification as literacy specialist and/or curriculum coordinator preferred
- Experience in elementary or secondary literacy instruction (3+ years)
- Effective listening skills
- Ability to pose thoughtful strategic questions
- Strong leadership qualities and facilitation skills
- Experience in working with teachers to improve practice
- Experience in data analysis
- Demonstrable knowledge of research-based best practices in content-area literacy skills and strategies and in K-12 literacy instruction
- Experience/preparation in modeling lessons, observing teachers, and providing non-judgmental feedback
- Strong organizational skills
- Other qualifications as determined by the Superintendent of Schools

REPORTS TO: Superintendent of Schools

SUPERVISES: Educational Technician(s) and/or Volunteer(s) as assigned.

JOB GOAL: To provide continuous job-embedded professional development supporting teachers in all content areas in their instruction in reading, writing, listening, viewing, and speaking, to coordinate district-wide curriculum work in English/language arts, and to support the implementation of the Common Core standards

Job Description
K-12 Literacy Coordinator *(continued)*

PROFESSIONAL RESPONSIBILITIES:

The Literacy Coordinator will:

- Design and deliver on-going job-embedded professional development to address the identified needs of teachers and/or the schools.
- Collaborate with teachers in planning, delivering, and assessing daily classroom instruction.
- Model lessons that address individual classroom needs utilizing best teaching practices in differentiation and instruction using literacy skills and strategies.
- Conduct pre- and post-conferences with teachers to stimulate their understanding of students' thinking and work.
- Maintain the confidentiality of students, teachers, and the classrooms.
- Maintain a repertoire of best teaching practices in content-area literacy and literacy instruction.
- Work with faculty to align instruction with district initiatives.
- Coordinate and/or facilitate curriculum and program pilots at the building level.
- Collaborate with curriculum committees on curriculum alignment, instruction, and assessment practices.
- Assist in implementation of standards, indicators of success, and benchmarks established by curriculum committees.

TERMS OF EMPLOYMENT:

Twelve-month year, with actual salary, benefits, and work year set by the Board of Education through contract negotiations and appropriate policies.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and/or Board action on Evaluation of Professional Personnel.

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.

School Board Approved: _____

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Administrative Assistant to Director of Facilities and Transportation

QUALIFICATIONS:

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

2. **Special Knowledge/Skills:**
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer skills with experience in Microsoft Office Suite.
 - e. Must be team oriented with excellent interpersonal and communication skills.
 - f. Must be willing to participate in ongoing in-service training as requested.
 - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
 - h. Knowledge of principles and practices of Facilities and Transportation organizations
 - i. Ability to follow oral and written instruction

3. **Experience:** Three or more years experience in general office responsibilities and procedures. Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Facilities and Transportation

JOB GOAL: To assist the Director with tasks necessary for the efficient operation of the Facilities and Transportation Departments

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and maintain Facility Use and Field Use schedules
2. Maintain office calendar to coordinate work flow
3. Open, sort and distribute all incoming correspondence
4. Set up and coordinate meetings and conferences

Job Description
Administrative Assistant to Director of Facilities and Transportation

5. Work within the School Dude platform with service request and dispatching
6. Maintain office supplies and inventory
7. May conduct research, compile data, and prepare reports for consideration by the Director
8. Support staff in assigned project-based work
9. File and retrieve organizational documents, records and reports
10. Perform general clerical duties as assigned
11. Monitor and assist with Departmental website
12. Interact with staff, visitors, students and Town and School faculty
13. Assist with Transportation operations and dispatching
14. Perform such other duties and assumes such other responsibilities as assigned by the Director of Facilities and Transportation.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

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

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

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

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and benefits as established by the Business Manager and Superintendent of Schools.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities and Transportation will perform the evaluation.

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

DRAFT: February 9, 2012

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Transportation Scheduler

QUALIFICATIONS:

1. **Education/Certification:** High School diploma or equivalent plus post secondary training desirable. Hold a valid State of Maine Criminal History Records check approval.
2. **Special Knowledge/Skills:**
 - a. Knowledge, understanding and demonstrated ability to communicate effectively
 - b. Demonstrated aptitude for assigned responsibilities
 - c. Must be computer literate and experienced with Microsoft Office Suite
 - d. Ability to follow oral and written instruction; good work habits; dependable; ability to maintain positive relations with bus drivers, faculty, parents and administrators
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Facilities and Transportation

JOB GOAL: Assist in the process of running an effective and efficient transportation system including but not limited to, scheduling driver assignments in an equitable manner while insuring safety of all riders.

PERFORMANCE RESPONSIBILITIES:

1. Receives, responds to and schedules all requests pertaining to transportation:
 - a. To and from school
 - b. Athletic Contests
 - c. Co-Curricular Activities
 - d. Field Trips
2. Acts as a coordinator for above services with drivers
3. Responsible for performing clerical duties associated with all aspects of:
 - a. Scheduling field trips, and athletic trips
 - b. Schedule drivers during non-driving time
 - c. Review and update bus runs annually

Job Description
Transportation Scheduler

4. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” to insure quality and consistency in scheduling
5. Contributes to office coverage
6. Performs other duties and assumes such other responsibilities as assigned by the Director of Facilities and Transportation

TERMS OF EMPLOYMENT: Twelve-month year. Compensation in accordance with recommendation established by Superintendent and Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, problem solving, organizing, planning, scheduling, documenting, coordinating, implementing

Physical Demands: sitting, computer work, inspections, oral communication, climbing steps

Environmental Conditions: working outside, slippery surfaces, chemical exposure, biological exposure, working around moving vehicles.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities and Transportation will perform the evaluation.

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

School Board Approved: May 9, 2006
Revised Draft: February 9, 2012

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: School Bus Driver

QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills/Requirements:**
 - a. At least 21 years of age.
 - b. Possess a valid Class B, CDL Maine Drivers License.
 - c. Physical examination by a licensed Doctor of Medicine within 60 days prior to the date of employment.
 - d. Minimum of 20 hours of on the road training.
 - e. No addiction to the use of alcohol or narcotic drugs. Must submit to Drug and Alcohol history check for DOT regulated testing.

REPORTS TO: Director of Facilities and Transportation

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Assumes personal responsibility for obeying all traffic laws and for compliance with the regulations of the Maine Association of Pupil Transportation governing the operation of school buses.
2. Assumes responsibility for the safety of children on the bus conforming to safety regulations.
3. Conducts a daily exterior and interior safety check of bus. Notifies bus maintenance personnel of any mechanical issues.
4. Cleans interior of bus daily and washes exterior as needed.
5. Maintains discipline when students are on the bus. Reports behavior problems to the appropriate administrator.
6. Picks up and drops off students at regularly scheduled neighborhood locations following strict time schedules.

Bus Driver Job Description (continued)

7. Transports only authorized students.
8. Enforces regulation of no eating on the bus.
9. Receives training in CPR and first-aid procedures including use of epi-pens yearly.
10. Reports all accidents and completes required reports.
11. Follows the work rules.

TERMS OF EMPLOYMENT: Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: climbing a ladder, adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating

Environmental Conditions: outside, inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities and Transportation will perform the evaluation.

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

School Board Approved: May 9, 2006
Revised Draft: February 9, 2012

**CAPE ELIZABETH SCHOOL DEPARTMENT
Director of Community Services
Job Description**

TITLE: Director of Community Services

QUALIFICATIONS:

1. Education/Certification:

- Bachelor's Degree. Hold a valid State of Maine Criminal History Records Check Approval.

2. Special Knowledge/Skills:

- Experience in program design, implementation and evaluation
- Successful in a leadership role in the schools, municipality and community
- Customer Service skills and experience
- Experience with budgets and fiscal records
- Ability to communicate verbally and in writing
- Effective public relations and marketing program experience
- Recruit, hire, assign, supervise and evaluate Community Services office staff, program coordinators, instructors, and volunteers

REPORTS TO: Superintendent of Schools

SUPERVISES: Community Services staff

JOB GOAL: To develop and maintain community education/recreation programs by offering educational, cultural, recreation and social opportunities for all citizens.

PERFORMANCE RESPONSIBILITIES:

- Develop, administrate, and evaluate programs and activities which reflect the community needs and desires in programs and services
- Work for interagency cooperation, to ensure identification and maximum utilization of community resources
- Collaborate on a regular basis with the Athletic Administrator regarding programmatic, systematic, and scheduling issues.
- Conduct an effective public relations and marketing program to strengthen awareness and support of programs and services
- Determine and maintain policy and procedures for consistency of all Community Services areas of responsibility
- Serve on the District Leadership Team
- Serves on the Athletic Steering Committee
- Serves on the Crisis Response Team

**Director of Community Services
Job Description**

- Prepare and submit the Community Services Budget to the Superintendent and School Board
- Responsible for Fiscal Records pertaining to the Richards Pool and Community Services
- Attend School Board and community organization meetings as requested
- Performs such other tasks as assigned by the Superintendent

TERMS OF EMPLOYMENT: Twelve months per year, salary and benefits to be established by the School Board, pursuant to an agreement.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy. The Superintendent of Schools will perform the evaluation.

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

School Board Approved: May 11, 2010

DRAFT: February 22, 2012

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Director of Facilities and Transportation

SUMMARY: This is a responsible administrative position managing the facilities of both the Town and Schools of Cape Elizabeth and the transportation department.

QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent, college degree or post secondary training in facilities maintenance field. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Demonstrated knowledge of the basic principles of construction, maintenance, cleanliness, safety and security.
 - b. Demonstrated knowledge of the requirements for transportation of students.
 - c. Demonstrated aptitude or competence in electrical, plumbing, heating and mechanical systems repair.
 - d. Demonstrated aptitude or competence in supervision and training of maintenance and custodial employees.
 - e. Knowledge and experience in energy conservation and utility management.
 - f. Thorough knowledge of the proper handling of hazardous materials, including asbestos management, and maintaining of Safety and Material Safety Data Sheets.
 - g. Thorough knowledge of cleaning programs that encourage the use of green products and practices in schools and public buildings.
 - h. Considerable knowledge of environmental regulations.
 - i. Must possess strong organizational skills.
 - j. Ability to write specifications and to write reports to other officials.
 - k. Ability to communicate effectively.
 - l. Experience in preparing and administrating Facilities budget.
 - m. Computer Literacy.
 - n. Strong interpersonal skills in a team environment.
 - o. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below
 - p. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.
3. **Experience:**
 - a. At least three years of experience in a supervisory capacity in either business, industry, or a governmental agency.
 - b. At least three years of experience in the area of planning and maintaining physical facilities.
 - c. Experience as a facility manager in an educational facility desired.

Job Description
Director of Facilities (continued)

- d. Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Superintendent of Schools and/or Business Manager

SUPERVISES AND EVALUATES: All custodial and maintenance personnel with input from the head custodians and maintenance foreman, bus drivers, school bus maintenance worker, transportation scheduler and administrative assistant to director of facilities and transportation.

JOB GOAL: To provide students, employees and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play, work and engage in personal growth and development and to provide an effective and efficient transportation system insuring safety of all riders.

PERFORMANCE RESPONSIBILITIES:

1. Selects and recommends persons to be hired, disciplined, discharged, or promoted.
2. Establishes and administers schedules and procedures for the regular, ongoing custodial and maintenance care of all buildings.
3. Oversees the scheduling of transportation including: routes, athletics and co-curricula trips.
4. Oversees the scheduling of Town and School facility and field use.
5. Examines all buildings on a regular basis for needed repairs and maintenance, organizes, documents and implements a program of preventive maintenance for all buildings.
6. Inspects all buildings on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
7. Establishes and recommends priorities on repair projects and writes contracts.
8. Establishes an on-going five year capital plan.
9. Responsible for planning of ADA compliance for all buildings.
10. Orders requested materials, equipment and custodial supplies as needed and for inventory needs following the purchase order procedures.
11. Tracks all work orders and log expenses in School Dude Maintenance program.
12. Manage expense accounts with the supervision of the School Business Manager.
13. Maintain monthly account expense sheets for town and school review.
14. Consults with the Business Manager as to the need for services and/or repairs by outside contractors.
15. Maintains a system for effective energy efficiency and recycling in all buildings.
16. Consults with building principals and town department heads regarding the establishment of regular preventive maintenance programs.
17. Advises on the hiring of contractors, architects and engineers and assigns work orders.
18. Has thorough knowledge of operation and maintenance of all of the heating and cooling systems.
19. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.

Job Description
Director of Facilities (continued)

20. Complies with all state laws and regulations, submits all reports and maintains records as required by the state.
21. Prepares and administers the custodial and maintenance and transportation budgets, works with administrators and department heads to be sure that all facility needs are identified.
22. Arranges for and insures that all custodial, maintenance and transportation staff participate in all required trainings.
23. Monitors the time records of all maintenance, custodial and transportation staff and certifies them for salary payments.
24. Maintains a positive relationship with students, staff and citizens at all times and strive constantly to promote the safety, health and comfort of the students, employees, and community members.
25. Performs other tasks as may be assigned by the Business Manager and/or Superintendent of Schools.
26. Respond to emergency calls pertaining to buildings and transportation.
27. Attend meetings in the evenings and make presentations.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and benefits to be established by the School Board, pursuant to an agreement.

WORKING CONDITIONS:

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

Physical Demands: walking, sitting, crawling, climbing, talking, hearing, standing, reaching, bending, stooping, working on ladders and roofs, walking into constricted spaces, adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating equipment

Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

~~The employee is expected to respond to emergency calls pertaining to buildings whenever they occur. The employee is responsible to attend meetings in the evenings and make presentations on a variety of buildings and grounds issues.~~

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy. The Superintendent of Schools will perform the evaluation.

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

School Board Approved: June 8, 2010
Revised Draft: February 22, 2012

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: District Technology Coordinator

QUALIFICATIONS:

Education /Certification

- Maine Department of Education certification as a computer technology teacher (680) and/or as an assistant building administrator (045) or higher preferred
- Masters Degree preferred

Special Knowledge/Skills

- Experience working in a leadership role
- Experience as an instructor in computer related fields is desirable
- Knowledge of multiple platforms and operating systems
- Working knowledge of networking hardware and systems
- Strong skills in communicating and collaborating
- Working knowledge of technology staff development practices and working with adult learners
- Ability to evaluate existing programs and recommend new initiatives relative to classroom instruction and administrative technology use

REPORTS TO: Superintendent of Schools

SUPERVISES: Computer technicians, SIS data manager, technology integrators, webmaster and volunteers as assigned

JOB GOAL:

To use leadership in the area of technology for the school district that supports the mission, vision, and values of the Cape Elizabeth Schools.

PERFORMANCE RESONSIBILITIES:

- Prepares and administers the district-wide technology budget and collaborates with district/town business manager
- Coordinates the purchase of technology equipment and materials to ensure the district and town needs are being met in a cost-effective manner
- Coordinates the distribution of technology equipment and materials as they relate to the district technology plan
- Maintains an inventory of technology equipment and materials for the district and town
- Prepares grant proposals designed to secure additional funding in the area of technology for the school district

- Collaborates with district and town administration regarding professional training needs of staff
- Serves as a member of the District Leadership Team
- Assumes responsibility for own professional growth
- Chairs/coordinates the district-wide Technology Steering Committee and subcommittees and oversees the development of a long-range technology plan for the use of present and emerging technologies designed to improve the teaching/learning process
- Reports as requested to the school board on the status of the technology plan and technology use in our schools
- Acts as the school district's liaison with parent groups, statewide technology organizations and initiatives (Maine State Library Network–MSLN & Association of Computer Technology Educators of Maine–ACTEM)
- Oversees administration of district-wide and town network services and serves as liaison with contracted maintenance vendors and coordinates on-site technicians' work (email, SIS, Internet, phones, etc.)
- Provides leadership and serves as a resource person to district staff in the area of technology.
- Coordinates, supervises, and evaluates the School Department/Town computer technicians, school technology integrators, data manager
- Performs other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Administrators Association agreement

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

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

Orig Approved By the Cape Elizabeth School Board: June 13, 2006

Revised: _____

CAPE ELIZABETH SCHOOL DEPARTMENT
Community Services Division
Job Description

TITLE: Office Manager / Administrative Clerk

QUALIFICATIONS:

1. **Education/Certification:** Bachelors Degree in Recreation, Education or equivalent experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Good work habits and ability to work without supervision. Must be prompt, reliable, trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Ability to maintain positive relations with customers, students, and fellow workers. Computer proficiency, customer service skills. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
3. **Experience:** Successful experience working in leadership, supervision, and staff development. Conducting an effective public relations program. Expertise in computer programs including, but not limited to: InDesign & Microsoft Office Suite. Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Community Services Director

JOB GOAL: Utilize skills in organization, creativity, leadership, and customer service to enhance Community Services programs and systems of operations. Provide accurate record keeping and data collection.

PERFORMANCE RESPONSIBILITIES:

1. Serve as office manager of Community Services staff
2. Organize and process deposits and other financial records, reports, and spreadsheets as assigned by the Director
3. Assist with data and statistics collection
4. Assist in the System Administration, documentation, and record keeping of the online registration system
5. Lend administrative supervision and support to the other Community Services employees
6. Maintain thorough knowledge of Community Services policies and procedures.
7. Share responsibility for layout and design of brochure and other advertising efforts
8. Assume Director's responsibilities in his/her absence.

Job Description
Community Services
Office Manager/Administrative Clerk (continued)

TERMS OF EMPLOYMENT: Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager.

WORKING CONDITIONS:

Mental Demands: multi-tasking, answering the phone, waiting on customers, organizing, prioritizing, working in fast paced environment

Physical Demands: Sitting, extensive computer work, use of adding machine, and phone work, , stapling, repetitive motions

Environmental Conditions: Walking outside, slippery surfaces, biological exposure (human waste, body fluids), working at night, working alone

EVALUATION: The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which the job goals are met.

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

Presented to Superintendent 5/6/11 (Draft 4/28/11)

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Athletic Administrator

QUALIFICATIONS:

Education /Certification

- Maine Department of Education certification as an Athletic Director or equivalent/State of Maine Administrator Certificate 215

Special Knowledge/Skills

- Successful experience working in a leadership role as an educator or coach
- Demonstrated ability in working with high school age students and their parents
- Knowledge and experience in team problem solving process
- Previous experience as a high school or middle school coach

REPORTS TO: High School Principal

SUPERVISES: Cape Elizabeth School Department Athletic programs

JOB GOAL:

To use leadership, supervisory, and administrative skills to develop, maintain, and improve the athletic program for the students of the Cape Elizabeth School Department.

PERFORMANCE AREAS:

- **Administration/Organizational Management** – The ability to practice participatory management; possession of good organizational skills and the knowledge of effective administration of an athletic program.
- **Budgeting Management** – The ability to effectively and efficiently utilize and manage the athletic facilities through a working knowledge of athletic finance, such that the needs of the athletic program can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.
- **Communications** – The ability to articulate effectively, both orally and in writing, the successes and needs of the athletic program with the school board, school administration, superintendent, staff, students, parents, and the general public - in large and small groups and with individuals.

Job Description
Athletic Administrator

- **Community Relations** – The ability to relate positively to the public; a view of the athletic/school relationship as a partnership; recognition of the need to be visible and active at athletic events and understanding the importance of considering school and community needs and wants.
- **Educational Leadership** – The ability to inspire, motivate, guide and direct coaching staff in setting and achieving the highest standards of sportsmanship in athletics for the school and district.
- **Involvement in School and Community** – The ability to perform responsibilities as a visible presence at athletic events, participating in and attending other school events to the extent possible.
- **Personnel Management** – The ability to recognize program staffing needs, to perceive in coaching candidates the potential for suitability, and to contribute to an effective recruitment/selection/retention process.
- **Professional Development** – The ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.
- **Supervision/Evaluation** – The ability to supervise and evaluate coaches and all activities through knowledge and the commitment to contribute to the improvement of programs in general.

SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:

- **Administration/Organizational Management**
 - ✓ Plan, organize, and direct (or oversee/approve) implementation of all school athletic activities.
 - ✓ Work with other members of the leadership team (central office and other administrative staff) on matters and issues related to facility use, transportation, and schedule impact.
 - ✓ Collaborate on a regular basis with the Community Services Director regarding programmatic and systematic issues.
 - ✓ Provide for the athletic transportation needs of both the high school and middle school athletic programs.
 - ✓ Assume responsibility for all required MPA forms and the like.

Job Description
Athletic Administrator

- ✓ Maintain a current accurate inventory of all equipment and uniforms.
 - ✓ Schedule athletic contests and activities within established league and MPA guidelines to best meet the program needs.
 - ✓ Maintain high standards of athletic conduct and sportsmanship, and enforce discipline as necessary, affording appropriate due process to students and parents.
 - ✓ Assign site supervisor in the absence of the athletic administrator.
 - ✓ Establish positive guides for proper athlete conduct and the maintaining of fair, consistent discipline.
 - ✓ Maintain an environment that promotes good sportsmanship at all athletic events.
 - ✓ Supervise the maintenance of facilities that abides by all regulations and safety requirements.
 - ✓ Conduct coaches' meetings as necessary for the proper functioning of the program.
 - ✓ Participate in league meetings, MPA meetings, and in such other meetings as may be required or appropriate.
 - ✓ Provide for appropriate officials, timers, scorers, and the like for proper game and practice organization.
 - ✓ Be aware of student, school, and community conflicts when scheduling events.
- **Budgeting/Facilities and Program Management**
 - ✓ Prepare and submit the athletic budgetary requests, and monitor expenditures of allotted funds.
 - ✓ Supervise the maintenance of all required athletic forms and reports.
 - ✓ Oversee appropriate accounting and control of school funds, gate receipts, student participation fees, booster accounts, and athletic activities accounts.
 - ✓ Collaborate with the Community Services Director to assume responsibility for the safety and administration of all athletic facilities.
 - ✓ Provide for adequate inventorying of athletic program equipment, and for the securing of and accountability for that property.
 - ✓ Seek input from coaches and Extra-Curricular Committee regarding budget requests.

Job Description
Athletic Administrator

- **Communications**

- ✓ Keep the Principals and Superintendent informed of the school's activities and issues.
- ✓ Publicize schedules of games and events.
- ✓ Respond to written, oral, and electronic requests for information from appropriate sources.
- ✓ Maintain an open door policy for parents, coaches, and athletes.
- ✓ Develop and implement a plan for communicating with parents of athletes on a regular basis.

- **Community Relations**

- ✓ Inform all Booster organizations of related policies and procedures of the School Board.
- ✓ Act as liaison between the school and the community, interpreting athletic activities and policies of the school and encouraging community support in athletic events.
- ✓ Work with the Superintendent to plan and schedule the Booster Organization Coordinating Committee meetings.
- ✓ Assume responsibility for all official school correspondence and information pertaining to the athletic department.

- **Educational Leadership:**

- ✓ Assume leadership role in long term planning with regard to new programs and the overall direction of the program.
- ✓ Establish and maintain a school climate that enhances good sportsmanship and sound coaching principles.
- ✓ Lead and monitor the development and appropriateness of the athletic program.
- ✓ Assume responsibility for the interpretation and implementation by the coaching staff of all school board policies, administrative procedures/regulations, and coaches' handbook.
- ✓ Serve as a member of such committees and attend such meetings as the principals and/or superintendent may direct.
- ✓ Promote the Philosophy and Beliefs of the Cape Elizabeth Athletic Program as adopted by the Cape Elizabeth School Board.

Job Description
Athletic Administrator

- **Educational Renewal**

- √ Assist in the organizing of athletic renewal efforts and strategic planning.
- √ Work with building principals and team leaders to design meaningful ways to monitor the implementation of improvement programs and strategies for athletics.
- √ Keep abreast of athletic program changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field of athletics.

- **Involvement in School and Community**

- √ Maintain active relationships with students and parents.
- √ Participate in special events to recognize athletic achievement.
- √ Establish and maintain relationships with local community groups and individuals:
 - To foster understanding and solicit support for overall athletic program objectives and programs; and
 - To interpret school building policies and procedures as they relate to athletics.

- **Personnel Management**

- √ Coordinate personnel needs with appropriate members of the administrative team.
- √ Recommend new coaches or renewal of coaches to the superintendent.
- √ Participate in the recruiting, screening, nominating, training, assigning, and evaluating coaches.
- √ Discuss, mediate, and resolve individual student athlete problems.
- √ Provide for the orientation of new coaches to familiarize them with the Coaches' Handbook.

- **Professional Development**

- √ Orient newly assigned coaches and assist in their development, as appropriate.
- √ Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced coursework and the like.

Job Description
Athletic Administrator

- √ Review and discuss at least annually the philosophy, beliefs, and contents of the Coaches' Athletic Handbook.

- **Supervision/Evaluation**

- √ When possible provide mentors for newly assigned coaches.
- √ Assume responsibility for supervision of all coaches assigned to the program.
- √ Supervise the coaching practices and take corrective action as appropriate.
- √ Assume responsibility for evaluating and counseling of all coaches regarding individual and group performance.
- √ Provide access for certification workshops so all coaches meet requirements.
- √ Recommend, according to established procedures, the dismissal or non-renewal of a coach whose performance is unsatisfactory.
- √ Assume responsibility for the supervision and evaluation of the school district's athletic program.
- √ Analyze and discuss parent feedback surveys with coaches and the High School Principals.

- **Other**

- √ Provide conferences between parents, athletes and coaches on an as needed basis.
- √ Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- √ Perform such other tasks as may be assigned by the Principal or Superintendent.
- √ Coordinate athletic activities between the High School and Middle School.

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Administrators 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 Superintendent will perform the evaluation with input from the principals.

Job Description
Athletic Administrator

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

Approved By the Cape Elizabeth School Board: June 13, 2006

Revised Draft 3/13/08

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Volunteer Coordinator

QUALIFICATIONS:

1. **Education/Certification:** College degree or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the following skills: organizational, communication, computer, public relations, facilitation, personnel management, and problem-solving. Demonstrated experience in volunteer coordination and committed to volunteerism. Must demonstrate initiative and be self-motivated. Ability to maintain positive relations with students, school staff and volunteers at all times.
3. **Experience:** Successful experience in leadership, managerial and human relations skills preferred.

REPORTS TO: Superintendent of Schools

JOB GOAL: To develop and coordinate a unified resource system within the district to articulate, endorse and encourage school, home and community partnerships which will enhance the mission and beliefs of the Cape Elizabeth Schools.

PERFORMANCE RESPONSIBILITIES:

The Volunteer Coordinator will have overall responsibility for the administration of the system-wide community resources program which includes, but is not limited to the following:

1. Develop and evaluate volunteer participation through identification of needs, promotion of program, recruitment and placement of volunteers.
2. Support volunteers, students and staff in all aspects of volunteering.
3. Interview and screen community volunteers.
4. Hold mandatory volunteer awareness sessions for all volunteers, focusing on the rights and safety of students, especially confidentiality.
- 4.5. Process criminal record check forms for volunteers.
6. Maintain volunteer data bases, providing specific volunteer information to staff members.
- 5.7. Coordinate the on-going development/revision of volunteer policies, program guidelines and volunteer handbook.
- 6.8. Organize and maintain record systems and statistics which document community resources and volunteer activities.

Job Description
Volunteer Coordinator (continued)

- ~~7. Maintain volunteer data bases, providing specific lists of volunteers to staff and parent associations.~~
- ~~8-9. Identify staff needs for tangible resources in the schools and solicit items from the community.~~
- ~~9-10. Promote student volunteerism.~~
- ~~10-11. Direct in-school, site-based, student mentor program~~
 - a. Recruit, screen, train and place high school mentors, at the request of staff, with middle school and elementary school students, working closely with teachers, the school counselor and the social worker.
 - b. Provide supervision, support, evaluation and recognition for all mentors.
- ~~11-12. Plan and administrate the volunteer budget.~~
- ~~12. Work closely with Volunteer Advisory Committee~~
13. Prepare an annual report for administrators, school board members, and advisory committee members.
14. Participate in an annual evaluation of the volunteer program.
15. Be an active participant in staff development by attending workshops, conferences and networking in order to initiate new programs and practices.
16. Act as an ambassador for the Cape Elizabeth School System, maximizing the connection between the schools and the community.

TERMS OF EMPLOYMENT: Position equal to $\frac{3}{4}$ time of an Educational Technician III. Salary and benefits based on Educational Technician negotiated contract.

WORKING CONDITIONS:

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

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 30 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, and operating equipment

Environmental Conditions: inside, outside, slippery surfaces, biological exposure (human waste, body fluids), working around moving objects, working with students, and working alone

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

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

School Board Approved: November 14, 2006

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Pond Cove Elementary School Principal

QUALIFICATIONS:

Education /Certification

- Maine Department of Education certification as Building Administrator (040) or equivalent/State of Maine Administrator Certificate
- Minimum of Masters Degree

Special Knowledge/Skills

- Successful experience working in a leadership role in education
- Working knowledge of curriculum, professional development and assessment
- Excellent skills in communicating and collaborating with staff and parents
- Excellent skills in supervising and evaluating staff
- Classroom experience at the elementary level
- Working knowledge of elementary level curriculum and its inherent unique attributes

REPORTS TO: Superintendent of Schools

SUPERVISES: Faculty and Staff of Pond Cove Elementary School

JOB GOAL:

To use leadership, supervisory, and administrative skills to develop, achieve and maintain the best possible educational program for the students of Cape Elizabeth that supports the mission, vision and beliefs of the Cape Elizabeth School Department.

PERFORMANCE AREAS:

- **Administration/Organizational Management** – The ability to practice participatory management; possession of good organizational skills and the knowledge of effective administration of school operations.
- **Budgeting/School Finance/Plant Management/Business Services** – The ability to effectively and efficiently utilize and manage the facility and assigned support services through responsible stewardship of school resources and a working knowledge of school finance, such that the needs of his/her school can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.

Job Description
Pond Cove Elementary Principal *(continued)*

- **Communications** – The ability to articulate effectively, both orally and in writing, the successes and needs of the school with the school board, central administration, staff, students, parents, and the general public - in large and small groups and with individuals.
- **Community Relations** – The ability to relate positively to the public; a view of the community/school relationship as a partnership; recognition of the need to be visible and active in the community and understanding the importance of considering community needs and wants.
- **Curriculum/Instruction** – The ability to work with staff to identify assessments, concepts and skills related to Maine's Learning Results, and to contribute guidance and assistance to staff in planning and implementing curriculum utilizing appropriate instructional strategies.
- **Educational Leadership** – The ability to inspire, motivate, guide and direct staff in setting and achieving the highest standards of educational excellence for the school and district.
- **Educational Renewal** – The ability to contribute to constructive educational change and demonstrate knowledge of current practices and research in school improvement.
- **Involvement in School and Community** – The ability to perform responsibilities as a visible presence in the school and to be aware of community developments, participating in and attending school events to the extent possible.
- **Personnel Management** – The ability to recognize school staffing needs, to perceive in candidates the potential for suitability, and to contribute to an effective recruitment/selection/retention process.
- **Professional Development** – The ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.
- **Supervision/Evaluation** – The ability to supervise and evaluate staff and all activities through knowledge and the commitment to contribute to the improvement of instruction and the effectiveness of programs in general.

SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:

- **Administration/Organizational Management**
 - √ Plan, organize, and direct (or oversee/approve) implementation of all school activities.
 - √ Oversee the school's administration and instruction; make recommendations when central office or school board authorization is needed.

Job Description
Pond Cove Elementary Principal *(continued)*

- ✓ Work with other members of the leadership team (central office and other administrative staff) on matters and issues of more than individual school import, such as curriculum, special services, transportation, and the like.
 - ✓ Budget school time to provide for the efficient conduct of instruction, special events, and operational business.
 - ✓ Schedule the school day and classes within established guidelines to best meet students' instructional needs.
 - ✓ Maintain high standards of student conduct, and enforce discipline as necessary, affording appropriate due process to students and parents.
 - ✓ Establish positive guides for proper student conduct and the maintaining of fair, consistent discipline.
 - ✓ Supervise the maintenance of accurate records on student progress and attendance.
 - ✓ Conduct staff meetings as necessary for the proper functioning of the school.
 - ✓ Plan and supervise fire drills and emergency preparedness program in accordance with legal requirements and established school system procedures.
 - ✓ Participate in principals' meetings, negotiations meetings, and in such other meetings as may be required or appropriate.
 - ✓ Serve as an ex-officio member of all committees and councils within the school.
 - ✓ Delegate authority to appropriate personnel to assume responsibility for the school in the absence of the principal.
- **Budgeting/School Finance/Plant Management/Business Services**
 - ✓ Prepare and submit the school's budgetary requests, and monitor expenditures of allotted funds.
 - ✓ Supervise the maintenance of all required building records and reports.
 - ✓ Oversee appropriate accounting and control of school funds and student activities accounts.
 - ✓ Assume responsibility for the safety and administration of the school plant.

Job Description
Pond Cove Elementary Principal *(continued)*

- ✓ Oversee the daily use of the school facilities for both academic and non-academic purposes, including by school staff, students and the community.
 - ✓ Provide for adequate inventorying of school/school system property, and for the securing of and accountability for that property.
 - ✓ Work with maintenance, custodial and other staff to address facility needs.
- **Communications**
 - ✓ Keep the Superintendent informed of the school's activities and problems.
 - ✓ Respond to written, oral, and electronic requests for information from appropriate sources.
 - ✓ Develop and implement a plan for communicating with parents on a regular basis.
 - **Community Relations**
 - ✓ Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
 - ✓ Assume responsibility for all official school correspondence and information.
 - **Curriculum/Instruction**
 - ✓ Assume the responsibility assigned by school board/administrative policy in the development, revision, and evaluation of the school curriculum, and of the school's instructional and assessment practices.
 - ✓ In coordination with appropriate members of the leadership team, supervise the guidance program and other instructional and student support services to enhance individual education and development.
 - **Educational Leadership:**
 - ✓ Establish and maintain a school climate that enhances teaching and learning.
 - ✓ Lead in the development, determination of appropriateness, and monitoring of the instructional program.

Job Description
Pond Cove Elementary Principal *(continued)*

- √ Assert leadership in times of crisis or civil disobedience in school in accordance with established policy and procedures.
- √ Assume responsibility for the interpretation and implementation by the school's staff of all school board policies and administrative procedures/regulations.
- √ Serve as a member of such committees and attend such meetings as the superintendent may direct.
- √ Assume an active role as a member of the District Leadership Team providing input to district-wide decision making.
- **Educational Renewal**
 - √ Assist in the organizing of District renewal efforts and strategic planning.
 - √ Work with building principals and team leaders to design meaningful ways to monitor the implementation of improvement programs and strategies.
 - √ Keep abreast of educational changes and developments by attending appropriate meeting, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- **Involvement in School and Community**
 - √ Maintain active relationships with students and parents.
 - √ Participate and maintain a visible presence at special events that recognize student achievement, as well as in typical school sponsored activities, functions, and extra-curricular events.
 - √ Establish and maintain relationships with local community groups and individuals:
 - To foster understanding and solicit support for overall school objectives and programs;
 - To interpret school building policies and procedures; and
- **Personnel Management**
 - √ Coordinate personnel needs with appropriate other members of the leadership team.
 - √ Participate in the recruiting, screening, nomination, training, assigning, and evaluating of school building personnel.

Job Description
Pond Cove Elementary Principal *(continued)*

- √ To discuss/mediate and resolve individual student problems with school staff.
- **Professional Development**
 - √ Orient newly assigned school staff members and assist in their development, as appropriate.
 - √ Participate in the in-service orientation and training of school staff.
 - √ Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced coursework and the like.
- **Supervision/Evaluation**
 - √ Assume responsibility for supervision of all administrative, certified, and support staff attached to the school.
 - √ Supervise the school's instructional and assessment practices.
 - √ Assume responsibility for evaluating and counseling of all staff members regarding individual and group performance.
 - √ Recommend, according to established procedures, the dismissal or non-renewal of a staff member whose performance is unsatisfactory.
 - √ Assume responsibility or supervision and evaluation of the school's extracurricular program.
- **Other**
 - √ Provide for regular and special conferences between parents and teachers
 - √ Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the school's administration
 - √ Perform such other tasks as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Administrators Association agreement

EVALUATION:

Job Description
Pond Cove Elementary Principal *(continued)*

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 Superintendent will perform the evaluation.

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

Approved By the Cape Elizabeth School Board: June 13, 2006
DRAFT – May 2012