

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: 7-12 Proficiency-based Education (PBE) Committee Member

QUALIFICATIONS:

- Maine Department of Education teacher certification
- Knowledge of and interest in all aspects of proficiency-based education, including assessment, instruction, grading & reporting, and student supports
- Strong leadership and communication skills

REPORTS TO: Director of Teaching and Learning, High School Principal, Middle School Principal

SUPERVISES: N/A

JOB GOAL: Along with other Committee members, to research and make recommendations concerning: 1) the grading and reporting of “life skills” in Grades 7-12 aligned to two Guiding Principles (Self-Directed & Lifelong Learner; Responsible & Involved Citizen) as well as CEHS’ Civic and Social Competencies; 2) the grading and reporting of academic skills in Grades 7-12 and the format/content of CEHS’ new transcript; and 3) Cape Elizabeth’s new graduation policies.

PROFESSIONAL RESPONSIBILITIES:

- Act as a liaison between content-area constituency and the committee (e.g., survey staff regarding their PBE implementation needs; keep constituency informed as to progress of committee; facilitate PBE work during PD time, as appropriate, etc.)
- Actively participate in researching and making recommendations concerning key aspects of PBE implementation: non-academic and academic proficiencies, transcript, and graduation policies
- Attend all scheduled meetings

TERMS OF EMPLOYMENT: Academic 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 Director of Teaching and Learning, with input from the high school and middle school principals, will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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: