



Pond Cove Elementary School  
12 Scott Dyer Road  
Cape Elizabeth, Maine 04107  
(207) 799-7339

Principal  
Jason Manjourides

Assistant Principal  
Sarah Forrey-Pettit

August 6, 2018

Dear Cape Elizabeth School Board Members,

I am writing to update you on my request to make changes to some teacher leadership positions at Pond Cove for the 2018-2019 school year.

Pond Cove currently has two stipend team leadership positions per grade level - Instructional Team Leader and Organizational Team Leader - who would be paid \$2504.00 and \$1109.00 respectively. After working with these teams and surveying staff, I feel it is best to utilize one Team Leader per grade level and add four Content Leaders beginning next year. The stipend for each Grade Level Team Leader would be \$3,129.00/year. The stipend for the Content Leader Position would be \$1541.00/year. These stipend amounts would increase annually in accordance with the collective bargaining agreement. This stipend increase would align Pond Cove with the middle school in both position titles and stipend amounts. These adjustments would create a \$2777.00 increase in stipends.

There is a second issue I would like to address involving Pond Cove's Student Support Team (SST) Leadership. This year our SST was led by our Student Support Coordinator, David Croft. The Student Support Coordinator position has been cut from next year's budget, leaving us without the capacity to manage SST. In order to continue this important process and align with the stipend amounts paid at the middle school, I will need to include a SST Leader position in my stipend budget. The stipend for this position would be \$3,129.00 for the 2018/2019 school year. In order to reduce the cost of this adjustment, I would like to convert an SST team member position to a SST Leader position. This will create an increase of \$2020.00 in stipend money.

I am confident that these new arrangements will benefit students and staff by creating a more efficient and effective leadership structure. In order to adequately compensate our team leaders and completely align with the middle school, stipend compensation at Pond Cove would increase by a total of \$4,797.00 for the 2018/2019 school year.

Although this plan creates a cost increase, the cost of the Content Leader position will be paid in the 2018-2019 year using Transition Grant funds. Use of this grant for this year only is appropriate as the Content Leaders will be instrumental in improving horizontal and vertical curriculum alignment at Pond Cove. Further, use of this grant will actually result in a stipend money balance of \$1367.00 for Pond Cove.

Thank you for your consideration of these adjustments. I will attend the August 28 board meeting in case you have any questions.

Respectfully,

Jason Manjourides

<b>Current Pond Cove Administrative Stipend Positions</b>		<b>Proposed Changes to Pond Cove Administrative Stipend Positions for 2018-2019</b>	
<ul style="list-style-type: none"> <li>● 7 Instructional Team Leaders (K,1,2,3,4,AA,Sped)</li> <li>● 7 Organizational Team Leaders (K,1,2,3,4,AA,Sped)</li> </ul>	\$25,290	<ul style="list-style-type: none"> <li>● 7 Grade Level Team Leaders (K,1,2,3,4,AA,Sped)</li> <li>● 4 Content Leaders (ELA, Math, Science, Social Studies)</li> </ul>	\$28,067
<ul style="list-style-type: none"> <li>● 5 Student Support Team Members</li> </ul>	\$5,545	<ul style="list-style-type: none"> <li>● 4 Student Support Team Members</li> <li>● 1 Student Support Team Coordinator</li> </ul>	\$7,565
<b>Total Cost of Current Leadership Structure</b>	\$30,835	<b>Total Cost of new Leadership Structure</b>	\$35,632
		Content Leader Stipends Covered by Transition Grant Funds for the 2018-2019 Year	- \$6,164
<b>Total Budgeted Funds for Pond Cove Administrative Stipends for the 2018-2019 School Year</b>	\$30,835	<b>Total Funds From Budget Needed to Cover the Cost of Proposed Leadership Structure for the 2018-2019 School Year.</b>	\$29,468

Pond Cove Content Leader Job Description (Presented for Board Approval)

Pond Cove Grade Level Team Leader Job Description (Presented for Board Approval)

Pond Cove Student Support Team Member Job Description

Pond Cove Student Support Team Leader Job Description (Presented for Board Approval)

## Cape Elizabeth School Department Job Descriptions - Co-Curricular

**TITLE:** Pond Cove Student Support Team Leader

### **QUALIFICATIONS:**

- Successfully completed at least three years of teaching experience
- At least two years experience completed at Pond Cove preferred
- Demonstrated positive interpersonal skills
- Demonstrate success as an organized leader
- Demonstrated success as a creative problem solver
- Demonstrated success as a reliable team member
- Knowledge of RTI process
- Ability to work with students, teachers and school leaders, and committed to collaboration with all stakeholders for the benefit of students

### **REPORTS TO:**

- PCES Principal

**SUPERVISES:** NA

### **JOB GOAL:**

- Lead the SST team in the oversight of the Response to Intervention (RTI) process at Pond Cove. Participate in effective data-based inquiry, guide colleagues to make instructional decisions informed by the professional knowledge base, and cultivate a professional culture of shared ownership for student learning in the school.

### **PROFESSIONAL RESPONSIBILITIES:**

- Schedule and develop agenda for SST meetings
- Meet regularly with administration (principal/assistant principal)
- Consult with classroom teachers and other specialists, as needed
- Collaborate with colleagues to analyze student data to identify student needs across the school.
- Serve as a resource for colleagues looking for assistance with the RTI process
- Collaborate with the Grade Level Team Leadership team to identify areas for instructional improvement to support all students

**TERM OF EMPLOYMENT:**

- Applicable terms of the 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 or Assistant Principal 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 the present time or in the future.

APPROVED:

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Descriptions - Co-Curricular

**TITLE:** PCES Content Leader  
(4 positions: ELA, Math, Science, Social Studies)

**QUALIFICATIONS:**

- Maine Department of Education teacher certification
- Knowledge of and interest in curriculum alignment and proficiency-based education as they relate to a particular content area (ELA, math, science, and social studies)
- Strong communication and facilitation skills

**REPORTS TO:** PCES Principal and Director of Teaching and Learning

**SUPERVISES:** N/A

**JOB GOAL:** To assist the PCES Principal and Director of Teaching and Learning in guiding alignment of curriculum and implementation of proficiency-based education within a particular content area (ELA, math, science, and social studies)

**PROFESSIONAL RESPONSIBILITIES:**

- Act as a liaison between teachers and school/district administrators regarding a particular content area
- Assist in planning professional development for the early release Wednesdays
- Meet monthly with the PCES Principal and Director of Teaching and Learning
- Facilitate curriculum work/professional development on the early release Wednesdays, as appropriate
- Oversee content-specific budgeting and ordering, as appropriate
- Collaborate with CEMS counterpart, as appropriate

**TERMS OF EMPLOYMENT:** Academic year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

## **CAPE ELIZABETH SCHOOL DEPARTMENT**

### **Job Descriptions - Co-Curricular**

**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 PCES Principal and Director of Teaching and Learning 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.

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**APPROVED:**

## **CAPE ELIZABETH SCHOOL DEPARTMENT**

### **Job Descriptions - Co-Curricular**

**TITLE:** PCES Grade Level Team Leader  
(7 positions: K, 1, 2, 3, 4, AA, Special Ed)

**QUALIFICATIONS:**

- Maine Department of Education teacher certification
- At least two years experience at Pond Cove
- Strong communication and facilitation skills
- Demonstrate a willingness to share resources, materials and expertise

**REPORTS TO:** PCES Principal

**SUPERVISES:** N/A

**JOB GOAL:**

- To support strong two-way communication between administration and all staff members, to ensure that necessary building goals are accomplished and that our students' learning environment is best supported through our collaborative efforts.
- To foster optimal learning for all students through facilitation of efforts and discussions related to student needs as well as curriculum, instruction, and assessment.

**PROFESSIONAL RESPONSIBILITIES:**

- Develop, maintain and share rolling agenda/minutes of all meetings with relevant links attached
- Use protocols to examine data and engage RTI specialists and educational technicians in collaborative conversations
- Facilitate the planning of units and assessments
- Support the development of early release day and staff meeting agendas.
- Use student work to calibrate practice as well as to adapt instruction
- Resource management and budget needs
- Organization of special events/trips/etc.
- Meet at least monthly with other grade level, UA, SpEd leaders, the principal, assistant principals(the building leadership team) to review work in progress, and assist with all aspects of the grade-level or department team.

**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 PCES Principal and Director of Teaching and Learning 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.

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**APPROVED:**



## Cape Elizabeth School Department Job Descriptions - Co-Curricular

**TITLE:** Pond Cove Student Support Team Member (4 positions) Representation from the following categories: Social Emotional Support (Guidance or Social Work), Literacy Specialist, Math Specialist

### **QUALIFICATIONS:**

- Successfully completed at least three years of teaching experience
- At least two years experience completed at Pond Cove preferred
- Demonstrated positive interpersonal skills
- Demonstrated success as a creative problem solver
- Demonstrated success as a reliable team member
- Knowledge of RTI process
- Ability to work with students, teachers and school leaders, and committed to collaboration with all stakeholders for the benefit of students

Representation from the following categories: Social Emotional Support (Guidance or Social Work), Literacy Specialist, Math Specialist

### **REPORTS TO:**

- Principal and Assistant Principal

### **SUPERVISES:** NA

### **JOB GOAL:**

- Work as part of a team to oversee the Response to Intervention (RTI) process at Pond Cove. Participate in effective data-based inquiry, guide colleagues to make instructional decisions informed by the professional knowledge base, and cultivate a professional culture of shared ownership for student learning in the school.

### **PROFESSIONAL RESPONSIBILITIES:**

- Attend and actively participate in SST meetings
- Consult with classroom teachers and other specialists, as needed
- Collaborate with colleagues to analyze student data to identify student needs across the school.
- Document student discussion notes, and communicate with SST leader and classroom teacher
- Serve as a resource for colleagues looking for assistance with the RTI process

- Collaborate with the Instructional Leadership team to identify areas for instructional improvement to support all students

**TERM OF EMPLOYMENT:**

- Applicable terms of the 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 or Assistant Principal 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 the present time or in the future.

APPROVED: June 9, 2015