# CENTRAL OFFICE

including technology support staff; non-bargaining

- ACCOUNTING CLERK
- ACCOUNTS PAYABLE CLERK & RECEPTIONIST
- ASSISTANT SUPERINTENDENT (including Director of Special Services duties) | CESD Job Description
- BOOKKEEPER/PAYROLL COORDINATOR
- BUSINESS MANAGER
- COMPUTER USER SUPPORT SPECIALIST
- CONTROLLER
- DISTRICT DATA FACILITATOR
- Educational Technology Director
- EXECUTIVE ASSISTANT to the SUPERINTENDENT, ASST SUPERINTENDENT
- Director of Facilities and Transportation
- HUMAN RESOURCES COORDINATOR
- Nutrition Director
- Assistant Director of Nutrition
- NETWORK & COMPUTER SYSTEMS ADMINISTRATOR
- OFFICE MANAGER - SPECIAL SERVICES DEPARTMENT
- STUDENT PATHWAYS COORDINATOR (5-12)
- SUPERINTENDENT of SCHOOLS
- TEACHING AND LEARNING DIRECTOR
- Affirmative Action Officer/Title IX Coordinator
- VOLUNTEER COORDINATOR

# ACCOUNTING CLERK

## QUALIFICATIONS:

I. **Education/Certification**: Associates degree or certificate program in accounting or relevant experience. Holds a valid State of Maine Criminal History Records Check Approval.

II. **Special Knowledge/Skills**:

   I. Experience in computerized accounting systems, spreadsheets and word processing.

   II. Ability to understand financial accounting issues.

   III. Ability to work independently with a high degree of accuracy and organization.

   IV. Must be team oriented with excellent interpersonal and communication skills.

   V. Must be willing to participate in ongoing in-service training as requested.

   VI. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. **Experience**: Demonstrated aptitude or competence for successful fulfillment of assigned responsibilities.

## REPORTS TO:

School Department Business Manager and Town Finance Director.

## JOB GOAL:

To assist in maintaining accurate financial records for the Town of Cape Elizabeth.

## PERFORMANCE RESPONSIBILITIES:

This position will have primary responsibilities for maintaining security, compliance, accountability, and operational efficiency within our organization's financial processes, including but not limited to the following:

I. Overseeing financial transactions with vendors, contractors and suppliers. This may involve processing invoices, managing payment schedules, and verifying accuracy of financial transactions.

II. Assisting with improving processes for credit card transactions, and utility payments. This will include monthly maintenance of these operations.

III. Assisting with technology needs related to the Enterprise ERP financial software. This will include assisting employees with technology issues and training.

IV. Assisting with ensuring compliance with grant requirements, accurate reporting, and proper allocation of funds.

V. Other reconciliations as needed or assigned.

## PREPARES REPORTS, INCLUDING BUT NOT LIMITED TO:

I. Monthly credit card expense reports.

II. Monthly utility expense reports.

III. Grant reports.

IV. Audit reports which includes, but is not limited to preparing draft reports, compiling requested samples, tracking questions on exceptions received by the auditors.

## EQUIPMENT USED:

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

## WORKING CONDITIONS:

Mental demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing. Physical demands: sitting, standing, climbing stairs, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment. Environmental conditions: inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” and a “team approach” in order to meet the needs of the office.

## TERMS OF EMPLOYMENT:

I. Eight (8) hours per day/260 days per year.

II. Compensation in accordance with recommendations established by the business manager.

## 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 business manager 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 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:

February 13, 2024

# ACCOUNTS PAYABLE CLERK & RECEPTIONIST

## QUALIFICATIONS:

I. Education/Certification: Associate degree in business or accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

   I. Experience in computerized accounting systems.

   II. Ability to work independently with a high degree of accuracy and organization.

   III. Must be team oriented with excellent interpersonal and communication skills.

   IV. Must be willing to participate in ongoing in-service training as requested.

   V. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

## REPORTS TO:

School Department Business Manager/Town Finance Director

## JOB GOAL:

To assist in the administration of the school and town's business affairs so as to provide the maximum services for the financial resources available.

## PERFORMANCE RESPONSIBILITIES:

I. Prepares for payment all invoices and check requests, verifying that funds are available by tracking account balances.

II. Accepts and processes money for deposits.

III. Processes purchase orders following designated procedures.

IV. Schedules invoices for payment following designated procedures.

V. Enters detail information in computerized accounting system to generate warrant.

VI. Processes accounts payable checks and accompanying reports for Town Council and School Board approval.

VII. Maintains files on all vendors and resolves billing issues with vendors.

VIII. Prepares necessary reports and other spreadsheets as requested.

IX. Processes work permits for students.

X. Processes course pre-approvals, reimbursements and educational loans for all school staff.

XI. Processes year-end 1099's for qualifying vendors.

XII. Maintains W-9 files for all vendors.

XIII. Assists and maintains credit card purchases and files.

XIV. Keeps Maine Tax Exempt form, and files and completes them as needed.

XV. Is first response in answering the telephone.

XVI. Greets public and directs to appropriate area.

XVII. Sorts daily mail delivery.

XVIII. Orders office supplies for Business Office.

XIX. Performs other duties as assigned by the School Department Business Manager, Superintendent/Town Finance Director.

# 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 Physical Demands: sitting, standing, climbing stairs, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment Environmental Conditions: inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

# TERMS OF EMPLOYMENT:

I. 8 hours per day/260 days per year

II. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

# 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 Business Manager 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 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 11, 2019

# ASSISTANT SUPERINTENDENT (including Director of Special Services duties) | CESD Job Description

## QUALIFICATIONS:

Education/Certification:

- Maine Department of Education certification as Assistant Superintendent or equivalent/State of Maine Administrator Certificate (015)
- Maine Department of Education certification as Administrator of Special Education/State of Maine Administrator Certificate (030)
- Minimum of Masters Degree in educational leadership, or related field

Special Knowledge/Skills:

- Successful experience working in a leadership role in education
- Successful experience in supervising special education staff and establishing and supervising special education programming
- Capacity to co-supervise, guide, and support members of the administrative team
- Understanding of school law and school policy development
- Ability to serve as district's Affirmative Action/Title IX Coordinator
- Working knowledge of Family Educational Rights and Privacy Act (FERPA)
- Excellent skills in communicating with parents and staff
- Informed of all current legal requirements governing special education, Section 504 of the Rehabilitation Act of 1973 (504), at both the State and Federal levels
- Ability to evaluate existing programs and to develop new programs as students' needs dictate

**REPORTS TO**: Superintendent of Schools

**CO-SUPERVISES**: In collaboration with building administrators, co-supervises and evaluates Special Education teachers, educational technicians assigned to special education, and professional support staff. In collaboration with the Superintendent, co-supervises members of the District Leadership Team.

**JOB GOAL**: Responsibilities will include, but are not limited to, assisting the Superintendent in the overall administration of the District, managing and leading to accomplish District priorities, and to use leadership, supervisory, and administrative skill to develop, achieve, and maintain an appropriate educational program for all students, including students with disabilities that support the mission, vision, and values 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** – The ability to effectively and efficiently utilize and manage special education services through responsible stewardship of school district resources.
- **Communications** – The ability to articulate effectively, both orally and in writing, the successes and needs of the special education program and regular education program 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 staff and the public; a view of the community/school relationship as a partnership; recognition of the need to be accessible to parents and understanding the importance of advocating for children with disabilities.
- **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 for students with disabilities.
- **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.
- **Personnel Management** – The ability to recognize department 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 special education activities and support implementation of all regular education activities
  - Oversee the Special Education department’s administration and instruction; make recommendations when central office or school board authorization as needed
  - Work with other members of the leadership team (central office and other administrative staff) on matters and issues of more than individual department import, such as curriculum, technology, transportation, and the like
  - Establish procedures for evaluation/reevaluation of students as part of the referral process
  - Coordinate all Child Find activities in the District
  - Oversee the completion and maintenance of all appropriate special education records and reports; local, state, and federal
  - Supervise the maintenance of accurate records on student progress and attendance

- Conduct staff meetings as necessary for the proper functioning of the school
- Participate in principals' meetings, negotiations meetings, and in such other meetings as may be required or appropriate
- Develops procedures to ensure compliance with the referral process
- Assists in the adaptation of school policies to include the needs of students with disabilities
- Facilitate and coordinate district efforts to ensure equitable access to learning and promote a culture of inclusion and belonging
- Co-supervise, guide, and support members of the administrative team
- Understand school law and school policy development
- Facilitate the School Board Policy Committee
- Serve as district's Affirmative Action/Title IX Coordinator
- Guide and/or conduct student and personnel investigations as warranted
- Serve as the lead administrator in the district when the superintendent is unavailable

- **Budgeting/School Finance/Plant Management/Business Services**
  - Prepare and submit the special service department's budgetary requests, and monitor expenditures of allotted funds
  - Supervise the maintenance of all required department records and reports
  - Provide for adequate inventorying of department/school system property, and for the securing of and accountability for that property
  - Supervise the maintenance of state and federal grant allocations and submissions

- **Communications**
  - Keep the Superintendent informed of the Special Education and regular education activities and problems
  - Advises the Superintendent and School Board on all critical special and regular education issues
  - Acts as a resource to building administrators and special educators in all aspects of the special education process
  - Respond to written, oral, and electronic requests for information from appropriate sources

- **Community Relations**
  - Act as liaison between the school and the community, interpreting activities and policies of the special services department and encouraging community input
  - Assume responsibility for all official department correspondence and information
  - Consult as appropriate with parents of student enrolled in the program

- **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 for students with disabilities.

- **Educational Leadership**
  - Evaluate existing services as an ongoing responsibility and recommend changes and additions as dictated by student needs and/or changes in legal mandates
  - Lead in the development and monitoring of specialized instruction
  - Assume responsibility for the interpretation and implementation by the department's staff of all school board policies and administrative procedures/regulations
  - Act as the District's 504 Coordinator
  - 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
  - Recommend policies and programs essential to the needs of students with disabilities
  - Assist in the collection of data using scientifically based assessments and methodologies to close achievement gap

- **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 of instructional practices
  - 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

- **Personnel Management**
  - Coordinate personnel needs with appropriate other members of the leadership team
  - Participate in the recruiting, screening, nomination, training, assigning, and evaluating of special education personnel
  - Cooperate with college and university officials regarding teacher training and preparation

- **Professional Development**
  - Orient newly assigned school staff members and assist in their development, as appropriate
  - Participate in the in-service orientation and training of department and district 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 co-supervision of all administrative, certified, and support staff attached to the special services department. Co-supervise, with the superintendent, members of the administrative team.
- Supervise the department's instructional practices
- Assume shared responsibility for evaluating and providing feedback to 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

- **Other**
  - Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the department's administration
  - Perform such other tasks as may be assigned

**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.

**APPROVED** By the Cape Elizabeth School Board: June 13, 2006

REVISED: February 13, 2007

April 14, 2015

September 13, 2016

June 26, 2025 *(previously separate from Director of Special Services)*

PDF version

Word version

# BOOKKEEPER/PAYROLL COORDINATOR

## QUALIFICATIONS:

I. Education/Certification: Associate degree in accounting or Business Administration with emphasis on accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

   I. Experience in computerized accounting systems, spreadsheets and word processing

   II. Ability to understand financial accounting issues and perform complex financial calculations.

   III. Ability to work independently with a high degree of accuracy and organization.

   IV. Must be team oriented with excellent interpersonal and communication skills.

   V. Must be willing to participate in ongoing in-service training as requested.

   VI. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

## REPORTS TO:

School Department Business Manager/Town Finance Director

## JOB GOAL:

To assist in the administration of the school and town's business affairs so as to provide the maximum services for the financial resources available.

## PERFORMANCE RESPONSIBILITIES:

I. Prepares and computes all municipal and school payrolls, making deductions for all taxes, retirement, insurance, and other necessary deductions.

II. Prepares and maintains all necessary payroll reports including all monthly, quarterly, and yearly federal and state reports.

III. Remits all taxes and payroll deductions in a timely manner.

IV. Reconciles all general ledger accounts to the trial balance and facilitates the month end closing process.

V. Performs direct entries as requested and post to general ledger for town and school.

VI. Reconciles A.P./Payroll checks monthly.

VII. Performs month end, calendar end and fiscal year end procedures for town and school on computerized accounting system.

VIII. Prepares monthly reports for department heads.

IX. Prepares necessary reports as requested.

X. Assists in the preparation and development of the annual budget as requested, directed and/or required.

XI. Provides documentation/backup for payroll/direct entries for annual audit.

XII. Maintains files and/or organizes Certificates of Insurance on Vendors

XIII. Manages accounts receivable deposits for school, community services, school nutrition, and facilities departments.

XIV. Other duties may include support for human resources and accounts payable activities, and assist on special accounting projects as needed.

XV. Uploads certificates and licenses into Frontline Central. Keeps track of expiration dates on employees CHRC/teaching certificates/licenses.

XVI. Performs other duties as assigned by the School Department Business Manager, Superintendent of Schools/Town Finance Director.

XVII. Processes accounts payable invoices when accounts payable staff is on vacation.

# 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 Physical Demands: sitting, standing, climbing stairs, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment Environmental Conditions: inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of ‘teaming’ and ‘a team approach’ in order to meet the needs of the office.

# TERMS OF EMPLOYMENT:

I. 8 hours per day/260 days per year

II. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

# 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 Business Manager 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 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 11, 2019

# BUSINESS MANAGER

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: School Department Business Manager

QUALIFICATIONS:

Education /Certification:

? Bachelor’s degree in Business Administration/Accounting or equivalent work experience.

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

Special Knowledge/Skills:

? Proficiency in school financial accounting practices

? Proficiency in applicable federal, state and local funding requirements and financial reporting

? Successful experience working in a leadership role in schools, municipal, or private sector

? Proficiency with municipal accounting software, computerized record keeping and related procedures

REPORTS TO: Superintendent of Schools

SUPERVISES: Central Office Business Office staff

JOB GOAL: To provide leadership in the financial area of school day-to-day activities.

PERFORMANCE RESPONSIBILITIES:

- ? Oversees the day-to-day financial operations of the central office including such areas as accounts payable, personnel management, payroll and accounting procedures.
- ? Works to establish a collaborative management approach.
- ? Assumes a leadership role along with the Superintendent in the preparation, implementation, monitoring and presentation of the School budget.
- ? Provides the necessary financial data to promote accurate and responsible planning.
- ? Monitors the monthly budget; prepares monthly financial reports to schools and to the Superintendent and School Committee.
- ? Keeps the school board and the superintendent apprised of all pertinent financial issues in a timely fashion, including the development of appropriate forms, summary statements, and monthly reports.
- ? Enters and tracks fixed assets in the computerized accounting system. Generating reports as requested, directed, and/or required.

CAPE ELIZABETH SCHOOL DEPARTMENT

- Demonstrates expertise in computerized record keeping including the ability to advise the superintendent as to changes that will facilitate building level record keeping.
- Works with building administrators regarding the proper implementation of system policies in record keeping, budget development, and expenditure of funds.
- Approves all purchase orders authorizing the expenditures of monies.
- Assists the superintendent in developing on-going facility plans including all necessary bidding, contracted services, and record keeping.
- Assists the Superintendent and school board in preparing for and conducting negotiations with various school department groups.
- Processes and maintains annual contracts for school staff and contracted independent service providers.
- Assumes a leadership role in assisting central office personnel in developing a team approach with regard to all necessary routines resulting in an efficient and effective business climate.
- Maintains a thorough data reporting system for the completion of financial reports required by Federal and State Agencies. Coordinates the school computer system including planning of system enhancements, tracking of personnel training, accounting control functions, and system maintenance.
- Supervises school accounting practices including the establishment of the chart of accounts, preparation of required financial reports to outside agencies, drafting of the annual financial statement and account reconciliation. Provides assistance to the Town's independent auditors.
- Directs the competitive bid process and negotiates vendor contracts.
- Prepares needed documentation for the bonding process.
- Plans bus fleet replacement program with Director of Facilities and Transportation.
- Maintains records on school assets for insurance values and verifies same to the insurance policy.
- Evaluates business office staff on an annual basis.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and benefits to be established by the School Board.

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 action plans and job goals are met. The Superintendent of Schools, 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 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 11, 2019

# COMPUTER USER SUPPORT SPECIALIST

## Summary:

Provide technical assistance to town/school computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. Provide assistance concerning the use of technology hardware and software. Support computer user, Technology Integrators, Computer User Support Specialists, and the MLTI program.

## Primary Duties and Responsibilities

Computer Support:

- Oversee the daily performance of computer systems.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.
- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Refer major hardware or software problems or defective products to vendors or technicians for service.
- Develop training materials and procedures, or train users in the proper use of hardware or software.
- Confer with staff, users, and management to establish requirements for new systems or modifications.

Supports Technology Coordinator

- Meet financial requirements by submitting information for budgets; investing price and quality information on proposed technology purchases for town and schools.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Protect organization's value by keeping sensitive information confidential.
- Accomplish organization goals by accepting ownership for completing new and different requests; exploring opportunities to add value to job activities.

Skills, Knowledge and Abilities required

- Skills o Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Time Management — Managing one's own time and the time of others.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Knowledge

- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Abilities

- Oral Comprehension and Expression — The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to communicate information and ideas in speaking clearly so others will understand.
- Written Comprehension and Expression— The ability to read and understand information and ideas presented in writing. The ability to communicate information and ideas in writing so others will understand.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

# Qualifications

- Education/Certification High School diploma or equivalent, plus three years employment as a Computer Support Specialist.
- Hold a valid State of Maine Criminal History Records Check Approval.

# Working Conditions

- Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting
- Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment
- Environmental Conditions: inside, working around moving objects, working unsupervised Terms of Employment
- Twelve-month year, 40 hrs. per week. Compensation in accordance with recommendations established by the Superintendent of Schools.

# Reports to:

Technology Coordinator

# 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/or job goals are met. The Technology Coordinator 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 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 12, 2015 (replaces Computer Technician)

# CONTROLLER

## QUALIFICATIONS:

I. Education/Certification: Bachelor's degree in Accounting or Business Administration, with an emphasis on accounting or equivalent work experience. Holds a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:
a) Experience in computerized accounting systems, spreadsheets and word processing; b) Ability to understand financial accounting issues and perform complex financial calculations; c) Ability to work independently with a high degree of accuracy and organization; d) Must be team oriented with excellent interpersonal and communication skills; e) Must be willing to participate in ongoing in-service training as requested; f) Must maintain a high level of ethical behavior and confidentiality of information as required by law

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned responsibilities

## REPORTS TO:

School Department Business Manager

## JOB GOAL:

To manage, oversee and coordinate the financial operations of both the town and school department. This position ensures accuracy, transparency, and compliance in all financial transactions, including auditing, payroll, while adhering to state and federal regulations.

## PERFORMANCE RESPONSIBILITIES:

This position will have primary responsibilities for the reconciliation of general ledger and liabilities accounts, including but not limited to:

I. Bank account transactions and statements

II. Accounts receivable, not including taxes receivable

III. Health and dental statements to employee withholding accounts and expense accounts

IV. Expense and revenue subsidiary accounts to expense and revenue control accounts

V. Maintains the general ledger, and oversees all accounting transactions

VI. Maintains internal controls and accounting standards across both entitites

VII. Assists with payroll rates and contracts

VIII. Work with external auditors and provide documentation and explanations as required

IX. Other reconciliations as needed or assigned

## PREPARES REPORTS, INCLUDING BUT NOT LIMITED TO:

I. Monthly expense and revenue reports to the town council, department directors, school business manager and town finance director

II. Monthly budget analysis: actuals compared to projected, and identifying potential under/over expenditures or revenue

III. Grant reports

IV. Audit reports which include, but is not limited to preparing draft reports, compiling requested samples, tracking questions on exceptions received by the auditors

## EQUIPMENT USED:

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

## WORKING CONDITIONS:

Mental demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing. Physical demands: sitting, standing, climbing stairs, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment. Environmental conditions: inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of "teaming" and a "team approach" in order to meet the needs of the office.

## TERMS OF EMPLOYMENT:

I. Eight (8) hours per day/260 days per year.

II. Compensation in accordance with recommendations established by the superintendent of schools and business manager.

## 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 business manager 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:

October 12, 2021 (originally titled Accountant)

Revised:

June 10, 2025

PDF format
Word format

# DISTRICT DATA FACILITATOR

## QUALIFICATIONS:

I. Education/Certification:

- Associates degree in related field
- Understanding of and experience with student information systems used to manage roster data in an educational setting
- Hold a valid State of Maine Criminal History Records Check Approval

II. Special Knowledge/Skills:

- Demonstrated knowledge of database design and data techniques
- Ability to communicate verbally and in writing
- Ability to work with people
- Ability to work independently in solving problems

III. Experience:

- Experience with student information systems (SIS) (PowerSchool experience preferred)
- Experience with relational database technologies
- Experience with data extraction, reporting and analysis tools
- Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities

## REPORTS TO:

Director of Educational Technology

## JOB GOAL:

The school district Data Facilitator ensures the integrity for the school district data and functions as the key analyst, manager, and report writer of this data. This person will make the data accessible, and easy to understand so it may be used to support teaching and learning.

## PERFORMANCE RESPONSIBILITIES:

- Support staff with the district's student information system (SIS) and other district data systems (library, lunch, etc.)
- Serve as the district's SIS administrator
- Train and support teachers in using aspects of the SIS for grading and posting to the parent/student portal

- Identify and resolve any data issues resulting within the district data systems
- Assist with school scheduling, enrollment, attendance and other issues within the SIS
- Develop data standards, procedures and training for district and school staff members
- Develop and maintain documentation of data systems, standards and procedures
- Import all assessment data into district SIS
- Design and implement custom pages to improve functionality of SIS
- Ensure integrity of data, verifying information regarding data quality and data completeness
- Produce data reports as requested by administration and school district staff
- Assist with federal and State reporting of school district data including exporting and uploading to external systems
- Support the RTI process by providing a system to gather and document data for use in the Student Support Teams in each school
- Assist in the design of web-based data collection projects for district and school staff
- Perform other relevant duties as identified that support the mission and vision of the Cape Elizabeth schools
- Assist staff with developing and understanding data for teaching and learning

# WORKING CONDITIONS:

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

**Physical Demands**: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, standing, walking, climbing stairs, adjusting, connecting, bending, keyboarding, pulling, pushing, carrying, writing, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

**Environmental Conditions**: Inside, working around moving objects, working alone

# TERMS OF EMPLOYMENT:

260 day work year with the schedule at the discretion of the Director of Technology with approval of the Superintendent of Schools. Compensation in accordance with recommendations established by the Superintendent of Schools.

All programs and customization developed by the Data Facilitator while under contract will be the property of the Cape Elizabeth School Department.

# 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 Educational Technology Director will perform the evaluation. The standards by which the job is completed or met is at the sole discretion of the supervisor.

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.

ADOPTED:

October 12, 2010

Revised:

October 8, 2013

June 11, 2024

# Educational Technology Director

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Director of Educational Technology

QUALIFICATIONS:

- Master's degree in educational technology or related field preferred;
- Maine Department of Education certification as an assistant building administrator (045) or higher preferred;
- Successful experience as a Technology Director or similar position preferred;
- Successful experience as a classroom teacher preferred;
- Experience in budget development and management;
- Knowledge of network design and maintenance, G Suite, PowerSchool, website design;
- Excellent oral and written communication skills;
- Demonstrates skills in team management;
- Demonstrates positive collaboration with others;
- Demonstrates knowledge of current research, theory, and pedagogy as it relates to computer science and digital technology;
- Demonstrates knowledge of adaptive technology;
- Displays a philosophy that is compatible with that of the school department.

REPORTS TO: Superintendent of Schools

SUPERVISES:

- In collaboration with town Technology Director, supervises and evaluates data facilitator(s), network and systems administrator(s), and technology support specialist(s);
- Supports school administrators on the supervision/evaluation of the technology integrators and computer science and technology teachers.

JOB GOAL: To provide leadership, coordination, and innovation in the development and implementation of a comprehensive K-12 technology education program.

PROFESSIONAL RESPONSIBILITIES:

- Educational Leadership

- Provides vision and leadership for developing and implementing educational technology initiatives, including through serving as a member of the district administrative team;
- Co-chairs the Technology Committee and oversees the development of a long-range technology plan for the use of present and emerging technologies designed to improve the teaching and learning process;
- Coordinates development and implementation of district computer science and digital technology curriculum and program in partnership with the Assistant Superintendent.
- Provides leadership and serves as a resource for district staff in the area of technology and helps facilitate effective integration of technology in instruction;
- Evaluates on an annual basis the overall computer science and digital technology educational program of the district and makes resultant recommendations regarding the program to the Superintendent.

- Communications/Community Relations
  - Interprets the philosophy of educational technology to staff, students, and the community at large;
  - Reports as requested to the School Board on the status of the technology plan and technology use in the schools;
  - Acts as the district's technology liaison with parent groups and statewide technology organizations and initiatives.

- Professional Development
  - Coordinates professional development as it relates to technology in partnership with the Assistant Superintendent;
  - Oversees the technology-related onboarding and exiting of staff.

- Budgeting/Program Funding
  - Develops and manages the district-wide technology budget;
  - Researches and develops supplemental funding proposals for the district (e.g., grants, E-rate).

- Administration/Organizational Management ? Oversees the school department's website;
  - Coordinates the evaluation, purchase, distribution, and repair of technology equipment and materials in alignment with district goals;
  - Maintains an inventory of technology equipment and materials for the district;
  - Ensures school systems and users follow security best-practices and adhere to applicable laws and regulations including FERPA requirements.
  - In collaboration with the Town Tech Director, develops and implements procedures to safeguard the integrity and security of all district devices including network security, back-up procedures, and maintenance;
  - In collaboration with the Town Tech Director, oversees the administration of district network services, serves as liaison with contracted maintenance vendors, and coordinates on-site technicians' work;
  - Meets regularly with district technology staff.

- Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Year-round position with rate of pay and benefits as established by the School Board.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in accordance with the district's policy on evaluation.

APPROVED: June 13, 2006 (*as Technology Coordinator*)

Revised:

- June 20, 2012
- March 11, 2013
- April 13, 2021

# EXECUTIVE ASSISTANT to the SUPERINTENDENT, ASST SUPERINTENDENT

## QUALIFICATIONS:

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

II. **Special Knowledge/Skills**:

   I. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.

   II. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

   III. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.

   IV. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.

   V. Demonstrated technology skills.

   VI. Must be team oriented with excellent interpersonal and communication skills.

   VII. Must be willing to participate in ongoing in-service training as requested.

III. **Experience**: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

## REPORTS TO:

Superintendent of Schools

## JOB GOAL:

To assist the Superintendent of Schools, Assistant Superintendent, Business Manager, and the School Board in developing and maintaining the best possible programs and services for students and staff and the overall efficient operation of the district.

## PERFORMANCE RESPONSIBILITIES:

I. Assist the Superintendent, the Assistant Superintendent, Business Manager, and School Board in general administrative operations by serving as the Executive Assistant while maintaining confidentiality at all times.

II. Maintain a friendly, welcoming, and professional atmosphere in the Central Office.

III. Report regularly to the Superintendent any developments or challenges within the school system which may require awareness or action.

IV. Prepare, submit, and maintain all local, State and Federal reports, as required, including updating the required information and reports for NEO.

V. Prepares, distributes and maintains all School Board agendas and minutes. This includes: collection of relevant data through incoming correspondence and from district administrators and staff, and use of notes and recorded video to outline meeting minutes for formal approval and public posting in a timely manner.

VI. Maintain the School Board's Policy Manual, in hard copy and on the district website, in collaboration with the Assistant Superintendent. Prepare policies as directed for Policy Committee meetings and School Board presentations.

VII. Scheduling of district meetings, posting of agendas/minutes, routing materials.

VIII. Maintain portions of the district's web site, including District Google calendars, and in conjunction with the Cape Elizabeth webmaster.

IX. Update and monitor district social media accounts and postings.

X. Process incoming correspondence and flag priority/sensitive information in order to expedite. Place, receive, screen and route phone calls and other correspondence.

XI. Composition of various letters or memoranda in the administrator's name, as instructed, in addition to keyboarding correspondence already composed by administrators.

XII. Schedule appointments and coordinate arrangements for meetings/conferences.

XIII. Collaborate with HR to collect pertinent information to compose and place job postings internally and externally and in accordance with pertinent bargaining agreements and assist with the application and interview process as needed.

XIV. Collaborate with HR with oversight of hiring, on-boarding of new staff, leaves of absence, resignations, and retirements.

XV. Order supplies as requested and track budgets.

XVI. Establish and maintain office filing systems.

XVII. Maintain the School Department's job descriptions. File hard copy and disseminate updates electronically.

XVIII. Schedule all requests for the Wm. Jordan Conference Room in Town Hall.

XIX. Assist the Superintendent with annual staff recognition and district opening and closing meetings.

XX. Serves as the District's Homeless Liaison (McKinney-Vento).

XXI. Performs such other tasks and assumes such other responsibilities as the Superintendent, the Assistant Superintendent, the Business Manager, and School Board may, from time-to-time, assign or delegate.

XXII. Duties of this position may occasionally occur outside of the typical workday.

# EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy/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**: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

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

# TERMS OF EMPLOYMENT:

Salaried employee for 260 days per year.

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

# EVALUATION:

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

- December 12, 2006

Revised:

- September 8, 2015 *(name changed to Confidential Secretary; replacing Administrative Assistant to the Superintendent)*
- February 8, 2022

# Director of Facilities and Transportation

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:

I. 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.

II. Special Knowledge/Skills:

    I. Demonstrated knowledge of the basic principles of construction, maintenance, cleanliness, safety and security.

    II. Demonstrated knowledge of the requirements for transportation of students.

    III. Demonstrated aptitude or competence in electrical, plumbing, heating and mechanical systems repair.

    IV. Demonstrated aptitude or competence in supervision and training of maintenance and custodial employees.

    V. Knowledge and experience in energy conservation and utility management.

    VI. Thorough knowledge of the proper handling of hazardous materials, including asbestos management, and maintaining of Safety and Material Safety Data Sheets.

    VII. Thorough knowledge of cleaning programs that encourage the use of green products and practices in schools and public buildings.

    VIII. Considerable knowledge of environmental regulations.

    IX. Must possess strong organizational skills.

    X. Ability to write specifications and to write reports to other officials.

    XI. Ability to communicate effectively.

    XII. Experience in preparing and administrating Facilities budget.

    XIII. Computer Literacy.

    XIV. Strong interpersonal skills in a team environment.

    XV. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

    XVI. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

III. Experience:

I. At least three years of experience in a supervisory capacity in either business, industry, or a governmental agency.

II. At least three years of experience in the area of planning and maintaining physical facilities.

III. Experience as a facility manager in an educational facility desired.

IV. 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:

I. Selects and recommends persons to be hired, disciplined, discharged, or promoted.

II. Establishes and administers schedules and procedures for the regular, ongoing custodial and maintenance care of all buildings.

III. Oversees the scheduling of transportation including: routes, athletics and co-curricula trips.

IV. Oversees the scheduling of Town and School facility and field use.

V. Examines all buildings on a regular basis for needed repairs and maintenance, organizes, documents and implements a program of preventive maintenance for all buildings.

VI. Inspects all buildings on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.

VII. Establishes and recommends priorities on repair projects and writes contracts.

VIII. Establishes an on-going five-year capital plan.

IX. Responsible for planning of ADA compliance for all buildings.

X. Orders requested materials, equipment and custodial supplies as needed and for inventory needs following the purchase order procedures.

XI. Tracks all work orders and log expenses in School Dude Maintenance program.

XII. Manage expense accounts with the supervision of the School Business Manager.

XIII. Maintain monthly account expense sheets for town and school review.

XIV. Consults with the Business Manager as to the need for services and/or repairs by outside contractors.

XV. Maintains a system for effective energy efficiency and recycling in all buildings.

XVI. Consults with building principals and town department heads regarding the establishment of regular preventive maintenance programs.

XVII. Advises on the hiring of contractors, architects and engineers and assigns work orders.

XVIII. Has thorough knowledge of operation and maintenance of all of the heating and cooling systems.

XIX. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.

XX. Complies with all state laws and regulations, submits all reports and maintains records as required by the state.

XXI. 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.

XXII. Arranges for and insures that all custodial, maintenance and transportation staff participate in all required trainings.

XXIII. Monitors the time records of all maintenance, custodial and transportation staff and certifies them for salary payments.

XXIV. 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.

XXV. Performs other tasks as may be assigned by the Business Manager and/or Superintendent of Schools.

XXVI. Respond to emergency calls pertaining to buildings and transportation.

XXVII. Attend meetings in the evenings and make presentations.

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

WORKING CONDITIONS: Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds. Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

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. 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 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

Revision Approved: June 20, 2012

# HUMAN RESOURCES COORDINATOR

## QUALIFICATIONS:

I. Education/Certification: Associate degree in business or accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

    I. Experience in computerized payroll systems, benefits administration and other human resource related functions.

    II. Ability to work independently with a high degree of accuracy and organization.

    III. Must be team oriented with excellent interpersonal and communication skills.

    IV. Must be willing to participate in ongoing in-service training as requested.

    V. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

## REPORTS TO:

School Department Business Manager/Municipal Comptroller

## JOB GOAL:

This position carries out the responsibilities of benefits administration, employee training, onboarding, policy implementation, affirmative action and employment law compliance for the town and school employees.

## PERFORMANCE RESPONSIBILITIES:

I. Assists all personnel with enrollment and preparation of required forms, including insurance and other payroll deduction forms.

II. Prepares all individual contracts.

III. Maintains personnel files on all employees.

IV. Maintains record of employee leaves and absences.

V. Creates and maintains all job descriptions for Town and School Department.

VI. Keep track of all employees' training for Town and School Department.

VII. Train employees as needed per State and Federal law.

VIII. Assists in the preparation and development of the annual budget as requested, directed and/or required.

IX. Prepare and manage all workers' comp, FMLA and OSHA paperwork.

X. Performs other duties as assigned by the Business Manager and Superintendent.

XI. Processes payroll during payroll staff vacations.

XII. Assists Payroll Administrator with monthly, quarterly and yearly reporting.

## EQUIPMENT USED:

Computer, printer, typewriter, 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 Willingness and ability to work with others, to share and cross-train in order to promote the concept of ‘teaming’ and ‘a team approach’ in order to meet the needs of the office.

## TERMS OF EMPLOYMENT:

I. 8 hours per day/260 days per year

II. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

## 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 Business Manager 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 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 10, 2016

# Nutrition Director

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: School Nutrition Director

QUALIFICATIONS:

I. Education/Certification:
    I. Bachelor of Science Degree in food service management or nutrition.
    II. Hold a valid State of Maine Dept of Education Criminal History Records Check Approval.
    III. Hold a valid food service sanitation certificate.
    IV. Possess a valid Maine Driver's License.
    V. Registered Dietician preferred

II. Training and Experience: To qualify for this position, an individual must have a minimum of five years experience in food service management or possess any combination of experience and education that would ensure being able to meet and fulfill job requirements. The emphasis will be on a sustainable model that includes: menu planning, food procurement, staff training and supervision, and serving nutritious, tasty, and appealing from scratch meals in a commercial or institutional environment, preferably to include experience with USDA Child Nutrition Standards and accountability. The individual must demonstrate competency in literacy and possess specialized training in culinary skills.

III. Special Knowledge/Essential Skills: Quantifiable record of success in volume food service with a basis in sustainable practices. Computer skills including high level of proficiency in Word, Excel and Nutritional software programs. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without direct supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of cleaning chemicals and use of Material Safety Data Sheets. Must be willing to participate in ongoing in-service training as requested. Must maintain a high level of ethical behavior and confidentiality of information as required by law. Demonstrated aptitude for, or competence in the areas listed under responsibilities. Such alternatives as the Superintendent may find appropriate and acceptable.

IV. Essential Job Duties: The following skills are essential to this position:
    I. Direction, leadership, communication and personality
    II. Knowledge (and ability to translate knowledge) of sustainable food preparation, recipes and menus;
    III. Supervision and training;
    IV. Sustainable food and supplies procurement;
    V. District-wide administration and financial management;
    VI. Facilities management and maintenance – including design and development of existing and future facilities;

VII. g) Working knowledge of all national, state and town health, sanitation and safety policies, laws and guidelines as they relate to food service operations.

REPORTS TO: Superintendent of Schools or his/her designee.

SUPERVISES: Food Service Staff

JOB GOAL: To provide each student with food of high nutritional quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES: School Nutrition Director's responsibilities shall include, but not be limited to, the following as requested and/or directed:

I. Direction, Leadership, Communication and Personality

I. Employ exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with staff, administrators, teachers, students, vendors and farmers, as well as all of the other related stakeholders (Wellness Committee, parent/community organizations, etc.)

II. Uncompromising commitment to use of seasonal organic and/or sustainably produced products, to the greatest extent possible;

III. Ability to plan, coordinate, organize, delegate and supervise, day-to-day operations;

IV. Ability to collect and manage assessment of students, staff and parents regarding meals and operation;

V. Stay abreast of food and nutritional developments specific to youth;

VI. Develop and articulate our food services program goals and objectives, vision and operation;

VII. Represent the Program at events, through public speaking, publications and the press; and

VIII. Enjoy working with children.

II. Knowledge (and ability to translate knowledge) of Sustainable Food Preparation, Recipes and Menus Oversee the planning of daily menus with food service managers that meet the following requirements, keeping in mind that all food served must be of the highest possible quality:

I. Use seasonal, regional, organic and/or sustainably produced food products;

II. Ensure that recipes are strictly adhered to, and that foods served are of the highest nutritional quality and taste standards;

III. Offer menu choices in compliance with current USDA guidelines;

IV. Evaluate and incorporate appropriate foods from USDA commodity program into weekly menu plan;

V. Balance expensive dishes and ingredients with less expensive ones;

VI. Develop new recipes in compliance with current USDA guidelines; and

VII. Ensure that menus are enticing and list supplying farms and producers, as well as precise names of produce and ingredients.

III. Supervision and Training

I. Meet with food services management staff regularly to review operational challenges;

II. Develop goals and objectives, defining responsibilities that can be supervised and evaluated;

III. Develop and update all job descriptions annually, if needed;

IV. Facilitate and orchestrate individual school strategic planning;

V. Employ and support practices that ensure Wellness policy goals and objectives are successfully achieved;

VI. Oversee all food service personnel in accordance with district policies, procedures and collective bargaining agreements;

VII. Conduct performance evaluations for all staff according to the approved schedule;

VIII. Facilitate and orchestrate staff mandated and general training as required by law; and

IX. Work with union representatives and/or stewards to resolve any collective bargaining issues, as needed.

IV. Sustainable Food and Supplies Procurement

I. Oversee the implementation of the farm-to-school model by finding innovative ways to keep the school lunch program supplied with fresh, seasonal, organic, and/or sustainably grown produce and products, by building partnerships between the school district and local family farms or appropriate local suppliers in off season;

II. Oversee the selection, ordering, and purchasing of food supplies, culinary equipment, and cleaning and laundry supplies that fit within a sustainable model;

III. Develop innovative strategies to ensure the use of fresh, seasonal, sustainably grown ingredients from local farms when available; and

IV. Understand and articulate product stability issues.

V. District-wide Administration and Financial Management Oversee the following departmental functions:

I. • Maintenance of weekly/monthly shift schedules;

II. Maintenance of product and supply inventories to insure cost management while evaluating food cost and ensuring that costs are in line;

III. All fiscal and budgetary cost controls, to include monthly Profit and Loss reviews by cost center;

IV. Preparing and administering the departmental budget and overseeing daily bank deposits;

V. Maintenance of accurate employee, sales, materials and food preparation records and preparing invoices for payment by Business Office;

VI. Insure all required reports are accurately maintained and delivered in a timely manner including all state and federal application and monthly reporting forms;

VII. Work with and manage a computerized food service accounting program;

VIII. Interview, hire, discipline, and recommend termination of staff to the Superintendent; and

IX. Maintain interoffice, department, inter-department and community correspondence and communications.

VI. Facilities Management and Maintenance

I. Oversee the establishment and adherence to sustainable practices, which will include an intensive recycling and composting program;

II. Oversee and implement a system that teaches and employs safe and proper operating practices to ensure that all equipment is maintained in good repair and safe working order; and

III. Oversee a system that ensures the timely repair of broken or unsafe equipment, and that hazardous conditions are rectified in a timely manner.

VII. Working knowledge of all national, state and town health, sanitation and safety policies, laws and guidelines

I. Establish policies and procedures that ensure that fresh fruits and vegetables, dairy products, meats, fish, and poultry, foods and supplies are stored and rotated to ensure maximum freshness and minimize waste;

II. Establish continuing staff development to insure the practice of procedures necessary to safe and sanitary food handling;

III. Establish an inspection system for the kitchen and dining areas for compliance with sanitary standards, care and maintenance of equipment, and observance of proper procedures; and

IV. Establish a system that ensures that students practice safe food handling procedures.

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

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Physical Demands: ability to smell, taste and feel, in order to determine quality of raw and prepared food products, sitting, standing, stooping, reaching, grasping, manipulate large and small objects, climbing stairs, adjusting, connecting, lifting (to 30 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, read small print, stand for long periods, walking, operating equipment, and work around loud noise. Mental Demands: working with frequent interruption while simultaneously supervising a variety of tasks, calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting. Environmental Conditions: inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects, 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.

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

Revised: June 9, 2009

# Assistant Director of Nutrition

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description TITLE: Assistant Director of Nutrition

QUALIFICATIONS:

I. Education/Certification: Bachelor of Science Degree in food service management or nutrition, or equivalent experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills: Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of proper food handling and proper use of cleaning chemicals and use of Material Safety Data Sheets. Must be willing to participate in ongoing in-service training as requested. Must maintain a high level of ethical behavior and confidentiality of information as required by law. Demonstrated aptitude for, or competence in the areas listed under responsibilities. Such alternatives as the Administration may find appropriate and acceptable.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School Nutrition Director

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

PERFORMANCE RESPONSIBILITIES: School Nutrition Director’s responsibilities shall include, but not be limited to, the following as requested and/or directed:

I. Manages the day-to-day operation of the cafeterias, district wide.

II. Plans and supervises the preparation and serving of food.

III. Purchases and maintains an inventory of all foods and supplies.

IV. Provides the monthly inventory to the School Nutrition Director at the end of the month.

V. Inspects kitchen facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.

VI. Evaluates food service workers.

VII. Checks all invoices for accuracy before presenting them to the School Nutrition Director.

VIII. Deposits all cash received on a daily basis and maintains necessary records.

IX. Performs related duties as required including duties at special meal functions.

X. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” and “a team approach” in order to meet the Program needs.

XI. Administers POS system.

XII. Maintains communication with parents concerning school lunch accounts.

XIII. Assists Director with all state and federal administration paperwork.

TERMS OF EMPLOYMENT: Year round position. Compensation in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

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, slippery surfaces, chemical exposure, biological exposure, working around moving objects, 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 School Nutrition Director 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

Draft: September 13, 2012

Revised: September 12, 2017

# NETWORK & COMPUTER SYSTEMS ADMINISTRATOR

## Job Description Summary:

Install, configure, and support Cape Elizabeth’s town/schools local area network (LAN), wide area network (WAN), and Internet systems. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. Install, monitor and test all town/schools servers for performance to ensure the servers and backup servers operate correctly and without interruption. Assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Support computer users, Technology Integrators, Computer User Support Specialists, and the MLTI program. Monitor and administer network security measures.

## Primary Duties and Responsibilities

- Network Maintenance
  - Administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
  - Operate master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
  - Monitor network performance to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.
  - Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, replace defective components when necessary and escalating problems to vendor when necessary.
  - Configure, monitor, and maintain email applications and virus protection software.
  - Install all network hardware and software and make needed upgrades and repairs
  - Solve problems when a user or an automated monitoring system informs them that a problem exists
- Network Security
  - Implement and monitor network access plan and security measures to protect data software, and hardware.
  - Maintain documentation of network access plan, technology equipment, and technical procedures associated with the job.
  - Perform data backups and disaster recovery operations.
  - Add users to a network and assign and update security permissions on the network
- Support Users
  - Confer with network users about how to solve existing system problems.
  - Respond to or reassign help desk requests.

- Assist in technology training for staff; providing references and support.
- Assist in training users on the proper use of hardware and software.
- Consult on purchasing of new equipment for end users.
- Configure and install equipment to required specifications
- Diagnose, troubleshoot, and resolve hardware and software problems for end users.

- Supports Technology Coordinator
  - Meet financial requirements by submitting information for budgets; investing price and quality information on proposed technology purchases for town and schools.
  - Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
  - Protect organization's value by keeping sensitive information confidential.
  - Accomplish organization goals by accepting ownership for completing new and different requests; exploring opportunities to add value to job activities.
  - Collect data in order to evaluate the town/schools technology performance and help make the system work effectively and efficiently.

Skills, Knowledge and Abilities required

- Skills
  - Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
  - Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
  - Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
  - Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
  - Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Knowledge
  - Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
  - English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
  - Mathematics — Knowledge of basic mathematics, pre-algebra, geometry, statistics, and their applications.

- Abilities

- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Near Vision — The ability to see details at close range (within a few feet of the observer). o Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Qualifications Special Position Requirements

- Education/Certification High School diploma or equivalent plus three years employment as a Network and Computer Systems Administrator.
- Certification in technology repair (A+ certification desired) and/or equivalent job experience required.
- Hold a valid State of Maine Criminal History Records Check Approval. Working Conditions
- Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting
- Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment
- Environmental Conditions: inside, working around moving objects, working unsupervised Terms of Employment
- Twelve-month year, 40 hrs. per week. Compensation in accordance with recommendations established by the Superintendent of Schools. Reports to
- Technology Coordinator 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 Technology Coordinator 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 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 Adopted: May 12, 2015

# OFFICE MANAGER - SPECIAL SERVICES DEPARTMENT

## QUALIFICATIONS:

I. Education/Certification: Associate degree and/or job related experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

   I. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.

   II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.

   III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.

   IV. Demonstrated computer skills, including proficiency using Microsoft Office and the ability to learn new software applications quickly.

   V. Must be team oriented with excellent interpersonal and communication skills.

   VI. Must be willing to participate in ongoing in-service training as requested.

   VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

## REPORTS TO:

Director of Special Services

## PURPOSE:

Under the direct supervision of the Director of Special Services, provide complex and confidential administrative and secretarial support, communicate information to school district employees, students, parents and others as required, and assist in ensuring compliance of department/program activities with legal, administrative and district policy requirements.

## PERFORMANCE RESPONSIBILITIES:

I. Maximize utilization and effective management of the Director’s time in a confidential and professional manner. (i.e. maintain Director’s schedule)

II. Open and review incoming mail. Process incoming correspondence and flag priority/sensitive mail in order to expedite. Report regularly to the Director any developments or problems which may require his/her awareness or action.

III. Composition of various letters, memoranda or other forms of communications in the administrator’s name, as instructed, in addition to keyboarding correspondence already composed.

IV. Manage internal and external communications from and through the Special Services Central Office. [i.e.: Initiate contact in scheduling IEP and Section 504 of the Rehabilitation Act of 1973 (504) meetings, monitor all time lines (Section 504, Prior Written Notices, IEPs, Minutes) on a form and e-mail case managers immediately when things are close to being late. Keep track of all evaluations for initials and re-evaluations.] Manage student special services database (SpedNet/GEMCare).

V. Collect information, complete and/or collaborate to complete, copy, mail, and file various state or federal reports.

VI. Order department materials/supplies/equipment and register staff for professional development using purchase orders and/or department credit card. Log all Equipment purchased with Federal funds on inventory document for future reporting and auditing.

VII. Place, receive, screen and route phone calls.

VIII. Schedule appointments and coordinate arrangements for meetings/conferences.

IX. Collect pertinent information to compose and place ad in newspaper and online for Childfind [see School Board Policy IHBAC] and Special Education Records Destruction notices.

X. Make appointments for interviews with prospective applicants, and typing interview instruments for search committee members.

XI. Assist in maintaining department's online presence (web content).

XII. Establish and assist in maintaining files, records and documents for the purpose of providing up-to-date reference and audit trail for compliance.

XIII. Assist the Director with planning for Extended School Year program, including coordination with Open Doors Studio (reg ed program), budget for summer payroll processing, transportation, staff on-boarding/IDs, and weekly timesheets.

XIV. Occasionally lend clerical support to the Business and Superintendent's offices.

XV. May assist with coordinating workload of special services department file clerk.

XVI. Performs other duties as assigned by the Director of Special Services.

# EQUIPMENT USED:

Computer, printer, typewriter, 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 30 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment Environmental Conditions: inside, working around moving objects, working alone Willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

# TERMS OF EMPLOYMENT:

8 hours per day/260 days per year. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

# 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 Special Services 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 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:

- February 13, 2007 *(Previous Title: Administrative Assistant to the Director of Instructional Support-Secretary)*

Revised:

- September 13, 2016

# STUDENT PATHWAYS COORDINATOR (5-12)

## QUALIFICATIONS:

### Education/Certification

I. Education/Certification: College degree or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. Teaching certificate not required.

II. Special Knowledge/Skills: Knowledge, understanding and demonstrated aptitude or competence in the following skills: Organizational, communication, computer, public relations, facilitation, personnel management and negotiation, record-keeping, and problem solving. Must demonstrate initiative and be self-motivated, having experience in volunteer coordination and being committed to volunteerism; Mentoring/coaching skills, understanding of Maine Learning Results, Guiding Principles, and performance-based assessments and reporting required. Ability to maintain positive relations with students, school staff and volunteers at all times is a necessity.

III. Experience: Successful experience in leadership, managerial and human relations skills preferred. Teaching experience is a plus, but not required.

## REPORTS TO:

Assistant Superintendent

## Job Goal:

Aims to address a School Board Strategic Plan goal of “Multiple Pathways & Definitions of Success: Our schools will value, promote, and celebrate multiple pathways and definitions of success.” This position will focus on achieving this goal through short-term and long-term benefits for all learners (5-12). This position will establish 5-12 first, then consider possibilities to expand opportunities at Pond Cove.

## PROFESSIONAL RESPONSIBILITIES:

I. Lead the creation of a Multiple Pathways Strategic Plan & oversee the implementation of the Strategic Plan.

    I. Guide stakeholder group in the creation of a strategic plan (goals, objectives, data, etc)

    II. Monitor program outcomes through data and impact on student performances

II. Collaborate with school leadership, CEHS ELO Coordinator, Volunteer Coordinator, and school counselor staff to address the needs identified in the Strategic Plan in the areas of curriculum, student opportunity, and professional development

    I. Hold regular meetings with school leadership and other key CESD staff

    II. Design and provide targeted professional development to support program initiatives

    III. Ensure Pathways activities are aligned to CESD curriculum (5-12) and MDOE standards

1. Maine's Life and Career Ready Standards

III. Oversee & pursue multiple pathways to expand student learning opportunities (5-12)

I. ELO expansion and oversight (5-12)

1. Provide support and guidance to the CEHS ELO Coordinator
2. Seek ELO opportunities (5-8)

II. Inter-school programming between all three CESD schools

III. Expeditionary learning

IV. Project based learning

V. Place-based learning (Greater Cape)

VI. CTE opportunities including PATHS/WRVC & others

VII. Internships

VIII. Job shadow

IX. Work study

X. Volunteering/Community Service

XI. Early college opportunities

XII. Apprenticeships

XIII. Interest-based learning

XIV. Independent studies

XV. Mentorships

XVI. Digital/Virtual options

XVII. Career talks

XVIII. Community programs

XIX. Performing groups

XX. Other

IV. Build community partnerships

I. Oversee & pursue collaborative partnerships with businesses, non-profits, government agencies, and organizations in Greater Portland

1. Field experiences (traditional field trips, long-term collaboration at partner sites)

2. In-school experiences (classroom programs, expert panels, school assemblies, etc.)
3. CESD campus initiatives (outdoor learning programs on our campus)
4. Career exploration (internships, job shadows, mentorships, apprenticeships, work studies, etc.)
5. Streamline partner communication, share resources, and build programming between CESD schools for efficient and effective partnerships & experiences

II. Create and chair a Greater Cape Business Roundtable

1. Determine who should be at the table
2. Collaborate with stakeholders to build relationships and provide opportunities for students & staff

V. Guide staff PD around offering differentiated learning experiences in line with the Multiple Pathways Strategic Plan

I. Support teachers in implementing Tier 1 Core Instruction that includes a variety of experiences that support struggling learners, grade level learners, and learners who are achieving above grade level

VI. Complete procedural, curriculum, and administrative tasks to ensure student safety and compliance

I. Ensure relevant CESD policies and procedures are in place, updated as needed, and reviewed regularly

1. Insurance
2. Permission and medical forms
3. Transportation
4. MDOL/Fair Labor Standards Act 7. Serve as a liaison with MDOE initiatives and professional organizations
    a. Perform any state reporting requirements (MDOE, MDOL)
    b. Ensure relevant CESD policies and procedures are in place, updated as needed, and reviewed regularly
    c. Participate in state-wide and regional collaboration, planning, and professional development
        i. Keep up to date on new legislation, funding opportunities, best practices, resources, collaborative efforts, etc.
        ii. MDOE (Career and Technical Education, ELO Program)
        iii. MDOL
        iv. Maine Community Coordinators Collaborative
        v. JMG (Jobs for Maine Graduates) state-wide and South Region ELO groups
        vi. New Hampshire Extended Learning Opportunity Network 8. Performs all other appropriate duties as assigned by the Assistant Superintendent.

# TERMS OF EMPLOYMENT:

Two hundred (200) days, to allow for progress to be made beyond the typical school year. Salary and benefits will be determined by the Superintendent.

# 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. The Assistant Superintendent will evaluate the Instructional Strategist's performance.

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: May 9, 2023

# SUPERINTENDENT of SCHOOLS

## QUALIFICATIONS:

### Education/Certification

- Maine Department of Education certification as Superintendent (010)
- Certificate of Advanced Study or doctorate

## REPORTS TO:

School Board

## SUPERVISES

Directly or indirectly, every school system employee.

## JOB GOAL:

To provide leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

## PERFORMANCE RESPONSIBILITIES AND CRITERIA:

The criteria for performing the job responsibilities of the Superintendent include the ability to function effectively in the following categories: A) Communication; B) Community Relations; C) Curriculum; D) School/Community Involvement; E) Leadership; F) Organizational Management; G) Personnel Management; H) School Facility Management; I) School Finance/Budgeting; J) School Improvement; K) Staff Development; L) Superintendent/Board Relations; and M) Supervision/Evaluation.

### A) **Communication – Able to communicate clearly with staff, parents, students, and community, both verbally and in writing.**

I. Keeps the public informed of the status of the schools.

II. Conducts meeting of administrators, teachers and other staff members as necessary for the discussion of matters concerning the improvement and welfare of the schools.

III. Communicates to all staff members, directly or through delegation, actions of the Board relating to personnel matters and receives from employees communications to be made to the Board.

IV. Confers as appropriate with professional and lay groups concerning the school program and transmits suggestions to the Board and others, as appropriate.

## B) **Community Relations – Recognizes the importance of both stimulating and reflecting community needs/wants regarding education. Demonstrates ability to involve the community in developing and implementing goals. Views the community/school relationship as a partnership.**

I. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school system, affecting a wholesome and cooperative working relationship between the school and the community.

II. Communicates with and understands the needs and perspectives of various community groups.

III. Attends, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the school system appear on the agenda or are expected to be raised.

IV. Keeps the public informed about current educational practices, educational trends, and the policies, successes and challenges of the schools.

## C) **Curriculum – Strong commitment to leading the effort to define and deliver an effective, consistent curriculum K-12.**

I. Administers the development and maintenance of educational programs designed to meet the needs of the community and to carry out the policies of the Board.

II. Conducts reviews of the total school program, and advises the Board on recommendations for the educational advancement of the schools.

III. Recommends to the Board adoption of courses of study, curriculum, teaching materials, etc.

IV. Oversees timely revisions of curriculum and courses of study.

## D) **School/Community Involvement – Visible in the schools, aware of current issues and activities in the schools, and shows an interest in community affairs.**

I. Visits schools and classrooms as appropriate. Attends a reasonable number of student/staff events.

II. Seeks to stay informed about issues and activities in the schools.

III. Has a reasonable level of knowledge of administrators, staff, and students.

IV. Has a reasonable level of knowledge of community events, concerns, accomplishments, and direction.

## E) **Leadership – Able to motivate, lead, guide and direct people. Committed to implementing the Mission and Vision Statement of the school system.**

I. Facilitates the development of and implements a collaborative educational vision and assists the Board in setting priorities for the school system.

II. Serves as the educational leader of the school system. Performs job responsibilities using the Mission and Vision Statement as a guide.

III. Communicates the educational vision and priorities effectively to staff, students, and community.

IV. Attends conventions and conferences to keep abreast of latest educational trends.

V. Ensures that policies, procedures and school rules promote a safe, respectful, and healthy school environment.

## F) Organizational Management – Uses a systematic approach to managing and improving the schools. Excellent organizational skills, working knowledge of school law, and proven ability to resolve organizational conflicts.

I. Administers, as chief school executive, the development, maintenance, and improvement of the educational program.

II. Maintains, directly or through delegation, such personnel records, pupil accounting records, business records and other records as required by law and/or Board policy.

III. Files or causes to be filed, all reports required by state or federal laws/regulations.

IV. Advises the Board of the need for new and revised policies, and ensures that all policies of the Board are implemented.

V. Makes administrative decisions necessary for the effective and efficient operations of the schools. Acts on own discretion when emergency actions necessary in matters not covered by Board policy. Reports such emergency actions to the Board and recommends policy for future guidance.

VI. Develops and implements rules and procedures for staff and students as necessary to comply with Board policies, and state and federal laws/regulations.

VII. Delegates to other staff, at own discretion, the exercise of any powers and duties, with the knowledge that such delegation does not relieve the Superintendent of final responsibility for any actions taken.

VIII. Implements Board policies and state laws/regulations for the promotion, retention and acceleration of students.

IX. Makes recommendations to the Board concerning the transportation of students in accordance with Board policies, state laws/regulations, and student safety considerations.

## G) Personnel Management – Excellent people skills. Ability to recruit and retain high quality staff. Strong personnel management practices and understanding of collective bargaining issues.

I. Develops and implements a hiring process that complies with applicable state and federal laws and attracts the most qualified candidates.

II. Nominates to the Board for employment the most qualified and competent teachers and administrators.

III. Employs the most qualified and competent support staff.

IV. Develops job descriptions for all staff, subject to Board review and approval.

V. Assigns and transfers employees as the interests of the school system require, and reports such actions to the Board for information and record.

VI. Participates, as deemed appropriate by the Board, in negotiations with recognized employee bargaining units.

VII. Handles employee grievances or problems in accordance with applicable Board policies, collective bargaining agreements, and/or state/federal laws and regulations.

VIII. Establishes and implements personnel policies and procedures for non-union staff.

IX. Ensures that the Board complies with meet and consult requirements on educational policy issues.

## H) School Facility Management – Good understanding of facilities management, including development of long-term maintenance plans, and budgeting/planning for future building needs.

I. Makes recommendations to the Board on the location and size of new school sites and additions to existing sites; the location and size of new buildings on sites; plans for new school buildings; appropriates for sites and buildings; and improvements, alterations and changes in buildings and equipment.

II. Develops and implements short and long-term maintenance plans for school buildings and grounds, delegating particular duties as the Superintendent deems appropriate.

III. Includes maintenance and other facilities/equipment needs in budget planning.

IV. Develops and implements guidelines and procedures governing the use and care of school facilities and property.

V. Recommends to the Board sales of surplus property no longer needed and authorizes the proper execution of such sales.

## I) School Finance/Budgeting – Strong knowledge of school finance, including budget development and management. Ability to effectively communicate with the Board, staff, community and local municipal officials. Clear understanding of federal, state, and local funding issues.

I. Demonstrates the ability to perform effective financial forecasting and long and short-term financial planning.

II. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.

III. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.

IV. Clearly explains proposed budgets, needs and priorities to the Board, community and local municipal officials.

V. Conducts all financial operations and purchasing with Board policies and applicable state/federal laws/regulations.

VI. Maintains appropriate financial accounts and ensures that audits are performed on an annual basis.

VII. Provides prior notice to the Board when there is a need to depart from Board policy in any financial matter.

## J) School Improvement – Commitment to supervise and evaluate school programs in the spirit of continuous improvement. Understanding of educational practice, research, and national/state/local initiatives,

**including Maine's Learning Results. Ability to frame issues for discussion, reach timely decisions, and implement change.**

I. Develops, implements, and monitors the change process to improve the educational program.

II. Is familiar with current research and educational issues.

III. Involves the staff and community in plans to improve the educational program.

IV. Ensures that there is a comprehensive system of student assessment in place.

V. Informs and advises the Board about educational programs and instructional practices in the schools.

VI. Communicates effectively with staff, students and community about educational trends, curriculum needs and instructional programs.

VII. Ensures that the educational program complies with Board policies and applicable state and federal laws/regulations.

VIII. Ensures that administrators and teachers communicate student progress and school curricula to parents on a regular basis.

## K) Staff Development – Committed to and fosters continuous staff improvement. Emphasizes both system wide and individual development.

I. Fosters an environment that encourages continuous learning and improvement on the part of school staff.

II. Develops and implements an effective system of staff development focused on improving the educational and operational programs of the schools, with appropriate input from the Board, administration and staff.

III. Provides reasonable opportunities for staff to participate in conferences, visitations, and course work within the framework of the school system's budget.

IV. Ensures that all staff is involved in the school system's staff development opportunities.

V. Informs the Board of staff development priorities, needs, and activities.

## L) Superintendent/Board Relations – Understands that the Superintendent is responsible for management of the schools under the Board's policies and is accountable to the Board. Supports and facilitates the work of the Board. Maintains open communication with the Board.

I. Supervises and ensures compliance with all laws, regulations and Board policies.

II. Keeps the Board informed about programs, activities, accomplishments, problems, and needs of the schools.

III. Presents information and recommendations necessary to assist the Board in performing its duties effectively, including the need for policy on particular subjects.

IV. Schedules and attends meetings of the Board.

V. Serves as Secretary to the Board as required by law.

VI. Serves as an ex-officio member of all school system/Board committees, attending meetings as specified by the Board.

VII. Advises and recommends action by the Board as appropriate concerning students and staff disciplinary issues.

VIII. Assists the Board in developing annual and long-range goals for the school system.

IX. Represents the school system with the media and other groups as deemed appropriate by the Board.

X. Performs such other tasks as may be assigned by the Board.

## M) **Supervision/Evaluation – Understands the importance of accountability for staff and self. Uses an evaluation process that establishes clear performance standards and follows through to resolve performance issues.**

I. Develops and implements an effective system of supervision and evaluation for all staff, based on Board policies and with appropriate input from administration and staff.

II. Oversees methods of teaching, supervision, evaluation and administration in the schools.

III. Disciplines employees as necessary and reports such actions to the Board as appropriate.

IV. Recommends salary changes or dismissal of staff members to the Board for final action.

# TERMS OF EMPLOYMENT:

Work year shall be twelve (12) months. Length of contract, salary and benefits shall be determined by the Board and Superintendent under the Superintendent's individual contract.

# EVALUATION:

Performance shall be evaluated in accordance with the provisions of the Board's policy on evaluation of the Superintendent.

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.

Cross Reference: Policy CBI - Evaluation of the Superintendent

# School Board APPROVED:

December 12, 2006

REVISED:

May 10, 2011

# TEACHING AND LEARNING DIRECTOR

## QUALIFICATIONS:

### Education /Certification

- Maine Department of Education certification as Curriculum Coordinator/Instructional Supervisor or equivalent/State of Maine Administrator Certificate 078
- Minimum of Master's Degree in curriculum and instruction, educational leadership, or related field

### Special Knowledge/Skills

- Successful experience working in a leadership role in education
- Working knowledge of curriculum development, professional development and assessment
- Excellent communication and collaboration skills
- Working knowledge of Maine State Learning Results and requirements of the local assessment system
- Ability to evaluate existing programs and recommend new initiatives relative to curricular and professional staff needs
- Maine teacher certification mentor trainer status desirable

## REPORTS TO:

Superintendent of Schools

## JOB GOAL:

To facilitate the development and implementation of district-wide curricula, assessment, and procedures and staff/professional development programs that support the vision, mission, and values of the Cape Elizabeth School District.

## PERFORMANCE AREAS:

- **Administration/Organizational Management** – the ability to practice participatory management; possession of good organizational skills and the knowledge of effective curriculum administration and models of professional development
- **Budgeting/Program Funding** – the ability to effectively develop and manage budgets/grants that relate to texts/materials, staff development, and stipends that support the allocation of resources necessary for achieving student outcomes
- **Communications** – the ability to articulate effectively, both orally and in writing, the successes and needs of the District, as they relate to improvement of student learning, with the School Board, 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
- **Curriculum/Instruction** – the ability to work with staff to identify assessments, concepts and skills related to the curriculum standards adopted by the State of Maine 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 academic achievement for the District
- **Educational Renewal** – the ability to contribute to constructive educational change and demonstrate knowledge of current practices and research in educational improvement district-wide
- **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 through knowledge and the commitment to contribute to the improvement of instruction and the effectiveness of educational programs

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

## Administration/Organizational Management

- Assume the responsibility for development, revision, and input into the evaluation of the district's curriculum and professional development program
- Plan, organize, and direct implementation of district curriculum and local assessment system. [STAR, NWEA]
- Serve as the Certification Committee Chair in accordance with the district’s certification plan
- Oversee the district's coordination of curriculum, instruction and assessment; make recommendations when building principals or School Board authorization is needed
- Provide leadership and coordination in collecting and using assessment data to improve student learning
- Work with principals and other members of the administrative team on matters related to curriculum, assessment, staff development, and budgets to support instruction
- Supervise the maintenance of accurate records on K-12 curriculum and related assessments
- Conduct committee meetings at both the district and building level as necessary for district coordination of curriculum/assessments
- Participate in administrative meetings, negotiations, and other such meetings as may be required or appropriate
- Coordinate per-diem work as it relates to development, implementation, and assessment of curriculum, instruction, and local assessment system

- **Budgeting/Program Funding**

    - Prepare and submit the District-wide portion of the curriculum and professional development budgetary requests and monitor expenditures of allocated funds associated with: Improvement of Instruction, Gifted & Talented, Summer School, ELL, Extended Learning Opportunities (ELO)/Volunteer Coordinator, Professional Development, Title I, Title II, and Transition Grant
    - Supervise the maintenance of selected grant records and reports
    - Seek additional grant and/or funding opportunities in the area of curriculum, assessment and professional development

- **Communications**

    - Keep the Superintendent, school administrators, and staff informed of the district's curriculum, assessment and professional development related activities and initiatives
    - Respond to written, electronic and oral requests for information with regard to professional development, curriculum, and assessment from appropriate sources
    - Develop plan for communicating with staff on a regular basis with regard to professional development opportunities
    - Collaborate with administrators, department leaders, team leaders, and staff with regard to comprehensive planning in curriculum, assessment, and professional development

- **Community Relations**

    - Act as liaison between the District and the community, interpreting curriculum, assessment and professional development related activities
    - Maintain active relationships with students and parents to foster student achievement
    - Garner school and community input, involvement, and support in achieving student outcomes
    - Disseminate information related to our progress in implementing district plans and meeting district goals as related to curriculum implementation, professional development, and student achievement

- **Curriculum/Instruction**

    - Provide training and resources for staff in the utilization of assessment data to inform instruction
    - Work with staff at the building level with the goal of creating an ongoing cycle of implementation, review, and renewal for curriculum and assessment
    - Create articulation among grade levels within specific disciplines

- Work with administrators and teacher leaders in an effort to continually improve curriculum and assessment articulation
- Establish a procedure for curriculum evaluation utilizing appropriate data
- Provide for the content specific needs of the various grade levels through a variety of resources such as various local and national curriculum organizations, local universities, consultants, other school districts, and appropriate available research

## • Educational Leadership

- Act as the District’s Gifted and Talented and English Language Learner Coordinator
- Assist in the development of Response to Intervention (RTI) Programs in Cape Elizabeth School Department
- Provide facilitation for small groups, building staff, and district level workshops
- Collaborate with grade level teams and departments in comprehensive curriculum, assessment and professional development planning
- Provide leadership for district's academic achievement and related support activities
- Execute strategies to increase academic achievement and positive school climates
- Provide direction in the area of educational renewal and instructional practices in all aspects of K-12 education
- Bring an imaginative approach to solving problems and be a good negotiator while working cooperatively with those holding differing views

## • Educational Renewal

- Assume responsibility for monitoring own professional growth and development through participation in professional organizations, attendance at regional, state, and national meetings, enrollment in advanced coursework and the like
- Keep abreast of educational changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field
- 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 the curriculum, local assessment system, and improvement of instructional strategies

## • Professional Development

- Facilitate the implementation of instructional strategies necessary for achievement of the curricular standards adopted by the State of Maine and curriculum outcomes

- Plan and/or participate in the training of district staff as it relates to support of curriculum/assessment design and implementation
- Facilitate dialogue at the district and building levels regarding professional development to be implemented in the district
- Evaluate the effectiveness of the professional development program utilizing data related to student achievement and instructional improvement

- **Supervision/Evaluation**

  - Give evaluative input to principals; assist in the supervision of instructional staff in relation to implementation of curriculum and instructional practices
  - Observe staff and make recommendations to the District Leadership Team related to coordination of curriculum, establishing common instructional processes, and implementing a K-12 professional development plan
  - Extended Learning Opportunities [student-driven learning] Coordinator

- **Other**

  - Serve as district's Title IX Coordinator
  - Serve as district's Affirmative Action Officer/Coordinator
  - Serve as district's Homeless/McKinney-Vento Liaison
  - Perform such other tasks as may be assigned

# TERMS OF EMPLOYMENT:

Salary and benefits determined by the Superintendent based upon experience and skills.

# 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.

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 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: June 11, 2013
REVISED: April 14, 2015
*Previous Title: Director of Instruction*
August 30, 2016

# Affirmative Action Officer/Title IX Coordinator

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Administrator

TITLE: Affirmative Action Officer/Title IX Coordinator

QUALIFICATIONS:

- State of Maine administrator certification;
- Concurrent employment as a Cape Elizabeth School Department administrator;
- Knowledge of state and federal nondiscrimination laws and regulations and sex/gender-based discrimination and harassment laws and regulations, including Title IX.

REPORTS TO: Superintendent of Schools

SUPERVISES: N/A

JOB GOAL:

To ensure the Cape Elizabeth School Department's compliance with, and implementation of, all aspects of state and federal nondiscrimination laws and regulations and sex/gender-based discrimination and harassment laws and regulations, including Title IX.

PROFESSIONAL RESPONSIBILITIES:

- Implement and manage the Cape Elizabeth School Department's Affirmative Action Plan and ensure compliance with state and federal nondiscrimination laws and regulations and sex/gender-based discrimination and harassment laws and regulations, including Title IX.
- Ensure that required notices, policies, and information regarding federal and state nondiscrimination laws and regulations and sex/gender-based laws and regulations are disseminated to employees, applicants, parents, unions, and others as applicable, including postings on the Cape Elizabeth School Department's website.
- Assess discrimination, harassment, and other related complaints received by the Cape Elizabeth School Department to ensure the appropriate policies and procedures are followed, consulting with the Superintendent and others as appropriate.
- Receive and process all reports and formal complaints of sex/gender-based discrimination, including sexual harassment complaints.
- Provide support for parties when sexual harassment is reported and throughout the complaint investigation and resolution process.
- Coordinate and/or conduct investigations of discrimination and harassment, including sex/gender-based discrimination and harassment, complaints as appropriate.
- Facilitate or coordinate informal resolutions of sexual harassment formal complaints as appropriate.
- Implement any remedies after findings of responsibility for sexual harassment.

- Coordinate and implement appropriate training for Cape Elizabeth School Department employees on nondiscrimination and harassment, including sexual harassment, laws, policies, procedures, and duty to report.
- Ensure that persons involved in recruiting and hiring processes adhere to nondiscrimination and confidentiality requirements.
- Ensure that School Board members and employees receive gender equity training.
- Ensure compliance with all other aspects of state and federal sex/gender-based discrimination and harassment laws and regulations, including Title IX requirements pertaining to education, athletics, and other school programs.
- Compile data and reports for the Superintendent and School Board members as requested.
- Advise the Superintendent of any needed revisions to the Affirmative Action Plan or discrimination and harassment policies and procedures.
- Comply with all record keeping requirements.
- Any other duties related to the Affirmative Action Plan and sex/gender-based discrimination and harassment laws and regulations assigned by the Superintendent.

TERMS OF EMPLOYMENT: As specified in the concurrently served administrator contract. EVALUATION: As specified in the concurrently served administrator contract.

APPROVED: May 11, 2021

# VOLUNTEER COORDINATOR

## QUALIFICATIONS:

I. Knowledge of the Cape Elizabeth Schools and the school volunteer program and experience as a school volunteer preferred.

II. Demonstrated communication skills and attention to detail.

III. Such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and acceptable.

## REPORTS TO:

Assistant Superintendent

## JOB GOAL:

To successfully coordinate between school staff and volunteers based upon the staff needs and volunteer interest and skills.

## PERFORMANCE RESPONSIBILITIES:

1. Manages the volunteer screening process.
2. Creates and maintains an up to date volunteer handbook.
3. Conducts volunteer orientations as needed.
4. Place volunteers based upon staff need and volunteer skill and interest.
5. Visits each school regularly to check-in with teachers, staff, administrators, and volunteers to determine support needs and problem solve as needed.
6. Coordinates recognition of the work of volunteers with social media, news articles, school-based acknowledgements as well as district wide events during National Volunteer Week.
7. Collaborates with parent organizations as needed.
8. Evaluates the effectiveness of the volunteer program and procedures annually.
9. Other responsibilities as assigned by the Assistant Superintendent.

## WORK YEAR:

10 months. Salary and any benefits to be established by the Superintendent.

## WORKING CONDITIONS:

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

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting,walking, climbing stairs, operating computers and other equipment, using tools,and lifting or moving up to 50 pounds.

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

## EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on 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 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

Revised:

- May 10, 2022

- April 14, 2015 *(Volunteer & Extended Learning Opportunity Coordinator)*

- June 20, 2012