Co-Curricular Stipends DISTRICT WIDE

- Cape SPECIAL OLYMPICS TEAM COACH
- Webmaster

Cape SPECIAL OLYMPICS TEAM COACH

QULIFICATIONS:

- Maine State Criminal Check Approval
- Special Olympics of Maine Certification in Coaching for each sport
- Special Olympics of Maine Protective Behaviors Course Certification
- Special Olympics of Maine Volunteer Certification
- Experience working with kids with disabilities
- Good organizational skill, knowledgeable with behavior programming and communications skills

REPORTS TO: Director of Special Services

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

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

PROFESSIONAL RESPONSIBILITIES:

- All Olympic meets throughout the year, both county and state meets which include bowling, soccer, winter games, basketball, swimming, county and state track and field. All necessary forms from the Cumberland County Special Olympics and state offices will be sent to the coaches who will then distribute appropriate information, health forms, and permission slips to athletes, parents, and case managers.
- Inform parents of athletes in all age groups of upcoming events and obtain all pertinent information and other appropriate resources needed for the athlete's successful participation in an Olympic event.
- Schedule practices for each event throughout the year.
- Recruit volunteers within the community; high school varsity athletes and students, parents, adults, school personnel and any community member interested to assist in the practices and events.
- Organize and enter athletes in specific events in each Special Olympic Meets.
- Organize transportation though Community services for travel to and from meets.
- Keep updated health forms and waivers.
- Coach and provide assistance where needed.
- Consult with classroom teachers regarding behavior programs needed to assist the athletes performance.
- Fundraising for entry fees, uniforms and incidentals.
- Provide supervised activities during unstructured time throughout each event.

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

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. Director of Special Services will perform the evaluation.

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

APPROVED: November 9, 2010

Webmaster

TITLE: Webmaster

QUALIFICATIONS:

I. Education/Certification:
    I. High School diploma, or equivalent.
    II. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge:
    I. Excellent communications skills.
    II. Thoroughness and an eye for detail.
    III. Understanding of html and web databases.

REPORTS TO: Technology Coordinator

SUPERVISES: NA

JOB GOAL:

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

PROFESSIONAL RESPONSIBILITIES:

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

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. Technology Coordinator will the perform the evaluation.

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

APPROVED: November 9, 2010