Co-Curricular Stipends MIDDLE SCHOOL

- Cape Elizabeth Middle School CHESS TEAM COACH
- Chorus - Grades 5 & 6
- Cape Elizabeth Middle School DEBATE TEAM COACH
- CEMS Drama Director
- CEMS Instrumental Music Instructor
- CEMS Math Coach
- CEMS News Crew
- CEMS Speech Team Coach
- CEMS Variety Show Advisor
- CEMS Yearbook Advisor
- CEMS Yearbook Advisor

Cape Elizabeth Middle School CHESS TEAM COACH

QUALIFICATIONS:

I. Hold a valid state of Maine Criminal History Records Check Approval

II. Understand the game of Chess, patience

REPORTS TO: Middle school administration

SUPERVISES: 5th through 8th grade students who participate in the chess team.

JOB GOAL: Students learn the game chess through practice, and learn the vocabulary of the game. There are competitions throughout the year, but as with any middle school activity, participation is the goal.

PROFESSIONAL RESPONSIBILITIES: The chess team coach needs to communicate with parents and students to inform them when the practices are to be held. The students use a chess program on the computer.

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. A middle school administrator 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

Chorus - Grades 5 & 6

TITLE: CEMS Chorus - Grades 5 & 6

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. Must be organized, have the ability to multitask, be strong in classroom management, and have strong music skills.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES: Supervises up to 20 students during approximately 100 rehearsals, four days a week, (7:00 am to 7:45 am, Tuesday- Friday mornings). Approximately 40 fifth and sixth grade students participate in our choral program.

JOB GOAL:

The goal of the choral program is to provide an opportunity for students to:

I. Learn to sing with good vocal technique (examples would include correct posture, awareness of vocal registers, ability to use them, breath support, diction, etc.).

II. Musical skills: Music literacy (reading pitches and rhythms) following a choral score, matching pitch patterns, singing in harmony, keeping steady beat, singing in tune.

III. Gain a wide variety of musical experiences through quality musical literature of various time periods, composers, genres, and style.

IV. Establish basic musicianship skills that are required to participate in any musical ensemble such as: rules of etiquette, rehearsal practices, part singing, performance expectations, collaboration and cooperation.

V. Build skills and understanding of choral traditions and techniques such as music literacy, listening skills, singing in different languages, following a conductor, standard repertoire, historical/cultural origins and traditions of the music.

VI. Provide an outlet for musical expression.

VII. Provide an opportunity to perform for peers and the public.

VIII. Contribute to the community by performing for seniors (Village Crossing), parents/guardians and students at concerts, and the general public (Portland Pirates Game).

IX. Provide choral enrichment opportunities beyond Cape Elizabeth Middle School (Southern Maine Honors Festival).

PROFESSIONAL RESPONSIBILITIES:

- Prepare for between 4-6 evening performances per year.
- Accompany students to sing the National Anthem at a Portland Pirates Game/Organize the trip.
- Accompany students at the Middle School Honors Festival auditions which take place after school.

- Attend the Honors Festival with students which includes a Saturday.
- Work with kids outside of class to prepare for the festival.
- Outside of class this position also requires a great deal of preparation, searching for and preparing music for performances and also working with accompanists.

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 handled and the extent to which yearly action plans and job goals are met. The building principal or assistant principal will perform the evaluation.

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Approved: November 9, 2010

Cape Elizabeth Middle School DEBATE TEAM COACH

QUALIFICATIONS: The debate coach needs to have a sound understanding of the policy debate format. Additionally, solid research skills are necessary to support students in the planning phase of their debates.

REPORTS TO: Building Administrator and the Triple C Middle School Speech and Debate Coordinator

SUPERVISES: The number of participants varies from 8-12 students. The coach is responsible for supervision of these students during weekly practices and monthly meets. Three meets will take place in other schools requiring the team to take a school bus.

JOB GOAL: By participating in the program, students gain valuable public speaking experience in settings other than our own school, for audiences beyond their teachers and classmates. Because debating is a form of competition, students are motivated to strengthen their research and communication skills, and hone social skills. Students also gain valuable feedback through the competition process which informs practices.

PROFESSIONAL RESPONSIBILITIES: The debate coach is responsible for providing appropriate feedback relating to the debate process, and planning debate practices which meet the needs of each debate team. The coach will need to communicate with students and parents regularly to advertise for participants, determine practice times, and coordinate away meets as well as the "home" meet. Additionally, the debate coach will need to attend an annual Spring meeting with the other debate coaches in the Triple C League.

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 handled and the extent to which yearly action plans and job goals are met. The building principal or assistant principal will perform the evaluation.

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Approved: November 9, 2010

CEMS Drama Director

TITLE: CEMS Drama Director

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. Hold an appreciation of the theater, some experience, enthusiasm, commitment, patience, and an understanding of the school culture as well as the ability to work with the age group.

REPORTS TO: Middle School Administration Team

SUPERVISES: Students interested in participating in the fall drama production and the spring musical. This includes actors, tech/stage crews and volunteer parents/guardians. The fall drama production typically involves 45 to 50 students, while 75 to 80 students participate in the spring musical.

JOB GOAL:

To provide a safe and encouraging atmosphere where students can learn about the theater. In addition, providing valuable experience and exposure to public speaking/performing.

PROFESSIONAL RESPONSIBILITIES:

Responsibilities include, but are not limited to, teaching about the theater, working as a team, helping students to interpret and understand the written word as well as music, stage presence and how to project, building and moving sets, appreciating each other and student well being and safety.

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 handled and the extent to which yearly action plans and job goals are met. The middle school administration will perform the evaluation.

NOTE:

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Approved: November 9, 2010

CEMS Instrumental Music Instructor

TITLE: CEMS Instrumental Music Instructor

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. Background in music with experience in teaching jazz improvisation.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

I. Jazz Band enrollment: 25-30 students (7th & 8th grade).

II. Jazz Class: 12-15 students (7th & 8th grade).

III. Honors Festival: 5-15 students.

IV. Memorial Day Parade: 150 students.

JOB GOAL:

These groups provide extra opportunities for interested students over and above the normal band classes during the school day. They allow some students to have additional performance experience. The Memorial Day Parade allows the students to give back to the community and develop community pride. (Doing something for others).

PROFESSIONAL RESPONSIBILITIES: Teaching of before and after school instrumental groups to include:

I. Jazz band(s) rehearsals and performances.

II. 7th grade Jazz Class.

III. Taking students to Honors Festival auditions and the festival (involves 2 bus trips).

IV. Memorial Day Parade.

V. Evening Concerts, Instrument Rental Night.

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 handled and the extent to which yearly action plans and job goals are met. The Middle School Administrative Team will perform the evaluation.

NOTE:

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Approved: November 9, 2010

CEMS Math Coach

TITLE: CEMS Math Coach

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. Strong math skills, patience.

REPORTS TO: CEMS Administration

SUPERVISES: Math Team participants

- 5th and 6th Team: 10 to 20 students
- 7th and 8th Team: 10 to 20 students

JOB GOAL:

Students practice math/logic skills solving problems. There are competitions throughout the year, but as with any middle school activity, participation is the goal.

PROFESSIONAL RESPONSIBILITIES:

The math team coach needs to communicate with parents/guardians and students to inform them when the practices are to be held (some students only attend with parental prompting). There is a fee to participate in the meets. The math coach also must communicate with the coordinator of the math meets for the Greater Portland area. The coach needs to arrange for transportation to and from the meets. There are four meets throughout the school year, with three of these meets following outside the school day.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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Approved: November 9, 2010

CEMS News Crew

TITLE: CEMS News Crew

QUALIFICATIONS:

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

REPORTS TO: Middle School administration

SUPERVISES: 5th through 8th grade students who choose to participate on the news crew.

JOB GOAL:

Students create newscasts. Students select topics (questionable ones require administrative approval) and are responsible for writing, filming, and editing.

PROFESSIONAL RESPONSIBILITIES:

The news crew advisors communicate with students to inform them when the meetings are to be held. The advisors will assist students in the newscast creation process. The students use a video camera to film story content and will use word processing, video/sound editing programs on the computer.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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Approved: November 9, 2010

CEMS Speech Team Coach

TITLE: CEMS Speech Team Coach

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. The speech coach should have an in-depth understanding of quality public speaking skills in the following genres: Oratorical Declamation, Original Declamation, Poetry, Storytelling and Drama.

REPORTS TO: CEMS Administrator and the Triple C Middle School Speech and Debate Coordinator

SUPERVISES: The number of participants varies from 8 to 12 students. The coach is responsible for supervision of these students during weekly practices and monthly meets. Three meets will take place in other schools requiring the team to take a school bus.

JOB GOAL:

By participating in the program, students gain valuable public speaking experience in settings other than our own school, for audiences beyond their teachers and classmates. Students gain valuable feedback through the competition process which informs practices. The speech coach is responsible for assisting students in utilizing feedback to refine public speaking skills. This is a highly individualized process.

PROFESSIONAL RESPONSIBILITIES:

The speech coach is responsible for providing appropriate feedback relating to public speaking skills, and planning practices which meet the needs of each speaker. The coach will need to communicate with the CEMS debate coach, students, and parents/guardians regularly to advertise for participants, determine practice times, and coordinate away meets as well as the "home" meet. Additionally, the speech coach will need to attend an annual Spring meeting with other coaches in the Triple C league.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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Approved: November 9, 2010

CEMS Variety Show Advisor

TITLE: CEMS Variety Show Advisor

QUALIFICATIONS:

I. Hold a valid state of Maine Criminal History Records Check Approval.

II. Hold an appreciation of the theater, some experience, enthusiasm, commitment, patience, and an understanding of the school culture as well as the ability to work with the age groupd.

REPORTS TO: Middle School Administration Team

SUPERVISES: Students interested in participating in the winter variety show. This includes performers, tech/stage crews, and volunteer parents. The variety show typically involves anywhere between 40 to 70 students.

JOB GOAL: To provide a safe and encouraging atmosphere where students can learn about the theater. In addition, providing valuable experience and exposure to public speaking/performing.

PROFESSIONAL RESPONSIBILITIES: Responsibilities include, but are not limited to, teaching about the theater, working as a team, helping students to interpret and understand the written word as well as music, stage presence and how to project, building and moving sets, appreciating each other, and student well-being and safety.

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Approved: November 9, 2010

CEMS Yearbook Advisor

TITLE: CEMS Yearbook Advisor

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. Must be organized.

III. Should be familiar with cameras and proper photo-taking techniques.

IV. Should be comfortable with computers, familiar with iPhoto, and willing to learn proprietary yearbook software.

V. Must have the ability to multitask.

VI. Must have the ability to meet deadlines even if it necessitates working extra hours to meet them.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES: Yearbook Club members 5-30 students. (Open to students in grades 5-8)

JOB GOAL:

- To pre-sell a large number of yearbooks.
- To include as many photos of students as possible in the yearbook.
- To document significant events in the school year with photos and include such in the yearbook.
- To produce a quality yearbook by the end of the school year.

PROFESSIONAL RESPONSIBILITIES:

- To instruct students on proper photo-taking techniques.
- To encourage student involvement in photo-taking of school events.
- To instruct students on a variety of software used, including iPhoto and the proprietary yearbook software.
- Provide students the opportunity for students to leave their mark.
- Provide students an opportunity to get involved.

TERMS OF EMPLOYMENT:

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