# Stipends - Administrative

- Performance Evaluation / Professional Growth (PEPG) Committee - Teacher Representative
- Recertification Committee Representative
- Department Chairs - CEHS
- Director of Guidance
- Cape Elizabeth High School RESEARCH COORDINATOR
- Freshman Transition Coordinator
- Cape Elizabeth High School SENIOR TRANSITION PROJECT COORDINATOR
- Middle School Athletic Liaison
- CEMS Student Support Team Member
- MS Student Support Team Leader
- Middle School Team Leader
- PCES Content Leader
- PCES Grade Level Team Leader
- Pond Cove Student Support Team Member
- Pond Cove Student Support Team Leader
- Student Support Coordinator

# Performance Evaluation / Professional Growth (PEPG) Committee - Teacher Representative

## QUALIFICATIONS:

- State of Maine professional certification
- At least three (3) years of experience working in the Cape Elizabeth schools
- A comprehensive understanding of the CESD PEPG process and instructional framework

## REPORTS TO:

Assistant Superintendent

## SUPERVISES:

Not applicable

## JOB GOAL:

To oversee and ensure successful implementation of the district's Performance Evaluation/Professional Growth (PEPG) process for all teachers employed by the Cape Elizabeth School Department.

## PROFESSIONAL RESPONSIBILITIES:

- Attend scheduled PEPG/Evaluation Committee meetings.
- Review the evaluation process with educators on an annual basis and provide ongoing support throughout the year as needed.
- Support teachers in successfully participating in and completing all aspects of the PEPG process, ensuring they understand requirements and deadlines.
- Collaborate closely with building administrators to effectively communicate relevant information related to the PEPG process.
- Serve as a liaison between teachers and the Committee by communicating relevant information with teachers in the building and reporting feedback to the Committee.
- Co-present and facilitate professional development sessions with building administrators to ensure teachers have a comprehensive understanding of instructional framework and are equipped for success.

## TERMS OF EMPLOYMENT:

Two-year term aligned with the academic year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

# EVALUATION:

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

May 13, 2025

# Recertification Committee Representative

TITLE: Recertification Committee Representative

QUALIFICATIONS:

- State of Maine professional or educational technician certification
- At least three (3) years of experience working in the Cape Elizabeth schools
- Working knowledge of information included in the Cape Elizabeth School Department Recertification Plan
- Strong organizational, communication, and technology skills

REPORTS TO: Assistant Superintendent

SUPERVISES: N/A

JOB GOAL: To oversee the recertification process for educators employed by the Cape Elizabeth School Department.

PROFESSIONAL RESPONSIBILITIES:

I. Attend monthly Recertification Committee meetings and additional Recertification Committee meetings as scheduled.

II. Review the recertification process with educators on an annual basis and as needed throughout the year.

III. Assist educators new to the Cape Elizabeth School Department in retrieving from their prior district evidence of any hours documented toward recertification.

IV. Create Recertification Folders for educators new to the district.

V. Assist educators in completing the Recertification Documentation Form.

VI. Review and approve Recertification Documentation Forms and update total number of hours within each educator's Recertification Folder (shared via Google Drive).

VII. Inform the Assistant Superintendent of educators eligible to be recommended for renewal.

VIII. Inform educators once they can renew their certification online.

IX. Stay current on Maine Department of Education rules and regulations governing recertification.

X. Annually review the Recertification Plan and make changes as needed, including tutorials for educators.

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

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Assistant Superintendent 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 of in the future.

APPROVED: November 9, 2010

REVISED: May 11, 2021

# Department Chairs - CEHS

TITLE: Department Chairs (Art, Science, English, Math, Social Studies, Technology, Foreign Language, Health/PE, Instructional support)

QUALIFICATIONS: CEHS Teacher, strong organizational and communication skills

REPORTS TO: The Principal

SUPERVISES: NA

JOB GOAL: To coordinate the work of the department in the furtherance of district and school goals.

PROFESSIONAL RESPONSIBILITIES:

To prepare and oversee the department's budget and spending.

To attend regular department chair meetings.

To coordinate the curriculum, instruction, and assessment work of the department in accordance with district and school goals, and the learning needs of students.

To communicate with the principal about issues of interest concerning the department.

To coordinate the work of the department connected to school events such as recognition evenings and other events.

To work cooperatively with other colleagues in other departments.

Other tasks as assigned by the Principal.

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. The Principal or Assistant Principal will perform the evaluation.

NOTEL 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

# Director of Guidance

TITLE: Director of Guidance

QUALIFICATIONS: Guidance Counselor, strong organizational and communication skills

REPORTS TO: The Principal

SUPERVISES: NA

JOB GOAL: To coordinate the work of the department in furtherance of district and school goals and needs of the students.

PROFESSIONAL RESPONSIBILITIES:

To prepare and oversee the department's budget and spending.

To attend regular department chair meetings.

To coordinate the delivery of Guidance services in order to meet the needs of students, consistent with district policies and school rules and practices.

To communicate with the Principal about issues of interest concerning the department.

To coordinate the work of the department connected to school events such as recognition evenings, open houses, parent meetings, and other events.

To communicate with parents on a regular basis concerning the work of the department.

To cork cooperatively with other colleagues in other departments.

Other tasks as assigned by the Principal.

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

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal 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

# Cape Elizabeth High School RESEARCH COORDINATOR

QUALIFICATIONS:

I. Certified Librarian

II. old a valid state of Maine criminal History Records Check Approval

III. An adult with strong organizational and communication skills who is able to manage budgets and the range of services and materials provided by the library (research skills training, multimedia equipment, books, research databases, place of quiet student study)

REPORTS TO: The Principal or Assistant Principal

SUPERVISES: The library staff and volunteers and the many students who make daily use of the library. The Research Coordinator also coordinates the work of the school's staff as it relates to research skill instruction and regularly updates the school's Research Handbook as a resource to support student research and to coordinate the work of the school's teachers.

JOB GOAL: The goals of the Research Coordinator are:

I. To coordinate the research-related work of the school's teachers to ensure that the work is supported and consistent so that students learn the research skills that will help them college ready when they graduate.

II. To act as a department chair for the library, including attending department chair meetings, managing the budget, etc.

III. To advocate for the importance of coordinated research work for the benefit of student research-related learning.

PROFESSIONAL RESPONSIBILITIES:

I. To prepare and oversee the library's budget and spending

II. To attend regular department chair meetings

III. To coordinate the delivery of library services in order to meet the needs of students, consistent with district policies and school rules and practices

IV. To communicate with the Principal about issues of interest concerning the department

V. To communicate with parents on a regular basis concerning the work of the department

VI. To work cooperatively with other colleagues in other departments on all matters related to and designed to support student research-related work, including ensuring that the resources of the library are in place to support those assignments, updating the Research Handbook on a regular basis, keeping the school's teachers aware of possible overlaps or gaps in student learning of research skill

VII. To supervise the library's paid and volunteer staff

VIII. Other tasks as assigned by the Principal

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. The Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to 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 present or in the future.

APPROVED: November 9, 2010

# Freshman Transition Coordinator

TITLE: Freshman Transition Coordinator

QUALIFICATIONS:

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: developing positive relationships with adolescents, including the ability to support and work patiently with challenging students; mentoring/coaching skills; the skills to think creatively and independently (with guidance); the persistence and empathy needed to win alliances with staff and constructively support creative, non-traditional educational pathways for students; the ability to work collaboratively with other professionals in a team-planned and team-taught classroom environment.

III. Experience: Successful experience in leadership, working with adolescents and demonstrated human relations and organizational skills. Teaching experience and/or work in an educational setting with adolescents is preferred. Varied work experiences that allow the successful candidate to translate students; classroom learning into real-life application and reflection is also desirable.

REPORTS TO: High School Assistant Principal

JOB GOALS: To support the successful transition of adolescents who may need additional support to be successful in school in terms of development of work and organizational habits and self-insight.

PERFORMANCE RESPONSIBILITIES:

As Freshman Transition Coordinator, the employee will have the following responsibilities:

I. Working under the leadership of certified teachers and administrators, to assist in planning a Freshman Academy class that will be collaboratively delivered by a team of teachers and others, including this employee, to a group of 8-15 students entering ninth grades to support them in their academic, organizational, social, emotional, and behavioral transitions to high school.

II. To monitor the academic performance and engagement of entering ninth-grade students so that students who are struggling are quickly identified and to coordinate and facilitate, following the leadership of building administrators and the 9th grade School Counselor, the necessary parent, counselor student, teacher, and staff conversations to support the student's success.

III. To plan, organize, coordinate, communicate, and offer any student training necessary for the *FreshLinks* program, a program in which each ninth grade student is assigned an older student in a mentoring relationship.

TERMS OF EMPLOYMENT: 5 hours per week/195 days per year (39 weeks)

WORKING CONDITIONS:

**Mental Demands:** calculating, reflecting, comparing, problem-solving, evaluating, interpreting, relating, organizing, planning, documenting, coordinating, networking, communicating, 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, driving, 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: 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 Assistant Principal will perform the evaluation.

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

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

School Board Approved: September 8, 2015

# Cape Elizabeth High School SENIOR TRANSITION PROJECT COORDINATOR

## QUALIFICATIONS:

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

II. CEHS teacher or staff member strongly preferred

III. An adult with strong organizational and communication skills who has successful experience making links between the community and school. Strong, positive relationships with parents and a network of established contacts with community members who might be open to having seniors work with them in a Senior Transition Project is strongly preferred.

## REPORTS TO:

Building Principal or Assistant Principal

## SUPERVISES:

All seniors as they plan and then implement their Senior Transition Projects. The Coordinator also supervises the teaching staff who are acting as consultants and advisors to various seniors with respet to the their projects.

## JOB GOAL:

The goals of the Senior Transition Project are:

I. To give seniors both the skills that are necessary to develop a Senior Transition Project proposal involving work in the community for 2-3 weeks at the end of the senior's year,

II. To provide seniors with significant, real-life work experiences that can help inform their thinking about college and career,

III. To give seniors authentic experience speaking to an audience who will hear their report on the Senior Transition Project experience. The particular role of the Project coordinator is to successfully manage the multiple layers of communication between staff and students, students and potential employers, and students and the audience who hear students' reports about their experiences.

## PROFESSIONAL RESPONSIBILITIES:

I. To act as ambassadors for the STP with the school's teachers and with parents and potential employers.

II. To create and update an STP handbook.

III. To communicate STP guidelines to students.

IV. To work with and guide senior students who may be having difficulty generating project ideas or taking the steps necessary to plan their projects.

V. To keep thorough and complete records related to the senior project proposals, the teachers who are acting as senior advisors, and the schedule of STP presentations at the end of the project.

VI. To monitor senior performance on Projects and handle difficult issues that might involve:

I. projects that are not meeting student expectations or

II. students who are not meeting

VII. To arrange appropriate publicity for the STP so that the public is receiving an impression of the project that reflects the true range of the types of projects and the value of those projects.

VIII. To communicate clearly, as necessary, with parents and with other members o the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the STP.

IX. Other duties as assigned by the Principal.

# TERMS OF EMPLOYMENT:

12 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 which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal or Assistant Principal 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

# Middle School Athletic Liaison

TITLE: Middle School Athletic Liaison

QUALIFICATIONS:

I. Education/Certification: BA/BS degree in education required. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

    I. Demonstrable knowledge of extra-curricular programs.

    II. Knowledge of modern personnel practices.

REPORTS TO: Middle School Principal and Director of Athletics

JOB GOAL:

To provide leadership that will ensure that students have quality athletic and educational experiences through participation in extracurricular activities at the middle school level; recruits, hires, supervises, evaluates coaches, volunteers; oversees all scheduling involved with such programs, including facilities scheduling.

PERFORMANCE RESPONSIBILITIES:

I. Oversees the recruitment and employment of all coaches and volunteers pursuant to department policies and procedures.

II. Presents successful candidates for employment to the Superintendent.

III. Evaluates, annually, all coaching staff and advisors by utilizing formal evaluation procedures including observation of games and practices, as well as interaction with parents and the public, as appropriate.

IV. Provides day-to-day supervision of coaches, responsible for including the ability to lead and inspire participants and coaches to excel as citizens and members of the team.

V. Promotes sportsmanship at all events and in all settings through appropriate modeling behaviors and verbal and written communication of expectations to coaches, competitors, and parents.

VI. Schedules all interscholastic contests and practice including but not limited to officials, transportation and facilities.

VII. Coordinates through the use of the Facilities and Transportation Department the use of gymnasiums, locker rooms, athletic fields, and other facilities and transportation as needed to conduct all programs in a timely manner.

VIII. Conducts seasonal staff meetings to ensure that coaching personnel are familiar with school, league, conference, and competition rules as appropriate.

IX. Demonstrates extensive knowledge of extracurricular programs and assesses effectiveness of programs in terms of their quality as educational experiences for students.

X. Possesses extensive knowledge of and operates within Maine Principals' Association's policies and procedures.

XI. Assures that equipment is safe, operable, and is in acceptable condition.

XII. Possesses and maintains knowledge of sports medicine as it relates to first aid and acceptable practices relative to extracurricular activities.

XIII. Establishes and maintains effective and courteous working relationships with students, parents, coaches, advisories, colleagues, administrators, board members, and the public.

XIV. Maintains a comprehensive inventory of all equipment, including office equipment.

XV. Attends professional conferences to stay current.

XVI. Performs such other duties and responsibilities as assigned.

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Middle School Principal will perform the evaluation.

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

School Board Approved: August 27, 2013

# CEMS Student Support Team Member

TITLE: CEMS Student Support Team Member

QUALIFICATIONS:

Education/Certification:

I. Maine Department of Education certification as Teacher and other legal credentials required to be "highly qualified" according to State and Federal standards.

REPORTS TO: Building Administrator and MS Student Support Team Leader

SUPERVISES: Indirectly supervises teachers in the development of student learning plans and implementation of personalized learning plans.

JOB GOALS: SST Members will actively participate on the team, representing the team as needed at grade level and staff meetings:

- This includes communication with the staff regarding SST, specifically at grade level/team meetings

PROFESSIONAL RESPONSIBILITIES: Each member will:

- Attend weekly meetings after school
- Supports classroom teachers with the development of SLPs (student learning plans) and pre-referrals to SST Team
- Report student progress to the SST
- Follow-up on students on the SST caseload on regular basis
- Monitor attendance, behavioral, and grade information about the student
- Oversee the personalized plan (PLP) with support of classroom teachers

TERMS OF EMPLOYMENT: 12 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. The middle school administration 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

# MS Student Support Team Leader

TITLE: MS Student Support Team Leader

QUALIFICATIONS:

Education /Certification:

I. Maine Department of Education certification as Teacher and other legal credentials required to be "highly qualified according to State and Federal standards.

REPORTS TO: Middle School Administrator

SUPERVISES: Indirectly supervises teacher and Student Support Team members in the development of student learning plans and implementation of personalized learning plans

JOB GOALS: The SST Leader will organize all aspects in the SST, including communication record keeping, training of staff, and coordination with Pond Cove and CEHS Student Support Teams.

PROFESSIONAL RESPONSIBILITIES: The Student Support Team Leader will:

- Schedule, coordinate, and attend weekly meetings after school
- Support SST members and classroom teachers with the development of SLPs (student learning plans) and pre-referrals to SST Team
- Notify parents of determinations made by the team (personalized learning plan)
- Keep official records of all students actively being served by the MS SST
- Coordinate with outside agencies, administrators, etc. as needed
- Oversee the personalized plan (PLP) with support of SST members and classroom teachers
- Communicate with classroom teachers and Instructional Support staff on an on-going basis in regards to progress of PLP.

TERMS OF EMPLOYMENT: 12 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. The Middle School Administration team will perform the evaluation.

NOTE: The above job description reflect 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

# Middle School Team Leader

TITLE: Middle School Team Leader

QUALIFICATIONS:

I. Maine Department of Education certification as Teacher and other legal credentials required to be “Highly Qualified” according to State and Federal standards.

II. Must be a middle school staff member with at least three years experience.

REPORTS TO: MS administration

SUPERVISES:

Grade (i.e., 5th, 6th, 7th, 8th) or subject (i.e., World Language, Allied Arts, Instructional Support), lead grade or team meetings, may lead grade level meetings with students and staff.

JOB GOAL:

To facilitate communication among team members and with members of other CMES teams, act as liaison between administration and team member. The CEMS team leaders also communicate their team’s events to the community. Because of the goal of shared leadership with this position, this role is best served in a two-year revolving seat.

PROFESSIONAL RESPONSIBILITIES:

- Chair and run a weekly meeting with the team members to discuss team needs and deal with a variety of issues.
- Support team members.
- Act as liaison as necessary with content leader for CIA work.
- Assign team members to be the note takers for minute dissemination.
- Coordinate the annual budget for the team.
- Attend bi-weekly team leader meetings.
- Act as the contact person for a number of issues that take place during the school day. An example would be when duties cannot be covered, trying to fill that need.
- Organize field trips, special events, assessments and the like for the grade/team.
- The team leader position requires providing leadership for the team. Also, when certain tasks need to be accomplished (i.e., such as assemblies), team leader delegates these tasks.
- Participates in shared leadership.

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 MS Administration 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

# PCES Content Leader

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: PCES Content Leader

QUALIFICATIONS:

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

REPORTS TO: PCES Principal and Director of Teaching and Learning

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

PROFESSIONAL RESPONSIBILITIES:

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

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

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The PCES Principal and Director of Teaching and Learning will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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: August 28, 2018

# PCES Grade Level Team Leader

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

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

QUALIFICATIONS:

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

SUPERVISES: N/A JOB GOAL:

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

PROFESSIONAL RESPONSIBILITIES:

- Develop, maintain, and share rolling agenda/minutes of all meetings with relevant links attached
- Use protocols to examine data and engage RTI specialists and educational technicians in collaborative conversations
- Facilitate the planning of units and assessments
- Support the development of early release day and staff meeting agendas
- Use student work to calibrate practice as well as to adapt instruction
- Manage resources effectively, including identifying budget needs
- Organize special events/trips/etc.
- Meet at least monthly with the building leadership team to review work in progress and plan for the future

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

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The PCES Principal 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: August 28, 2018

# Pond Cove Student Support Team Member

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Pond Cove Student Support Team Member

QUALIFICATIONS:

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

REPORTS TO: PCES Principal and Assistant Principal

SUPERVISES: NA

JOB GOAL:

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

PROFESSIONAL RESPONSIBILITIES:

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

TERM OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. Pond Cove Principal or Assistant Principal will

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

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

APPROVED: August 28, 2018

# Pond Cove Student Support Team Leader

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: Pond Cove Student Support Team Leader

QUALIFICATIONS:

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

REPORTS TO: PCES Principal

SUPERVISES: NA

JOB GOAL:

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

PROFESSIONAL RESPONSIBILITIES:

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

TERM OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. Pond Cove Principal or Assistant Principal will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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

APPROVED: August 28, 2018

# Student Support Coordinator

TITLE: Student Support Coordinator

QUALIFICATIONS:

- Maine Department of Education certification in one of the following:
  - 282 Teacher of Children with Disabilities
  - 079 Special Education Consultant
  - 035 Assistant Administrator of Special Education
  - 030 Administrator of Special Education
- Minimum of 5 years' relevant experience

REPORTS TO: Director of Special Services

JOB GOAL: The Student Support Coordinator will work as a colleague with special and regular education teachers to support student learning. This person will ensure that all special education services are being delivered and provide support for personnel in the implementation of accommodations and modifications as appropriate. This position will act as a liaison between our three schools in order to align a K-12 approach to curriculum, culture, and support for all students.

RESPONSIBILITIES:

Leadership

- In conjunction with building administrators, facilitate special education team meetings
- Provide instructional guidance and team leadership within the school setting
- Initiate, prepare, and facilitate various forms of staff development activities to address personnel readiness and skill development
- Assist teachers in examining teaching practices in order to effectively meet the needs of all students and assist with classroom/RTI interventions prior to a referral to special education
- Support supervision and evaluation of all special education Ed Techs
- Support classroom teacher with implementation of supplemental aids and services
- Facilitate Student Support Team meeting across three buildings
- Sit on other committees that the Director and Principal deem necessary

Programmatic

- Facilitate the necessary communications and programmatic linkages with adult education (*7-12 position*), alternative education, vocational education, *preschool programs (K-6 position)*, special education, and regular education personnel to address programming needs

- Assist in the development and coordination of RTI services
- Develop and utilize a transition process to support students mobing between buildings

Case Management

- Coordinate special education referrals
- Communicate with parents to facilitate understanding of any instructional support processes

Testing

- Administer academic achievement testing and student observations

Administrative and Reporting

- In conjunction with building administration, may act as the administrative designee and facilitate IEP meetings
- Prepares and delivers reports, plans, and program descriptions as requested by the school and district administrators
- Monitor special education documentation, record-keeping, and communications to assure compliance with state regulations and district policies
- Communicate with administrative and district office staff regarding necessary census, finance, personnel, and program data

TERMS OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Education Association agreement

EVALUATION: The basis of the evaluation will 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: March 15, 2017