Cape Elizabeth High School ACHIEVEMENT CENTER COORDINATOR

QUALIFICATIONS:

I. **Education/Certification:** Bachelor's degree; experience working with high school students preferred

II. **Special Knowledge/Skills:**

   I. Ability to communicate verbally and in writing.

   II. Ability to work effectively and collaboratively with adults and adolescents.

   III. Ability to work independently in solving problems.

   IV. Strong organizational skill.

   V. Knowledge of basic networking concepts.

   VI. Ability to communicate a big picture vision and manage details (project management skills).

   VII. Knowledge of PC, iPad, and MAC Operating Systems.

   VIII. Knowledge of basic computer hardware.

   IX. Knowledge of basic computer printing devices.

   X. Basic knowledge of the following software packages:

      1. Microsoft Office

      2. Email software

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

REPORTS TO: High School Principal

JOB GOAL: To coordinate the implementation of the High School Achievement Center to support student learning, including basic troubleshooting of the technology included in the Center.

PERFORMANCE RESPONSIBILITIES:

The duties of the Achievement Center Coordinator will include but not be limited to the following:

I. Provides basic technical support for PLATO and other Center software and associated hardware. Work with vendor to solve issues that arise regarding PLATO and schedule any necessary professional training under the terms of contract.

II. Organize and coordinate staff (including volunteer staff) and student schedules so that the Achievement Center best fits the needs of students.

III. To the extent PLATO or other Center software is the direct deliverer of academic instruction for students, use tools within that software to identify the areas of instruction that are most needed and to set and monitor goals for coverage and achievement consistent with those goals.

IV. To act as the ambassador and advocate for the Achievement Center with students, staff, and the community. To coordinate the staff's effort to solicit community and student volunteers, as appropriate, to help address the needs of students, including writing conferences, that can best be met using the tools and resources of the Achievement Center.

V. To gather appropriate data, and prepare appropriate reports, for the Principal, the School Board, and the public concerning the successes and failures of the Achievement Center in meeting the academic needs of the students.

VI. To work with other Achievement Center staff to create and maintain in the Achievement Center a structured, studious, supportive environment.

VII. To provide input and advice to the Principal in connection with preparing a budget for the Achievement Center that ill allow it to address the needs of students.

VIII. Other responsibilities consistent with the successful implementation and operation of the Achievement Center as identified by the Principal.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, 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:

195 work days. 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 Principal will perform the evaluation.

The Cape Elizabeth School Department expects that ll 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 9, 2016

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