

Cape Elizabeth High School BOOKTALK ADVISOR

QUALIFICATIONS:

- I. Hold a valid State of Maine Criminal History Records Check Approval.
- II. CEHS teacher or staff member preferred.
- III. An adult with strong organizational and communication skills who is familiar with fiction and non-fiction literature of interest to adolescents and the techniques of effectively leading conversations about books.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Booktalk Advisor supervises a group of students and adults who meet four times per year to discuss books that have been selected by the advisor after considering book reviews and the reactions of adults and students who have read books under consideration for discussion. The advisor also trains and prepares either adult or student book discussion leaders.

JOB GOAL:

The goal of Booktalk is to encourage students to read books and to model through facilitated discussions the power of the ideas in books and the joys of learning through reading. The impetus behind Booktalk is twofold:

- I. To counteract statistics that show the percentage of adolescents who read for pleasure is on the decline.
- II. To persuade students with hyper structured lives that reading can be fun and it is worth taking the time to read. Booktalk also legitimizes the “closet” readers who are often less involved in organized school activities than many students.

PROFESSIONAL RESPONSIBILITIES:

- I. To review book reviews and other sources to identify books to be included in a menu of book offerings.
- II. To partner with the literacy teacher to organize events to promote book-reading by Cape Elizabeth High School students.
- III. Other duties 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 handled and the extent to which yearly action plans and 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

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