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.

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