

## POSITION DESCRIPTION

<b>TITLE:</b>	McKinley Charter School Academic Facilitator	<b>SUPERVISOR:</b>	Head of Operations
<b>DEPARTMENT:</b>	Secondary Schools	<b>CLASSIFICATION:</b>	Certified

**I. Accountability Objectives:**

Provide day-to-day leadership and coordination for the academic areas of the credit component of McKinley Charter School (hereafter MCS); coordinate the program; working effectively with Head of Operations, other facilitators, staff, students, and families; schedule students and day time use of rooms; collect data for academic program evaluation; monitor grades; implement discipline policies; coordinate and provide liaison activities between the schools; oversee the credit component special education services; completing reports and writing grants.

**II. Position Characteristics:**

Recruited by: Head of Operations  
Salary: On Schedule  
Length of Contract: 189 days per year, 8 hours per day plus up to 10 additional days as approved by the MCS Governance Board

**III. Position Relationships:**

Reports to: MCS Head of Operations  
Coordinates with: MCS Administrator and staff, including the facilitators; students, parents, teachers, administrators, counselors, teachers, and registrars of participating schools.

**IV. Position Qualifications:**

**A. Required experience and training:**

1. Possession of or eligibility for license as an EEN-ED or regular education teacher and charter school license issued by the Wisconsin Department of Public Instruction
2. A valid driver's license
3. A vehicle and ECASD clearance to transport students and an appropriately insured vehicle capable of transporting 3 to 4 students at a time

**B. Desired experience and training:**

1. Masters degree, guidance and counseling, psychology, or social work, as a special regular education teacher; or in school administration
2. Successful teaching, coordination, administration, or counseling experience at high school
3. Experience working in or coordinating alternative education programs.

**C. Special requirements of the position:**

1. Outstanding oral and written communication skills
2. Strong organizational and planning skills
3. Ability to work effectively with individuals and groups
4. Knowledge of at-risk and/or EEN students and programs
5. Willingness to work a modified/flexible schedule
6. Willingness to take additional training
7. Working knowledge of models adopted by the MCS Governance Board

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- D. Needed skills in order of priority:
1. Facilitation/Leadership
  2. Planning
  3. Student Climate/Discipline
  4. Collaboration
  5. Data Collection/Record Keeping
  6. Organization
  7. Grant Writing
  8. Professional Development

### V. **Position Responsibilities:**

A. Facilitation/Leadership

1. Provide day-to-day facilitation of academic program of the MCS credit component.
2. Coordinate with building administrators, registrars, counselors, and teachers of participating schools.
3. Arrange for substitute teachers for the credit component
4. Model appropriate and/or new educational techniques, methods, materials, and instructional programs
5. Provide day-to-day support to the academic staff.
6. Conduct staff meetings for the credit component when the MCS Head of Operations is not present.
7. Complete home visits as appropriate.
8. Oversee orientation of new students.

B. Planning

1. Plan with staff and coordinate all activities of the academic program.
2. Plan and coordinate the scheduling of students.

C. Student Climate and Discipline

1. Provide crisis intervention as needed.
2. Notify the Administrator or Head of Operations of situations involving possible suspension, expulsion, referral to law enforcement or safety issues.
3. Monitor and assist students receiving in-completes and/or danger of receiving failing grades.
4. Maintain frequent and consistent parent contacts.

D. Collaboration

1. Collaborate with Administrators, student services staff, and teachers from Altoona and ECASD schools in areas related to credit component students
2. Collaborate with other MCS facilitators

E. Data Collection and Record Keeping

1. Secure enrollment and referral forms.
2. Maintain grade information, and other data needed for year-end reports.
3. Oversee collection of free and reduced lunch data.
4. Maintain appropriate levels of academic record security and confidentiality.
5. Establish a record keeping and retention process for student academic records to match legal requirements and the local standard of care.

F. Organization

1. Oversee and monitor credit component grades and transcript preparation.

G. Grant Writing

1. Assist in implementation of grants which have been secured.

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### H. Professional Development

1. Maintain a working knowledge of models used at MCS.
2. Assist with staff development planning and presentations

### I. Other Duties

1. Perform other duties as assigned

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**New:** 10/2000

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**Location:** R:\Position Descriptions\Certified\McKinley Charter School Academic Facilitator.doc