

POSITION DESCRIPTION

TITLE:	McKinley Charter School Competency Component Facilitator	SUPERVISOR:	Head of Instruction
DEPARTMENT:	Secondary Schools	CLASSIFICATION:	Certified

I. Accountability Objectives:

Provide day-to-day leadership and coordination for the competency component and non-special education homebound services at McKinley Charter School (hereafter MCS); assist in the delivery of the day and night competency component; provide instruction, development of instructional materials and tests, administrator and score tests and pretests; complete student contracts; maintain appropriate records; collect assignments; and home visit.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 189 days (8 hours per day) plus up to 10 additional days as approved by the MCS Governance Board

III. Position Relationships:

Reports to: Head of Instruction
Coordinates with: Staff, students, and parents; sending school EEN teachers; SAPAR instructors; teachers and counselors of school of residence of homebound students

IV. Position Qualifications:

A. Required experience and training:

1. Department of Public Instruction Certification as a K-12 and/or special education teacher.
2. Possession of or eligibility for a license as a charter school teacher.
3. Entry level ability in word processing, spread sheets, data base skills.
4. A vehicle and ECASD clearance to transport students, and an appropriately insured vehicle capable of transporting 3 to 4 students at a time and to drive to homebound locations.
5. Ability to pass the Stanford Achievement test with a score of 12th grade or better.
6. Ability to establish a positive relationship with students and maintain an appropriate, disciplined environment utilizing the MCS Governance Board approved behavioral models.

B. Special requirements of the position:

1. Outstanding oral and written communication skills.
2. Strong organizational and planning skills.
3. Knowledge of at-risk or special education students and programs.
4. Willingness to work a flexible schedule including nights.
5. Ability to teach and/or tutor math, science, English, health, civics and social studies at a 12th grade level.
6. Willingness to be trained and complete all Restitution workshops.
7. A working knowledge of the models adopted by the MCS Governance Board.

C. Skills/Qualifications:

1. Instructional skills.
2. Tutoring skills.

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3. Crisis intervention and discipline skills.
4. Collaboration skills.
5. Clerical record keeping and data collection skills.
6. Computer experience.

V. **Position Responsibilities:**

A. Facilitation/Leadership

1. Provide day-to-day facilitation of competency component
2. Coordinate with building administrators, instructors, counselors and registrars
3. Provide day-to-day support for competency component staff
4. Oversee administration of competency tests
5. Maintain security of competency tests
6. Conduct competency component staff meetings when Head of Instruction is not present
7. Complete home visits and student/parent contacts as appropriate
8. Develop brochures as appropriate
9. Oversee distribution of transcripts and diplomas.
10. Plan and coordinate competency component graduation ceremonies with other competency component staff

B. Instructional

1. Provide instruction to competency component and homebound students
2. Implement career planning and employability components
3. Schedule and/or administer pre and post-tests
4. Develop curriculum and study materials
5. Develop/select appropriate assessment tools
6. Maintain student grades, transcript records, and other appropriate records
7. Establish positive relationships with children with behavioral, learning and physical problems
8. Maintain appropriate confidentiality

C. Crisis Intervention/Discipline

1. Maintain discipline utilizing reality therapy and non-violent crisis intervention strategies
2. Provide direction which promotes the welfare and educational development of the students

D. Collaboration

1. Serve as liaison to parents; social workers; probation and parole officers; jail staff; and sending school administration, counselors, and EEN staff
2. Serve as a liaison to sending school
3. Maintain positive relationship with students, colleagues, parents/guardians, jail staff, staff or referring schools and other MCS staff

E. Data Collection and Recordkeeping

1. Secure all data for pre-screening forms
2. Work with all staff to ensure collection and maintenance of data necessary for enrollment and Friday count data
3. Administer, score, review, and evaluate competency pretests and tests
4. Maintain appropriate levels of security and confidentiality for academic records
5. Complete and/or collect requisitions, orders, and receipts for competency component for review by Head of Instruction
6. Maintain appropriate records for competency component and jail components utilizing appropriate computer programs

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F. Grants

1. Assist with grand applications
2. Implement grants which have been secured

G. Training:

1. Take additional training in areas such as reality therapy, AODA core, and facilitator training, crisis intervention, and specific computer and software applications, as appropriate

H. Other Duties

1. Oversee with competency component staff and Head of Instruction all aspects of graduation ceremonies
2. Complete other duties as assigned

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New:

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