



File #38

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Department Liaison	Building: CHHS
Immediate Supervisor: Principal	Duration of position: Two years
Salary Category: C	Expected # of participants:
Date of Last Program Review: December 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Current member of the department elected by the department members

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

TBTs

- Work on agendas and monitor progress
- Provide feedback
- Communicate concerns of TBTs with administration and vice versa
- Provide OIP support
- Provide google doc support
- Aiding teachers in data collection (Thinkgate)
- Supporting teachers in SLO
- Preparing teachers for Ohio's EOC exams (Core only)
- Provide BLT to TBT feedback
- Provide BLT to DLT feedback

Correspondence

- Write and send department related emails
- Disseminate materials to teachers

Peer Support

- Assist teachers
- Provide ongoing support to teachers in department
- Share best practices and co-teaching strategies

Leadership

- Research best practices in our discipline
- Read magazines/books related to best practices in our discipline
- Attend webinars related to our practice
- Attend training/professional development for building and department improvement
- Lead PD with building and departments

Meetings

- Book reps
- Board members
- Building Leadership Team (monthly and as needed)
- Central Office staff
- Principals
- Department members
- Core5 members (weekly during common time or more if necessary)
- Guidance counselors
- Program specialists (discipline, technology or literacy)
- Curriculum directors
- Director of Data and Assessments
- Architect building planning meetings

Curriculum work

- Compose course curriculums
- Review and revise program planning guide
- Have cross-curricular discussions
- Technology investigation as a resource
- Review and revise course selection
- New proposals/grants
- Textbooks – ordering/reviewing
- New textbook selection
- Review pilot programs and resources

Final Exams

- Collect and review that final exams are aligned to Common Core or National Standards
- Ensure exams have a high level of rigor (Bloom's Webb's)
- Oversee that all finals are Thinkgate ready
- Review final exams with administer in charge

Budget (Career prep excluded)

- Create and monitor the budget
- Supplies – assessing needs/ordering

Department Meetings

- Plan and organize as needed

Data

- Evaluate data and plan accordingly

OGT (Core only)

- Help coordinate OGT interventions
- Sped assign rooms and accommodations

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- 3 to 12 hours per week

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.