Merrimack School District

Director of Graduation Pathways and Extended Learning Opportunities

Role Description

TITLE: Director of Graduation Pathways and Extended Learning Opportunities

REPORTS TO:

- Merrimack High School Administration
- Assistant Superintendent for Curriculum

SUPERVISES THE FOLLOWING POSITIONS:

- Graduation Pathways Staff

JOB GOAL: The Director of Graduation Pathways and Extended Learning Opportunities is responsible for the development, implementation, and coordination of the Graduation Pathways program at the Merrimack High School, along with developing valuable Extended Learning Opportunities for all students of the Merrimack School District.

QUALIFICATIONS:

- Current certification in the State of New Hampshire
- Master's degree in education, social work, counseling, or related field.
- Certificate of Advanced Studies (C.A.G.S.) degree preferred.
- Experience working with children or adolescents in one or more of the following areas: schools and social agencies
- Experience with Extended Learning Opportunities (ELO's) preferred

GRADUATION PATHWAYS RESPONSIBILITIES:

- Develop, monitor, and maintain an effective educational program consistent with state and federal guidelines
- Collaborate regularly with high school administration and high school counseling staff
- Plan, organize, and implement all alternative educational programs within the graduation pathways program
- Establish and maintain effective learning climate and norms within the graduation pathways program

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Board Approval: December 19, 2022

- Initiate, design, and implement the curriculum and instructional practices that will best serve the needs of the students in the program
- Collaborate with high school administration and central office on concerns related to the program
- Work in conjunction with high school administration with preparation of the budget relating to the graduation pathways program
- Collaborate with the Assistant Superintendent for Curriculum to develop competencies that will allow students pathways to obtaining their high school diploma
- Prepare reports and compile data related to the program
- Communicate regularly with high school administration, staff, and parents
- Develop and monitor short and long-term goals relative to maintaining the programs effectiveness
- Communicate regularly with administrators, administrative and instructional staff relating to any instructional concerns or possible improvements within the program

EXTENDED LEARNING OPPORTUNITIES (ELO) RESPONSIBILITES:

- Plan, organize, and direct implementation of all extended learning opportunities
- Prepare reports and compile data related to ELO's
- Communicate regularly with high school administration, staff, parents, community members, and local businesses to ensure adequate opportunities for ELO's for students of the Merrimack School District
- Monitor the progress of students participating in ELO's
- Assess existing and potential community partners for approved ELO's
- Collaborate with the counseling department, department heads, and administration to determine ELO credit and transcript language
- Provide input to High School Administration and Assistant Superintendent for Curriculum on ELO related competencies

- Responsible for observing all district policies, including enforcement of policies
- The director will work within and beyond the school day and school calendar
- Perform other related duties as assigned

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

TERMS OF EMPLOYMENT: Full year, salaried position

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	**F**	C
Lift 11 to 25 lb.	N	R	O	**F**	C
Lift 26 to 50 lb.	N	R	**O**	F	C
Lift over 50 lb.	N	R	**O**	F	C

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Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	R	**O**	F	C
Carry over 50 lb.	N	R	**O**	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instruction/direction from others.
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures