August 24, 2026

FY27 MEVA Employee Job Descriptions

Non-Instructional Faculty:
Human Resources (HR) Manager/Accounts Payable
Business Manager
School Guidance Counselor
School/Guidance Secretary
School/Attendance Secretary
Attendance & Engagement Liaison
School IT Coordinator

Instructional Faculty:
Academic Administrator
Special Education Administrator
Curriculum Coordinator
General Education Teacher
Special Education Teacher/Case Manager
General Education Support Teacher
Special Education Support Teacher

NON-INSTRUCTIONAL FACULTY

Human Resources (HR) Manager/Accounts Payable

CREDENTIALS: The Human Resources (HR)/Accounts Payable Clerk is required to maintain CHRC Approval.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Assists with the annual budget preparation.
- Assists with the annual financial audit.
- Assists with preparing financial reports for monthly governing board meetings.
- Assists with federal and state reporting.
- Assists with grant reporting/reimbursement requests.
- Supports a program of accounting, adequate to record and detail all money and credit transactions, including accounting and internal controls.
- Bookkeeping and bill paying.
- Payroll and benefits administration.
- Human resources documents and support.
- Other duties assigned by the Head of School.

Business Manager

CREDENTIALS: The Business Manager is required to maintain CHRC Approval.

QUALIFICATIONS: Bachelor's degree from an accredited college or university. At least five years successful experience in an administrative capacity in business, industry, finance, or public/private education.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Prepare annual budget and financial plan.
- Prepare/manage annual financial audit.
- Prepare financial reports for monthly governing board meetings.
- Support federal and state reporting.
- Manage grant reporting/invoicing/reimbursement requests, including supporting the application process.
- Monitor all invoices, bills, and purchase requisitions to determine correctness of account coding.
- Reconcile bank statements, posts payroll and accounts receivable entries.
- Other duties as assigned by the Head of School.

School Guidance Counselor

CREDENTIALS: Guidance Counselors are required to hold an active Maine 075 Guidance Counselor Endorsement and to maintain CHRC Approval.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Provide students with resources to support academic success, the making of sound personal decisions and planning for post-secondary education and careers.
- Observe student behavior to counsel them on how to enhance personal growth and maturity.
- Meet with students individually and within groups to support their goals through counseling.
- Confer with parents, guardians, teachers, and counselors to improve student behavior and performance.
- Participate in meetings of IEP teams and 504 plan teams.
- Serve as school liaison to DHHS, the court system and other agencies interfacing with students.
- Promote and help to maintain a positive school climate.
- Develop students' course loads and academic transcripts, monitoring their progress towards graduation, and addressing credit deficiencies.
- Regular screening and auditing of student transcripts.
- Attend and participate in faculty meetings, education conferences, and teacher training workshops.

- Help students find and explore Career-Technical-Education (CTE) pathways via the MEVA Career Readiness Program/Work-Study and other venues.
- Work collaboratively with teaching staff and families to create and maintain Individualized Learning Plans (ILP).
- Encourage students to complete the FAFSA, apply for the Mitchell Scholarship, and pursue other scholarships.
- Perform other duties as deemed appropriate and assigned by the Head of School.

School/Attendance Secretary

CREDENTIALS: The School Secretary is required to maintain an active CHRC.

RESPONSIBILITIES:

- Maintain spreadsheets to keep the team up to date.
- Create Google Forms, flyers, correspondence, and spreadsheets as needed.
- Filter Attendance emails and phone calls. Support filtering guidance department emails and phone calls.
- **Front desk coverage as assigned.**
- Send records requests to local districts, and support follow-up efforts with districts when needed in coordination with the Enrollment Manager. Track the receipt of physical records in the enrollment tracker, including transfer out records. *(Must be meticulous.)*
- Assist the Enrollment Manager with paper document processing when documents are received at the physical school via mail, fax. Ensure they are uploaded and filed. Print/create new student folders and screen files with incoming compliances.
- Collect and upload transcripts received from schools and students into the local system; record document receipt and notify the appropriate team members responsible for transcript processing and screening.
- Support auditing of student records and record retention management following purging rules of Schedule 18 and school processes.
- Review and track health records for vision screenings and immunizations; update internal trackers accordingly. Prepare and send correspondence and follow-up letters to parents to ensure accurate and complete documentation
- Support Infinite Campus data entry and upkeep of data accuracy when requested or needed. *(Must be attentive and meticulous)*
- Utilize Enrollment tracker to obtain information needed to update workflows and systems
- Student and family outreach communications as needed for various projects including any mail distribution.
- Assist with Team Efforts to contact parents/LGs/LCs and meet deadlines for re-registration, locating testing sites, Panorama Survey, compliance issues, immunizations.
- Other school secretarial duties as assigned by the Head of School.

School/Guidance Secretary

CREDENTIALS: The School/Attendance Secretary is required to maintain an active CHRC.

RESPONSIBILITIES:

- Filter guidance & general emails and phone calls.
- Supports the school in bulk/generalized communications.
- Manage graduation communications and planning
- Create Google Forms, flyers, correspondence, and spreadsheets as needed.
- **Front desk coverage as assigned.**
- Infinite Campus (IC) systems management, main POC.
- Organize and bulk ship graduation boxes and art supplies annually.
- Assists with implementing specialized State tests.
- Support the Office Team with daily projects as needed e.g., mailings, etc.).
- Process incoming Transcripts, maintain and screen transcripts for accuracy, receive transcript requests and prepare for processing.
- Support the input of final reported grades for self-paced courses into PowerSchool, including honors designations when applicable.
- Support processing & maintaining Special Education files and EDMS student flags. Close out and provide withdrawn files to the School/Attendance Secretary.
- Provides general support to Guidance Counselors and Enrollment Specialist where/when applicable.
- Supports State testing outreach and duties.
- Other school secretarial duties as assigned by the Head of School.

Attendance & Engagement Liaison

CREDENTIALS: this role is required to maintain an active CHRC.

RESPONSIBILITIES:

- Monitors & oversees students' attendance and engagement.
- Works closely with the MEVA faculty.
- Facilitates attendance/engagement outreach through phone calls and emails.
- With respect to attendance/engagement outreach, serves as a communication liaison between the parents/learning coaches, students and other academic teachers and administration.
- Facilitates team meetings in accordance with outreach findings.
- Monitors students' attendance records in the Brightspace Attendance Application according to the school's protocols.
- Provide technical assistance coverage when needed, to any students experiencing issues with a school laptop.

- Facilitate New Student Orientation/onboarding support.
- Facilitate 504/Team Meetings.
- Supports State testing outreach, duties.
- Other duties assigned by the Head of School.

School IT Coordinator

CREDENTIALS: this role is required to maintain an active CHRC and a background in professional IT services. (requires in office work and some virtual when available)

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Install, configure, operate, and maintain computer hardware, software, and related infrastructure
- Provide technical support for students, resolving hardware, software, and application issues in a timely manner (both remotely and in person)
- Maintain reliable operation and connectivity of school-issued devices, including laptops, peripherals, and network-connected tools
- Monitor systems for performance, reliability, and availability
- Conduct regular security audits including ensuring MFA is set up appropriately. Additionally address any identified vulnerabilities
- Where applicable, ensure information is regularly backed up
- Track, manage, and maintain an accurate inventory of all technology equipment, including device reclamation and redeployment
- Recommend and support the purchase and implementation of new technology aligned with school and instructional goals
- Collaborate with school administration to define requirements for new systems or system enhancements
- Set up accounts and support families with guidance on logging into the school's learning management system and student GSuite account
- Assist with technology preparation and other support assigned for state testing, including WIDA and MSAA assessments.
- Resetting of returned computers and the set-up of new enrollment computers.
- Manage environmentally responsible disposal, reuse, or recycling of electronic equipment in accordance with school policies
- Perform additional duties as assigned by the Head of School

INSTRUCTIONAL FACULTY

Academic Administrator

CREDENTIALS: The Academic Administrator required to hold active Maine school administrative certification (040) and to maintain CHRC Approval.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Provide general education, teacher supervision and instructional coaching, focusing on data-driven instruction, student support/access, and technology resources.
- Provide general education, educational technician supervision and coaching, focusing on student support/access, technology resources, and data collection.
- Facilitate teacher and educational technician professional development on evidence-based practices.
- Facilitate pre-conferences with teachers and educational technicians prior to an observation with an agreed upon protocol, debrief, and next steps.
- Evaluates general education teachers and educational technicians.
- Participates in the annual budgeting process and keeps the school's financial goals in mind.
- Supports state and school testing as assigned.
- Supports academic programming as needed.
- Supports academic software, including MEVA's Learning Management System, informed by teacher surveys.
- Other duties assigned by the Head of School.

Special Education Administrator

CREDENTIALS: The Special Education Administrator is required to hold active Maine special education administrative certification (030) and to maintain CHRC Approval.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Oversees special education case management and related services.
- Maintains special education EDMS records and blue files.
- Maintains compliance with Maine Unified Special Education Regulations (MUSER).
- Facilitate special education teachers and educational technician professional development on evidence-based practices.
- Facilitate pre-conferences with special education teachers and educational technicians prior to an observation with an agreed upon protocol, debrief, and next steps.
- Supervises and evaluates special education teachers and educational technicians.
- Participates in the annual budgeting process and keeps the school's financial goals in mind.
- Supports state and school testing as assigned.
- Supports academic programming as needed.
- Send out Incomplete Docusign reminders Wednesdays & Fridays.
- Attend needed meetings/trainings.
- Create Psych Eval Summaries, upload files to EDMS and email to the appropriate case managers.
- Send out IEP meeting reminders weekly.
- Create AWN's for all SE meetings..
- Add new students to the SE chart.
- Send out Prosafes yearly.
- Keep applicable systems up to date with current information.
- Send out text/communication reminders to families for related services.

- Other duties assigned by the Head of School.

Curriculum Coordinator

CREDENTIALS: The Curriculum Coordinator is required to hold active Maine curriculum coordinator administrative certification (078) and to maintain CHRC Approval.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Develop/map curriculum aligned to the Maine Learning Results in collaboration with the teachers.
- Develop and utilize assessment tools that measure student academic achievement and growth.
- Incorporate elements of MTSS, RTI, PBIS, career readiness, and twenty-first century thinking skills into the academic and advisory curriculum.
- Diagnose, plan and work with teachers to meet students' needs, and to provide access, leveraging the school's data/results, curriculum maps, and technology resources.
- Creates & supports plans to help students achieve their best outcomes on the NWEA, Accuplacer, IReady and state assessments.
- Analyze the school's data, access, and courses to identify successes and areas of need.
- Work in a collaborative fashion with content area teachers to facilitate co-curricular projects.
- Manages Project Based Learning (PBL) & MEVA Meets programs.
- Supports state and school testing as assigned.
- Supports academic programming as needed.
- Other duties assigned by the Head of School as follows (not limited to):

Train Faculty on Evidence-Based Practices and Progress Monitoring.

- Provides relevant and necessary professional development learning sessions.
- Develop and prepare data reports as requested by the Head of School

New Faculty Onboarding.

- Onboard new faculty through weekly meetings and the New Teacher course.
- Provide support with Brightspace/D2L, Chalk, I-Ready, and Google Suite as needed.

Assessments.

- Lead the NWEA MAP Growth, i-Ready, Accuplacer, Maine Through Year (MTY), and Science assessment administration, working with the Operations Manager.

General Education Teacher

SUMMARY*:* The High School/Middle School General Education Teacher is a Maine certified teacher responsible for mapping/pacing/differentiating/co-teaching/delivering specific course content in an on-line environment. Teachers create cross-curricular instructional maps that link the Maine Anchor Standards in English and mathematics. Teachers provide instruction, pacing, support, and guidance, manage the learning process (e.g., cross-curricular mapping), and focus on students' individual needs and closing students' achievement gaps. Teachers monitor student progress through course assessments and other measures (e.g., NWEA data), and they work actively with students and learning coaches/parents to advance each child's learning. Teachers communicate frequently with their colleagues, students, and parents/learning coaches, and practice superb "customer" service skills with all the school's stakeholders. Teachers work diligently to help MEVA achieve its performance measures and goals.

CREDENTIALS: Teachers are required to hold active Maine teaching certification in their given field of instruction and to maintain CHRC Approval.

ESSENTIAL FUNCTIONS: Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Learns/utilizes/maps/paces/differentiates the MEVA curriculum for assigned grade levels and can demonstrate knowledge of how state standards align with it via cross-curricular mapping and pacing documentation.
- Creates cross-curricular instructional maps linking the Maine Anchor Standards in English and mathematics (applies to all academic disciplines).
- Provides classroom accommodations and modifications in accordance with students' IEPs and Section 504 Plans.
- Participates in co-teaching as assigned, employing strong collaboration and collegiality.
- Collaborates with the Special Education Case Managers/Teachers and School Counselors to support students with disabilities and special needs.
- Attends IEP and Section 504 meetings and/or contributes classroom observations and course progress data.
- Understands how both diverse and unique characteristics of students and their families impact required support.
- Augments/differentiates course content according to prescribed policies and procedures using appropriate asynchronous and synchronous tools (i.e., IXL); (at a minimum weekly).
- Utilizes data analysis and data driven instruction, leveraging NWEA and IXL data.
- Orients students to their course, communicates requirements, sets deadlines, maintains regular office hours, and conducts instructional sessions (at a minimum weekly) in accordance with the academic schedule.
- Takes ownership for student's academic progress and attendance communicating high expectations and showing active interest in student's achievement.
- Collaborates with teaching team regarding instruction, resources, interventions, and data driven decision making.
- Provides individualized instruction to help each student master MEVA cross-curricular objectives and achieve mastery of the Maine Anchor Standards in English and mathematics (via all academic disciplines).
- Prepares students for local and state standardized tests (i.e., NWEA & MEA).

- Establishes and maintains positive rapport with families and regularly communicates with students and learning coaches/parents to keep them adequately apprised of the student's progress.
- Supports/promotes learning coaches/parents with student curricular and instructional supports in a virtual classroom environment, balancing the flexibility of the MEVA curriculum with proper enforcement of Maine Virtual Academy policies and procedures.
- Organizes/participates-in social and educational activities for students and families, including sponsorship of virtual clubs, outings, school events or other extracurricular activities.
- Grades required student work and maintained grade book on a weekly basis.
- Makes placement and promotion recommendations by generating formal and informal reports regarding student progress, alerting administrators to concerns about student performance and progress.
- Supports students and learning coaches with the set-up and maintenance of their learning environment including basic troubleshooting.
- Works collaboratively with teaching staff and families to create and maintain Individualized Learning Plans (ILP).
- Leads an advisory group.
- Supports state and school testing as assigned.
- Serves as a Section 504 "Go-To Person" for assigned students/advises.

OTHER DUTIES AND RESPONSIBILITIES: The below statements are intended to describe the general of all responsibilities, duties and/or skills required; other duties may be assigned.

- Proctors site-based exams.
- Collects and analyzes formative and summative assessment data.
- Teach scheduled live-class sessions for specific subject areas and advisory groups.
- Collaborates with peers to provide a positive experience for students.
- Build community by contributing to school newsletters and events.
- Participates in virtual school outings, school events, in-person state testing (requires travel), professional development sessions, and other experiences.
- Maintains records regarding students in accordance with school policy and state requirements.
- Prepares reports regarding students and classroom matters.
- Helps staff with any enrollment or retention efforts as directed.
- Provides direct and remedial instruction to students as needed.
- Participates in committees as required.
- Initiates virtual student clubs and social activities.
- Other duties assigned by the Head of School.

Special Education Teacher/Case Manager

SUMMARY*:* The Special Education Teacher/Case Manager is a fully certified special education teacher responsible for case management and delivering support and instruction in an online environment. Special Education teachers provide support and guidance to general education

teachers to understand student's learning processes and help focus on students' individual needs/gaps. The Special Education teacher/case manager creates/maintains accurate/compliant/timely student progress reports in EDMS; monitors student academic progress (including attendance) through course grades, IXL or other supplementary curricula, and NWEA data, documents special education service minutes, and works actively with students and learning coaches/parents to advance each child's learning, and to close their achievement gaps. Special Education Teachers/Case Mangers work diligently to help MEVA achieve its performance measures and goals.

CREDENTIALS: Teachers are required to hold active Maine teaching certification in their given field of instruction and to maintain CHRC Approval.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

Teaching:

- Providing focused academic support and instruction to the student on a schedule determined by the Individual Educational Plan (IEP) through phone conferencing, virtual real-time interaction, and support.
- Implementing Specially Designed Instruction (SDI) and working towards Academic/Functional Goals as directed by students' IEPs.
- Maintaining data and progress monitoring information with a lens towards strengths and weaknesses; growth outcomes and potential changes to instruction.
- Progress Reporting by preparing timely progress reports in accordance with students' IEPS.
- Providing focused support to all supplemental programs being used by the special needs students to ensure participation and progress.
- Collaborating with general education teachers to ensure full inclusion and success of students in the general education classroom.
- Assisting the General Education teacher in understanding identified students' needs/gaps, making modifications, and providing accommodations to lessons and assessments, as specified by the IEP.
- Attending all required professional development and department meetings.
- Serving as proctors for site-based proctored exams.
- Leads an advisory group.
- Supports state and school testing as assigned.
- Other duties assigned by the Head of School.

Case Management:

- Providing special education case management, which includes focused support to the parent on accommodations and interventions to promote the attainment of IEP goals through phone conferencing, virtual real-time interaction, and/or face-to-face support.
- Documenting special education Service Minutes delivered to students, in accordance with their IEPs.
- Preparing students' data and observations for IEP meetings and attends all IEP and team meetings for students on their caseload.

- Communicating frequently with parents and therapists to ensure that special education students are receiving the appropriate therapies/related services as directed by their IEPs.
- Logging regular conversations with parents/Learning Coaches in Infinite Campus Notes.
- Documenting all contact with parents, collaborations with general education teachers, and interventions with students.
- Creating/maintaining all required (accurate, compliant, and timely) reports/documents in EDMS (Acuity).
- Ensuring students' IEPs are focused on measured, incremental, attainment of grade appropriate academic standards as defined by the state, with a view towards closing students' achievement gaps.
- Ensuring that assigned students participate in state/local achievement testing and receive monitored accommodations as defined by their IEPs.
- Providing case management/ support to assigned Section 504 students as needed.
- Other duties assigned by the Head of School.

General Education Support Teacher

JOB GOAL: To facilitate the educational process for students by supporting and enhancing the educational services offered by the teaching staff and to reinforce student academic skills in the classroom, advisory groups, and individualized situations.

CREDENTIALS: Educational Technicians are required to hold active endorsements conforming with their positions (i.e., Ed Tech I, II, and/or III) and to maintain CHRC Approval. Faculty may have increasing levels of responsibility in accordance with their credentials.

PERFORMANCE RESPONSIBILITIES:

- Keeps the interests of the students foremost in all aspects of employment.
- Recognizes and practices student/teacher confidentiality.
- Communicates regularly in a tactful and respectful manner.
- Works with individual and/or small groups of students under the supervision of teachers.
- Reviews and reinforces learning previously introduced by the classroom teacher or
- appropriate content specialist.
- Introduces new learning preplanned in collaboration with, and/or under the supervision of, the general education teacher, special education teacher and/or appropriate content specialist, as allowed by their credentials per the Maine Department of Education. See reference link (below) to Maine Department of Education (MDOE) Certification Requirements.
- Takes ownership for student's academic progress and attendance communicating high expectations and showing active interest in student's achievement.
- Collaborates with teaching team regarding instruction, resources, interventions, and data driven decision making.
- Provides individualized instruction to help each student master MEVA cross-curricular objectives and achieve mastery of the Maine Anchor Standards in English and mathematics (via all academic disciplines).

- Prepares students for local and state standardized tests (i.e., NWEA & MEA).
- Maintains an environment conducive to learning.
- Performs non-instructional, non-evaluative functions such as preparation of
- instructional materials.
- Provides classroom accommodations and modifications in accordance with students' IEPs and Section 504 Plans.
- Attends Section 504 or Individual Education Program (IEP) team meetings as appropriate or requested.
- Assists teachers in data collection/analysis, and student management.
- Attends faculty orientation and training as required.
- Serves as a Section 504 Case Manager ("Go-To Person") for assigned students/advises.
- Hosts an advisory group, completes connection calls (logging Infinite Campus Notes), with advisory families.
- Works collaboratively with teaching staff and families to create and maintain Individualized Learning Plans (ILPs).
- Supports state and school testing as assigned.
- Other duties assigned by the Head of School.

LEGAL AND ETHICAL DUTIES:

- Maintains confidentiality related to all aspects of student performance and written or
- oral records.
- Demonstrates a respect for the legal and human rights of students.
- Meets and follows all laws and regulations at both the state and federal levels.
- Follows health and safety procedures established by the district.
- Arrives and departs punctually (including virtually), notifying appropriate personnel about absences and coverage.
- Demonstrates loyalty, dependability, integrity, and other ethical standards.
- Follows the chain of command for various administrative procedures for student or
- program concerns.
- Observes all MEVA policies and related school procedures.
- Other duties assigned by the Head of School.

Special Education Support Teacher

JOB GOAL: To facilitate the educational process for students by supporting and enhancing the educational services offered by the general education and special education teaching faculty and to reinforce student academic skills in the classroom, advisory groups, and individualized situations, in accordance with their IEPs.

CREDENTIALS: Educational Technicians are required to hold active endorsements conforming with their positions (i.e., Ed Tech I, II, and/or III) and to maintain CHRC Approval. Faculty may have increasing levels of responsibility in accordance with their credentials.

PERFORMANCE RESPONSIBILITIES:

- Keeps the interests of the students foremost in all aspects of employment.
- Recognizes and practices student/teacher confidentiality.
- Communicates regularly in a tactful and respectful manner.
- Works with individual and/or small groups of students under the supervision of special education and/or general education teachers.
- Reviews and reinforces learning previously introduced by the general education teacher, special education teacher, and/or appropriate content specialist.
- Introduces new learning preplanned in collaboration with, and/or under the supervision of, the general education teacher, special education teacher and/or appropriate content specialist, as allowed by their credentials per the Maine Department of Education. See reference link (below) to Maine Department of Education (MDOE) Certification Requirements.
- Encourages student's academic progress in accordance with their IEPs.
- Collaborates with the special education teaching team regarding instruction, resources, interventions, and data driven decision making.
- Provides individualized instruction to help each student make progress towards MEVA cross-curricular objectives and Maine Anchor Standards in English and mathematics (via all academic disciplines) in accordance with their IEPs.
- Prepares students for local and state standardized tests (i.e., NWEA & MEA) and provides testing accommodations in accordance with their IEPs.
- Maintains an environment conducive to learning.
- Performs non-instructional, non-evaluative functions such as preparation of instructional materials.
- Provides classroom accommodations and modifications in accordance with students' IEPs and Section 504 Plans.
- Attends Individual Education Program (IEP) and Section 504 team meetings as appropriate or requested.
- Assists teachers in data collection/analysis, progress reporting, and student management.
- Attends faculty orientation and training as required.
- Serves as a Section 504 Case Manager ("Go-To Person") for assigned students/advisees as needed.
- Hosts an advisory group, completes connection calls (logging Infinite Campus Notes), with advisory families as needed.
- Leads an advisory group.
- Supports state and school testing as assigned.
- Other duties assigned by the Head of School.

LEGAL AND ETHICAL DUTIES:

- Maintains confidentiality related to all aspects of student performance and written or oral records.
- Demonstrates a respect for the legal and human rights of students.
- Meets and follows all laws and regulations at both the state and federal levels.
- Follows health and safety procedures established by the district.
- Arrives and departs punctually (including virtually), notifying appropriate personnel about absences and coverage.

- Demonstrates loyalty, dependability, integrity, and other ethical standards.
- Follows the chain of command for various administrative procedures for student or
- program concerns.
- Observes all MEVA policies and related school procedures.
- Other duties assigned by the Head of School.

References:

Maine Department of Education Certification Requirements,
https://www.maine.gov/doe/cert/requirements