

Academic Leadership Compensation Program (ALCP) Role Descriptions

** Denotes Divisional Roles*

504 Coordinator

Stipend: \$165 - \$325

Description:

The 504 Coordinator writes and implements 504 plans for identified students.

Responsibilities include:

- Develops and writes 504 plan appropriate to the identified needs of the student.
- Contacts parents, teachers, and students and coordinates all identified services.
- Reviews and follows-up, as needed.
- Ensures compliance with federal regulations and Albemarle County guidelines.

Academic Competition for Excellence (Ace) Coach/Coordinator

Stipend: \$325 - \$490

Description:

The ACE Coach coordinates the training and competing of the ACE team.

Responsibilities include:

- Recruits students to join the ACE team.
- Meets with students to generate questions, practice answering questions, and develop strategies for answering questions at competitions.
- Supervises students at all competitions.
- Informs parents of ACE team activities as needed.

Administrative Support

Stipend: \$165 - \$975

Description:

The Administrative Support staff provides needed assistance to the building administrator and serves as acting administrator as needed.

Responsibilities include:

- Serves as the acting principal in the absence of the principal.
- Writes school newsletters.
- Reviews and updates student and teacher handbooks.

Advanced Concert Choir Performances

Stipend: \$975

Description: Coordinate and execute a significant number of extra performances for the school community.

Responsibilities include:

- Community service performances
- Middle School Recruitment performances
- Performances for school and county functions

After School Detention (ASD) Coordinator

Stipend: \$1,300

Description:

The After School Detention Coordinator oversees the planning and implementation of the ASD program.

Responsibilities include:

- Plans and coordinates the ASD program.
- Supervises and assists students who stay for ASD.
- Works with parents to assign students to ASD and to ensure transportation needs are met.
- Coordinates student assignments for ASD with the appropriate teachers.

Advanced Placement (A.P.) History Coordinator

Stipend: \$650

Description:

The AP History Coordinator organizes and leads instructional sessions for students outside of their regular Honors or Advanced Placement class periods.

Responsibilities include:

- Works weekly with students on reading and writing skills.
- Selects appropriate articles for students to read and analyze.
- Grades and evaluates student performance.
- Recruits speakers to come to the sessions.
- Provides intensive review sessions prior to the AP exam.

Advanced Placement (A.P.) Testing Coordinator

Stipend: \$650

Description:

The AP Testing Coordinator oversees all activities associated with Advanced Placement testing.

Responsibilities include:

- Coordinates and oversees the AP Course Audit program for AP teachers at our school.
- Plan and organize two weeks of AP testing, ensuring integrity and a good test environment for students per College Board guidelines.
- Oversee the registration for AP exams, ensuring all students taking exams have paid their registration fee, and oversight of funding for students who need financial assistance for exam fees.
- Assume responsibility for ordering and returning all exam materials and ensure materials are kept secure in accordance with College Board policy.

Art Exhibition Coordinator

Stipend: \$165 - \$325

Description:

The Art Exhibition Coordinator assists with both school and county-wide exhibits of student artwork.

Responsibilities include:

- Coordinates public art exhibits of student work in the community, i.e., Fashion Square Mall, County Office Building, Virginia Festival of the Book, etc.
- Coordinates building-level exhibits of student work.
- Works with staff to promote the display of student work.

At-Risk Coordinator

Stipend: \$650

Description:

The At-Risk Coordinator oversees implementation of programs to assist students who are at risk.

Responsibilities include:

- Coordinates homeroom program designed to teach organizational skills.
- Assists with the selecting and ordering of materials designed to reach at-risk populations.
- Coordinates the condensed at-risk core classes.
- Coordinates the after school tutorial program (hires staff, orders materials, acts as liaison with classroom teachers).
- Writes grants to secure monies for at-risk programs.
- Assists teachers with curriculum development designed to help students who are at risk both academically and socially.

Band Director - Marching Band / Band Competitions & Exhibitions

Stipend: \$325 - \$650

Description:

The band/orchestra director organizes and directs instrumental music activities, which are an outgrowth of the school music program.

Responsibilities include:

- Selects music to be performed.
- Plans and produces the marching band program.
- Schedules and supervises/directs all rehearsals.
- Attends performances, directs and/or supervises student musicians.
- Works with parents and students to coordinate fund-raising efforts.
- Oversees the band budget.

Band Director - Additional Responsibilities: Competitions & Exhibitions

Stipend: \$490 - \$975

Description:

The band/orchestra director organizes and directs instrumental music activities, which are an outgrowth of the school music program.

Responsibilities include:

- Makes travel arrangements as needed.
- Stays informed about upcoming competitions and exhibitions and works toward invitations to such events.
- Promotes the performance through appropriate forms of publicity.

Band Director - Summer Band

Stipend: \$650

Description:

The band/orchestra director organizes and directs instrumental music activities, which are an outgrowth of the school music program.

Responsibilities include:

- Schedules the summer band program and notifies students and parents.
- Teaches, produces, and directs summer band program.
- Makes arrangements for summer band performances.

Band Director - Spring Play (Musical)

Stipend: \$650

Description:

The band/orchestra director organizes and directs instrumental music activities, which are an outgrowth of the school music program.

Responsibilities include:

- Spring Play (Musical).

Bullying Prevention Lead

Stipend: \$325

Description:

Serve as project leader for implementation of the Olweus Bullying Prevention/Intervention model.

Responsibilities include:

- Facilitate meetings, planning
- Evaluate the effectiveness of the program;
- Facilitate training for the staff;
- Provide leadership for the development lessons and activities for class meetings

Character Counts Coordinator

Stipend: \$325

Description:

The Character Counts Coordinator assists with both school and county-wide activities.

Responsibilities include:

- Attends all county-wide Character Counts meetings.
- Chairs school Character Counts committee.
- Disseminates information about Character Counts to staff.
- Maintains records and data about Character Counts.
- Oversees the Character Counts program.

Chemical Hygiene Officer*

Stipend: \$3,000 (note: this position and stipend amount are State-mandated)

Description:

The Chemical Hygiene Officer has the duty and responsibility of monitoring the Chemical Hygiene Plan at their school.

Responsibilities include:

- Is familiar with all aspects of Chemical Hygiene Plan, especially chemical storage and safety provisions in the science area.

- Serves as a contact person for distributing related information to their school staff, and is a resource to them on matters involving the use of chemicals in the science lab.
- Inspects safety equipment at the beginning of each semester and cooperates with annual inspections of labs and chemical storage areas.
- Reports any conditions involving chemicals that pose risks to health or safety to the principal and any other persons deemed necessary.
- Monitors science chemical inventories and updates the inventory list as needed.
- Requests disposal of unwanted chemicals from the science area; Approves orders of chemicals to ensure no prohibited chemicals are being ordered.

Child Study Coordinator

Stipend: \$490 - \$1,300

Description:

The Child Study Coordinator coordinates, schedules, and chairs child study and 504 meetings.

Responsibilities include:

- Meets as needed with the Director of Special Education.
- Distributes appropriate referral forms to teachers, parents, and guidance counselors.
- Reviews student files and brings relevant information to child study meetings.
- Follows-up to insure referral form completion.
- Schedules and chairs child-study meetings and notifies appropriate people to attend.
- Designs and follows a procedural timeline in compliance with laws governing special education.
- Completes and processes required paperwork.
- Contacts appropriate people regarding committee results.
- Ensures that follow-up plans occur as scheduled and/or discussed by the committee.

Choral Director

Stipend: \$975 / Spring Play (Musical) Stipend: \$325-\$650

Description:

The Choral Director organizes, plans, and directs choral music activities.

Responsibilities include:

- Develops and directs all choral programs.
- Schedules performances both at school and at festivals and other locations.
- Arranges transportation to and from performances.
- Supervises all rehearsals.
- Works with parent volunteers on planning and fund-raising efforts.

Class Sponsor

Stipend: \$165 - \$325

Description:

The high school class sponsor oversees all activities associated with class elections and class-sponsored events.

Responsibilities include:

- Coordinates scheduling of activities with the administration and/or other class and club sponsors.
- Coordinates the election of class officers.
- Attends all meetings of the class and class officers.
- Encourages active participation in class events.
- Oversees all class fund-raising activities.
- Works with the bookkeeper to maintain an accurate class budget.

Junior class specific (unless paid through separate stipend)

Stipend: +\$650

Oversees all planning and scheduling associated with the annual prom.

Senior class specific (unless paid through separate stipend)

Stipend: +\$325

Oversees all planning and scheduling associated with graduation and the senior class trip.

Club Coordinator

Stipend: \$650

Description:

The Club Coordinator works with all club sponsors to coordinate schedules and activities.

Responsibilities include:

- Works out the schedule for club days (meeting times, class coverage).
- Assists with the start-up of new clubs.
- Responds to club sponsors' questions regarding schedules, activities, and fundraising.

Club Sponsor

Stipend: \$165 - \$325

Description:

A Club Sponsor oversees and coordinates all activities associated with a particular club.

Responsibilities include:

- Schedules club meetings with students.
- Oversees the advertising of club meetings.
- Oversees the coordination of all club activities with other staff, administrators, and parents.
- Keeps parents informed about upcoming activities.
- Oversees the ordering of materials or equipment.
- Supervises students during club meetings and activities.
- Attends service and social functions of the club (if applicable).
- Coordinates fund-raising efforts, as needed.
- Oversees the club budget (if applicable).
- Serves as a liaison between the club officers and local charitable organizations, as needed.

Key Club Specific

Stipend: \$650

- Serves as the contact with the national, district, and local Kiwanis organizations.
- Attends Kiwanis meetings approximately six times per year.
- Organizes the local delegation and attends the District Convention.

Communication Coordinator

Stipend: \$1,300

Description: Provide daily information to staff regarding all issues pertaining to faculty, staff and students

Responsibilities include:

- Gather and distribute information to staff through daily updates
- Proficient in technology skills

- Publish regular newsletters sent to the community and families
- Communicate available opportunities in the community and school to staff

Content Advisory Team (CAT)

Stipend: \$250

Description:

Content Advisory Team members will collaborate to better accomplish division-wide goals for each respective content area and to encourage cross-curricular integration.

Responsibilities include:

- Develop a strategic plan by establishing year-long goals and setting priorities for a designated content area.
- Solicit input and feedback from teachers to inform the strategic plan.
- Serve as the primary communication liaison between central office and schools around updates and opportunities.
- Provide recommendations for the division-level strategic plan.
- Content Advisory Team members will meet no more than three times to develop the strategic plan and monitor progress toward meeting the goals.

Content Area Support

Stipend: \$325

Description:

This position provides building-level support for special programs in the content areas.

Responsibilities include:

- Coordinates and facilitates content-based activities within the building; e.g., science fair, young authors, Virginia Festival of the Book, etc.
- Conducts parent workshops as needed regarding the curriculum or a particular program within a content area.
- Coordinates activities with the PTO.
- Provides opportunities for students to display their work.
- Schedules programs and materials with other teachers.
- Recruits volunteers to assist with programs, as needed.

Crisis Team Coordinator

Stipend: \$165 - \$325

Description:

The Crisis Team Coordinator organizes the planning and implementation of crisis team procedures.

Responsibilities include:

- Identifies members of the crisis team.
- Schedules and chairs crisis team meetings.
- Keeps and distributes meeting minutes to building staff.
- Coordinates the writing and revision of school crisis plan.
- Implements the crisis team-plan, as needed.
- Communicates crisis team needs to administrators and other staff.
- Stays informed about and focused on issues related to school safety.

Department Chair

Stipend: \$475-\$800

Description:

Serves as the high school-based instructional leader in the content/program area concerning issues related to curriculum, instruction, and assessment. The Department Chair has the responsibility to serve as the liaison between the high school and the Office of Instructional Services, represent the department at the building level and serve as a liaison between department members and the administration.

Responsibilities include:

- Attends division meetings and communicates all pertinent information to building staff and administration.
- Provides instructional leadership in the content area.
- Serves as a mentor in the content area.
- Makes recommendations on staff development needs and assumes leadership in planning staff development at the building level.
- Provides leadership in analyzing subject-related data; makes recommendations regarding the School Improvement Program.
- Stays informed about county and state-level issues related to the content/program area; reports staff questions and feedback to the appropriate Teaching Specialist/Coordinator.
- Maintains an inventory of curriculum-related materials at the building level.
- Provides leadership and support to building level committees that relate to content/program area; e.g., School Improvement Team, child study, curriculum issues, intervention programs, instructional technology, media services, etc.
- Assists with the evaluation, revision, and implementation of the curriculum at the division level and participates in the evaluation and selection of textbooks, software, and other instructional materials.
- Assists in the integration of the content curriculum across other curriculum areas at the building level.
- Pursues continued training in the content area through course work, workshops, and in-service programs and keeps abreast of the national, state, and local trends in education through professional conferences, literature, and organizations.
- Works with principal in ensuring compliance with all federal, state, and local mandates specific to content/program area.
- Assumes responsibility for the content-area budget at the building level and makes recommendations regarding the purchase of textbooks for the department.
- Makes recommendations to the administration regarding the scheduling of teachers and courses.
- Participates in the hiring of new teachers by reviewing resumes, participating in interviews, and making selection recommendations to the administration.
- Serves as a liaison between the school administration and department members to report the needs and concerns of the department to the administration.
- Informs, advises and shares decision-making responsibilities with the principal regarding departmental issues and personnel.
- Meets regularly with the administration and chairs of other departments. Meets with members of the department to disseminate information and to discuss school-related issues, especially those relating to instruction.
- Answers community questions concerning courses. Assists, as needed, with the preparation of course syllabi and final exams in comparable courses. Collects copies of all course syllabi, final exams, and answer keys.
- Assumes leadership in organizing content-related staff development at the building level.
- Assumes leadership in analyzing content-related data and making recommendations regarding the School Improvement Program.

Destination Imagination (DI) / Odyssey of the Mind (OM) Coordinator

Stipend: \$325 -\$650

Description:

The Coordinator plans and implements the Destination ImagiNation or Odyssey of the Mind program in the school.

Responsibilities include:

- Recruits and selects students for the team.
- Communicates with parents about the team's activities and obligations.
- Orders materials needed for the program.
- Schedules team meetings.
- Coaches the team and/or recruits coaches.
- Accompanies the team to competitions.
- Meets with students to work on projects and problems.

Discipline Referral (DR) Coordinator

Stipend: \$325

Description:

The Discipline Referral (DR) Coordinator is responsible for coordinating discipline referrals (short forms) for a grade level.

Responsibilities include:

- Collects, keeps records of, assigns and coordinates grade level lunch detentions.
- Writes referrals when needed.

Diversity Resource Teacher *

Stipend: \$975

Description:

The Diversity Resource Teacher takes primary responsibility for promoting school-based Culturally Responsive Teaching practices and supporting equitable student achievement outcomes with assistance from the Office of Community Engagement.

Responsibilities include:

- Attend and participate in Division-Wide Professional Development Sessions
 - Attend monthly Professional Development Sessions of the Diversity Resource Team for updates on division-wide equity issues, collaborative professional learning in Culturally Responsive Teaching, and other special events.
 - Participate in a cohort to develop a continuing understanding of Culturally Responsive Teaching. Participation in the cohort individualizes pathways toward building teacher efficacy.
 - Plan and present highlights of personal and professional growth at the May DRT Professional Development Session.
 - Attend and actively participate in ACPS Spring Diversity Conference.
- Provide School-based Equity Leadership
 - Provide leadership in the development of and implementation of Equity and Diversity Priorities related to the School Improvement Plan.
 - Build relationships and communicates with students, faculty, and community members to promote equity and diversity in the school.
 - Plan, organize, and facilitate staff development sessions intended to educate and enlighten on equity and diversity issues and Culturally Responsive Teaching practices.

- Develop and maintain building-level resources for equity, diversity, and Culturally Responsive Teaching.
- Lead in the formation and development of a building-level equity team to develop and address concerns regarding equity and diversity among students and faculty, including organizing events, displays, and infrastructures that highlight diversity on campus.
- Provide School-based Mentorship and Coaching in Culturally Responsive Teaching
 - Learn about and model Culturally Responsive Teaching for school staff and students, including the collection of pre- and post- equity data relevant to student learning and growth.
 - Directly assist teachers in reaching an innovative level in the “Knowledge of Students domain” on the ACPS Teacher Performance Appraisal.
 - Mentor and coach teachers on their campuses who are pursuing a Micro-Credential or Certification in Culturally Responsive Teaching, aligning with the strategic plan of the Office of Instruction.

Drama Coach

Stipend: \$650 - \$1,625

Description:

The Drama Coach oversees all aspects of play production.

Responsibilities include:

- Selects plays and cast members.
- Works with administration and staff to schedule performances.
- Supervises all play rehearsals.
- Oversees all advertising and printing associated with play production.
- Coordinates the technical aspects of the performance,
- Coordinates efforts with musical director, as needed.

Drama Technical Coach

Stipend: \$490-\$650

Description:

The Drama Technical Coach oversees all technical aspects of play production.

Responsibilities include:

- Works with Drama Coach to coordinate all aspects of play production.
- Assists with the selection of students to work on technical aspects of the production.
- Works with students to provide appropriate lighting, sound, and sets.
- Assists with finding/ordering necessary equipment and materials.
- Trouble-shoots when equipment malfunctions.

Effective School-Wide Discipline Team (ESD)

Stipend: \$165

Description:

The ESD team is a school-based team that focuses on creating and monitoring a school-wide system of positive behaviors to support student learning success.

Responsibilities include:

- Plan how to teach the expected positive behaviors throughout the entire school
- Responsible for collecting behavior data monthly
- Coach teachers on how to respond to student needs
- Plan and organize training and retraining of faculty, staff and students each year
- Collaborate to work collectively on responding to different behaviors (social and academic) by adjusting the system to meet the needs

- Provides the various resources to teachers to support positive behaviors
- Shares out to parents and families at PTO nights and school communications

Extended Responsibilities-Guidance and/or Library/Media Specialist

Stipend: \$325 -\$650

Description:

The Extended Responsibilities position involves work that occurs after the school year has ended and/or preparation for the new school year.

Responsibilities include:

Guidance:

- Registers new students, changes student schedules, and completes other student records, as needed.
- Coordinates orientation programs for new students/parents.

Library/Media Specialist:

- Completes paperwork, such as library inventories.
- Completes ordering new material and weeding of dated materials.
- Catalogs new materials and re-catalogs old materials based on new classifications.
- Updates library database and vertical files.
- Installs and learns new reference software.

Faculty Advisory Committee

Stipend: \$325

Description:

The Faculty Advisory Committee member represents the interests of his/her department on the committee.

Responsibilities include:

- Attends meetings on a monthly basis and when special meetings are called.
- Provides input to the committee regarding departmental concerns.
- Gives input to committee discussion and votes on issues as needed.
- Conveys the committee's discussions and recommendations to department members.
- Gathers specific information on issues of concern as requested.
- Works with colleagues to create a duty roster, when acting as Hall Captain.

Faculty Recognition Committee/Coordinator

Stipend: \$165

Description:

The Faculty Recognition Coordinator receives and screens information regarding the achievements of faculty members and assists with commending colleagues for their achievements.

Responsibilities include:

- Gathers and screens all information regarding faculty efforts and achievements.
- Works with the administration and department chairs to recognize faculty and nominate them for appropriate awards.
- Coordinates the nomination of faculty for appropriate awards.

Flag Sponsor

Stipend: \$165 - \$325

Description:

The Flag Sponsor coordinates the flag performances during band activities.

Responsibilities include:

- Recruits and selects students for the flag program.
- Schedules and conducts rehearsals.
- Coordinates flag performances with the band director.
- Supervises students at performance events.

Forensics

Stipend: \$1,300

Description: Coordinate speech competition where students compete in 10 different categories

Responsibilities include:

- Coordinate all forensics competition and practices
- Compete in district competitions in 10 categories
- Hold auditions
- Help with solution of literature to prepare speeches

Graduation Coordinator

Stipend: \$490

Description: Coordinate all graduation related school activities

Responsibilities include:

- Coordinate all graduation exercises and practices
- Establish graduation site and contract on a yearly basis
- Organize seating and stage set-up relating to graduations
- Coordination with band director
- Organize and conduct student practices
- Establish security for the event

Grants Coordinator

Stipend: \$325

Description:

The Grants Coordinator oversees the securing of grants to enhance the overall school program.

Responsibilities include:

- Investigates grants designed to promote School Improvement Program goals and/or other school efforts.
- Sets up and maintains teacher resource area that provides grant information to all staff members.
- Chairs grant writing committee.
- Serves as a liaison for grant writing between the building and division-level staff.

Honor Society Sponsor

Stipend: \$165 - \$325

Description:

The Honor Society Sponsor coordinates all honor society-related activities.

Responsibilities include:

- Seeks information from staff for the purpose of inviting students to join the Honor Society.
- Compiles information and decides whether students meet Honor Society membership criteria.
- Coordinates the invitation and induction efforts.
- Follows up to ensure students continue to meet Honor Society standards.
- Coordinates any Honor Society-sponsored events.
- Note: See National Honor Society Selection Committee description for responsibilities specific to those teachers who work with the National Honor Society

Independent Study Coordinator

Stipend: \$165

Description:

The Independent Study Coordinator (usually the Gifted Resource Teacher) coordinates all special activities and program design to meet the needs of gifted students. Independent study is available to all students.

Responsibilities include:

- Coordinates the Independent Study program.
- Provides input in recommending programs of study for identified students.
- Identifies outside activities/resources to support special school programs.

Intramurals/Clubs/Activities (ICA) Sponsor

Stipend: \$490 - \$650

Description:

The ICA Sponsor coordinates the monthly ICA program at the middle school.

Responsibilities include:

- Compiles a list of programs/activities from staff.
- Contacts and schedules outside volunteers.
- Handles transportation requests.
- Coordinates student sign-up for programs.
- Maintains/updates the detention list.
- Distributes rosters/schedules to teachers.
- Manages the ordering, setting up, and selling of break food.

Jazz Band Planning/Instruction

Stipend: \$1,140

Description: Includes summer jazz rehearsal/planning/arranging and outside school hours rehearsal/events/competitions.

Responsibilities include:

- Facility preparation
- Rehearsal through summer
- Music selection/arranging
- After school rehearsals to exceed 100 hours
- Competitions and events throughout the year to exceed 100 hours

Landscape Coordinator

Stipend: \$325 - \$490

Description:

The Landscape Coordinator oversees all student and teacher efforts to landscape the school grounds.

Responsibilities include:

- Assists with designing a landscaping plan.
- Works with science teachers to involve students in assisting with the landscaping plan.
- Coordinates the buying, hauling, planting, pruning, and watering of plants.
- Works to promote student and teacher involvement in the landscaping process.

Lead Teacher– Middle School

Stipend: \$475

Description:

Serves as the school-based instructional leader in the content/program area concerning issues related to curriculum, instruction, and assessment. The Lead Teacher has the responsibility to serve as the liaison between the school and the Office of Instructional Services. In addition, in larger schools the Lead Teacher represents the department at the building level and serves as a liaison between department members and the administration.

Responsibilities include:

- Attends division Lead Teacher meetings and communicates all pertinent information from Lead Teacher meetings to building staff and administration.
- Provides instructional leadership in the content area.
- Serves as a mentor in the content area.
- Makes recommendations on staff development needs and assumes leadership in planning staff development at the building level.
- Provides leadership in analyzing subject-related data; makes recommendations regarding the School Improvement Program.
- Stays informed about county and state-level issues related to the content/program area; reports staff questions and feedback to the appropriate Teaching Specialist/Coordinator.
- Maintains an inventory of curriculum-related materials at the building level.
- Provides leadership and support to building level committees that relate to content/program area; e.g., School Improvement Team, child study, curriculum issues, intervention programs, instructional technology, media services, etc.
- Assists with the evaluation, revision, and implementation of the curriculum at the division level and participates in the evaluation and selection of textbooks, software, and other instructional materials.
- Assists in the integration of the content curriculum across other curriculum areas at the building level.
- Pursues continued training in the content area through course work, workshops, and in-service programs and keeps abreast of the national, state, and local trends in education through professional conferences, literature, and organizations.
- Works with principal in ensuring compliance with all federal, state, and local mandates specific to content/program area.

Literary Magazine Sponsor

Stipend: \$490

Description:

The Literary Magazine Sponsor coordinates all efforts associated with producing the annual spring literary magazine.

Responsibilities include:

- Recruits students to assist with all aspects of production.
- Oversees the advertising for submissions to the magazine.
- Oversees the selection of works to be published.
- Supervises students in the advertising and sale of the magazine.
- Coordinates the ordering of materials needed for magazine production.
- Oversees the layout, design, and copying processes.
- Maintains the budget associated with all production costs.

Math Counts Coordinator

Stipend: \$325

Description:

The Math Counts Coordinator works with students in the Math Counts program.

Responsibilities include:

- Holds practice sessions with students after school.
- Recruits students to participate in the program.
- Notifies parents of upcoming competitions.
- Accompanies and supervises students during competitions.

Model United Nations

Stipend: \$975

Description:

Model United Nations is an authentic simulation of the U.N. General Assembly and other multilateral bodies. Across the United States and around the world, students participate in conferences designed to give them the opportunity to learn about the United Nations and to discuss global issues.

Responsibilities include:

- Oversees and directs students with their participation in a possible 400 conferences held each year in more than 35 countries, and depending on the event, there can be as few as 50 students or as many as 2,000. Through their involvement, students increase their skills in problem solving, conflict resolution, research, and communication while also meeting and interacting with other students.
- Supervise and direct the selection of students who will be involved in Model UN through an application process. Students must be highly dedicated and motivated. Besides traveling and participating in conferences at locations such as UVA and Johns Hopkins University, they spend time doing research on their countries, holding mock assemblies with local schools, and planning and implementing fundraising. Model United Nations promotes interest in international relations, world politics, and current events, and the knowledge that students take away from this experience is invaluable.

National Honor Society (NHS) Selection Committee / Coordinator

Stipend: \$165 - \$325

Description:

The NHS Selection Committee member participates in the selection of National Honor Society members. The NHS Selection Committee Coordinator oversees the entire selection process and coordinates the efforts of the committee.

Responsibilities include:

- Reviews student records for eligibility.
- Seeks additional information from teachers and other staff as needed.

- Reads and reviews information provided by colleagues regarding student eligibility.
- Meets and makes recommendations regarding membership.

Coordinator responsibilities include:

- Sends invitations to selected students.
- Works with the NHS Sponsor to conduct an initiation ceremony.
- Meets with students and/or parents who wish to appeal the decision of the committee.

Newsletter Coordinator

Stipend: \$165-\$490

Description:

The Newsletter Coordinator edits and publishes the school newsletter.

Responsibilities include:

- Compiles and edits newsletter information and formats it on the computer.
- Schedules and informs staff of newsletter deadlines.
- Obtains written copy from clubs, colleagues, etc.
- Formats, edits, and proofs the copy.
- Adds banners and graphics to produce the final product.

Newspaper Sponsor

Stipend: \$815 - \$975

Description:

The Newspaper Sponsor oversees all aspects of producing the school newspaper.

Responsibilities include:

- Instructs and guides students in the development of the skills necessary to write accurately, objectively, and creatively.
- Guides students in perfecting techniques in the following areas: desktop publishing (including headlines, layout, and typography), interviewing, editing, photography, business, and advertising.
- Instructs students in the principles and ethics of professional journalism.
- Familiarizes students with the legal restrictions on the press (laws of libel, obscenity, invasion of privacy, and copyright), as well as the rights of the press guaranteed by the First Amendment.
- Attends summer training with students.
- Assists with contacting businesses and selling advertisement space.
- Maintains the budget allocated to newspaper production.
- Oversees the copying and selling of newspapers.

One-Act Play Competition Coordinator

Stipend: \$1,300

Description: Coach annual one-act play competitions

Responsibilities include:

- Participate in at least 2 competitions yearly: Virginia Theatre Conference and the VA High School League
- Requires afternoon and weekend hours
- Holds auditions
- Select pieces needed for performance
- Knowledge of costume and design

Performance (Choral/Band/Strings/Orchestra) Coordinator

Stipend: \$325 - \$650

Description:

The Performance Coordinator has responsibility for before/after school and/or summer performance programs.

Responsibilities include:

- Coordinates performances during the school year and in the summer.
- Plans and oversees student rehearsals.
- Works with parents to ensure transportation needs are met.
- Oversees the printing of programs as needed.
- Coordinates the scheduling of all performances.
- Conducts performance-related workshops as needed.

PLC Content Team Leader

Stipend: \$490

Description: PLC leader will represent the content team they teach/work with

Responsibilities include:

- Focus on learning rather than teaching
- Work collaboratively with others
- Coordinate and facilitates content activities
- Analyze data to improve student achievement

Prom Coordinator

Stipend: \$490

Description: Coordinate all prom activities related to the school

Responsibilities include:

- Oversees Jr. class students to facilitate and plan all prom activities
- Hire DJ, catering service, rent venue, order decorations
- Organize chaperones, both staff and parents, to supervise prom

PTO Liaison

Stipend: \$165- \$490

Description:

The PTO Liaison serves as the contact person between the school staff and the PTO.

Responsibilities include:

- Attends all PTO meetings.
- Coordinates PTO activities and programs with building staff
- Meets with PTO board.
- Acts as the faculty representative in responding to PTO questions and concerns.
- Acts as liaison between the staff and the PTO.
- Represents PTO issues and concerns to the faculty.

Safety Coordinator

Stipend: \$165 - \$325

Description:

The Safety Coordinator is responsible for coordinating and implementing a school safety program.

Responsibilities include:

- Coordinates the School Safety Patrol.
- Keeps faculty and parents informed about issues related to student safety.
- Keeps all Materials-Safety Data Sheet (MSDS) files current and accessible to the staff.
- Provides written reports to the Principal regarding safety concerns.
- Submits maintenance requests as needed.
- Keeps informed of relevant safety regulations.
- Provides in-house safety training as requested.
- Performs safety inspections of the school as requested and submits summary reports.
- Acts as a contact person for staff and students on questions of safety and safety policy.

Saturday Extended Learning Coordinator

Stipend: \$490

Description:

Provides extended learning time for Murray HS students for a minimum of 10 Saturdays for at least 4 hours per Saturday.

Responsibilities include:

- Open and close the building and supervise students who are at the school working.
- Check out instructional computers and other materials to students as appropriate.
- Support students as appropriate with organizing and completing assignments.
- Develop academic plans with students as appropriate.

School-Based Intervention Team (SBIT) Coordinator *

Stipend: \$650 - \$1,000

Description:

The School Based Intervention Team Chairperson facilitates, coordinates, schedules, and chairs School Based Intervention Team (SBIT) meetings.

Responsibilities include:

- Schedules and chairs SBIT meetings and notifies appropriate people to attend.
- Distributes appropriate referral forms to teachers, parents, and guidance counselors.
- Completes and processes appropriate paperwork / data processing.
- Reviews student files and brings relevant information to SBIT meetings.
- Follows-up to insure referral form completion and intervention implementation.
- Designs and follows a procedural timeline in compliance with laws governing special education and Section 504.
- Contacts appropriate people regarding committee results.
- Ensures that follow-up plans occur as scheduled and/or discussed by the committee.
- Meets as needed with the Director of Special Education.
- Attends SBIT Chair meetings / staff development.

School Content Coordinator * (formerly 'Web Content Coordinator')

Stipend: \$500

Description:

The School Content Coordinator performs website content coordination functions at the school level. Each school's content coordinator submits content to their designated Web Editor for web updates.

Responsibilities include:

- Coordinates with the Principal and school faculty to develop content for school website.
- Facilitates timely submission of school news, events, and updates to the designated School Web Editor.
 - Minimum content expectations: New content should be provided to the Web Editor for your school website bi-weekly. This includes content for the homepage spotlight features and important school announcements, events, documents, and reminders for your school community.
- Takes pictures at school events and happenings for the school website regularly.
 - These images should be vetted for permissions approval before they are submitted to the Web Editor for use on the school website.
- Serves as building liaison for the school website, assisting teachers and other staff with basic web questions and directing them to web resources and contacts (i.e. their Web Editor or the DART Web Team).
- Expected hours per month: 1-2 hours, on average.

School Improvement

Stipend: \$325

Description:

The School Improvement team member takes primary responsibility for the development and implementation of the School Improvement Plan goals and objectives.

Responsibilities include:

- Provides leadership in the development and implementation of the School Improvement Plan.
- Plans, organizes and conducts Design Team meetings to develop action plans to support the specific goals of the School Improvement Plan on a regular basis.
- Builds consensus through open dialogue between the school staff and the School Improvement Team; communicates and obtains input from the staff in the development of the School Improvement Plan.
- Analyzes data contained in the Annual Progress Report in order to develop the School Improvement Plan with specific objectives and measurable outcomes.
- Monitors and assesses progress on the School Improvement Plan.

Special Education Support Teacher *

Stipend: \$500-\$1,300

Description:

The Special Education Support Teacher assists with the site-based coordination of special education programs.

Responsibilities include:

- Schedules students for child study and follow-up meetings.
- Contacts and works with parents.
- Coordinates meetings and services with the appropriate building administrator and/or the lead teacher for special education.
- Reviews student folders and seeks additional information from parents and staff as needed.
- Follows up with parents, students, and teachers, as needed.

Special Events Coordinator

Stipend: \$975

Description:

The Special Events Coordinator oversees all aspects of planning and putting on special events throughout the school year.

Responsibilities include:

- Seeks input in deciding which special events to include each year.
- Works with faculty, administration, parent groups, community members, and student groups to plan and carry out each event.
- Coordinates special schedules associated with each event and notifies administration and staff of schedule changes.
- Supervises students who assist with each event.
- Trouble-shoots on the day of each event as needed.
- Oversees budgets and other financial aspects of each event.

Special Programs/Projects Coordinator

Stipend: \$165 -\$650

Description:

The Special Programs/Projects Coordinator plans and implements special programs throughout the school year.

Responsibilities include:

- Plans and coordinates special programs, such as Book Buddies, Peer Mediation programs, choral concerts, dedication ceremonies, visitors' day, etc.
- Supervises and trains volunteers/staff to support the programs.
- Provides special training for students in small group settings.

Spring Musical Director

Stipend: \$1,300

Description: The musical drama director oversees the entire project; supervises all levels of the production and coordinates all aspects of the production.

Responsibilities include:

- Reads/peruses scripts/music
- Sets up audition workshops
- Anchors a production staff; assistant director, staff manager, chairs of committees(props, costumes, set, crew, hair, etc.)
- Plan meetings on a regular basis with set construction chairs, builders, choir and band directors
- Plan auditions with musical/choir director/hold auditions
- Cast shows
- Plan rehearsal schedule
- Generate a production process for a two month period
- Coordinate schedules with parent committees
- Plan show dates, assemblies, and sponsor publicity
- Plan ticket sales
- Finalize all aspects for week of production
- Oversee a two week strike.

Strings Director

Stipend: \$325

Description:

The Strings Director organizes, plans and directs strings music activities.

Responsibilities include:

- Develops and directs all string programs.
- Schedules performances both at school and at festivals and other locations.
- Arranges transportation to and from performances.
- Supervises all rehearsals.
- Works with parent volunteers on planning and fund-raising efforts.

Student Council Association Coordinator

Stipend: \$165 - \$650

Description:

The Middle School SCA coordinator oversees all meetings and activities associated with the student government.

Responsibilities include:

- Oversees student elections.
- Organizes/monitors monthly student council meetings.
- Organizes SCA dances, which includes arranging for chaperones, ordering refreshments, music, and maintaining a budget.
- Organizes SCA-sponsored activities throughout the school year.
- Organizes SCA fundraisers throughout the school year.
- Disseminates information to faculty, students, and parent organizations.
- Maintains the SCA budget.
- Provides an appropriate and meaningful way for students to share/voice concerns.

Student Council/Student Government Association (SCA/SGA) Advisor

Stipend: \$650 - \$815

Description:

The SGA Advisor oversees the coordination of elections and activities sponsored by the student government.

Responsibilities include:

- Oversees the spring/fall election process.
- Assists with the planning and coordination of student government activities.
- Supervises student leaders at all SGA activities and SGA-sponsored events.
- Meets regularly with student leaders to discuss and organize upcoming events.
- Plans and attends leadership retreats with students.

Student Council Sponsor

Stipend: \$165 - \$325

Description:

The Elementary Student Council Sponsor coordinates the activities of the Student Council.

Responsibilities include:

- Coordinates the selection of student council members.
- Meets regularly with student council.
- Supervises student council activities and programs.
- Acts as liaison between the staff and the student council.

Student Intervention Meeting Facilitator

Stipend: \$325

Description:

The facilitator for student intervention meetings oversees the organization, communication, and implementation of the student interventions.

Responsibilities include:

- Organizes the agenda for weekly Student Intervention Meetings (SIMs).
- Communicates with grade level team, P.E. / exploratory team, and administrators the agenda and the outcome of the weekly meetings.
- Facilitates the meeting itself to ensure efficiency and appropriate interventions for each student.
- Reviews the student interventions to ensure that each member is fulfilling his/her responsibilities in implementing the interventions.

Student Leadership and Transition Coordinator

Stipend: \$650

Description:

Develop and work with students on leadership activities for the school; organize and develop activities for new students coming to Murray HS, and those who need support transitioning back to Murray HS.

Responsibilities include:

- Work with students and develop leadership skills in organizing school activities such as community meetings, community days, special community projects and special events.
- Develop cadre of students to work with prospective students in team building and information sessions.
- Organize workshops and activities to teach students, staff, and parents Choice Theory.
- Organize students to make presentations to colleges and other educational organizations.
- Develops student leader handbooks.

Student Leadership Training Session Facilitator

Stipend: \$165

Description:

This facilitator provides leadership training to SCA, Class, and Club officers.

Responsibilities include:

- Plans training sessions and workshops.
- Develops student leader handbooks.
- Schedules training and arranges for facilities and transportation.
- Plans meals and purchases food during training sessions.
- Facilitates training and supervises students during training.
- Provides follow up assistance and counseling to students throughout the year as needed.
- Maintains allocated budget.

Student Mentorship Committee

Stipend: \$325

Description:

Student Mentorship is a program that supports students in small, consistent groups to discuss current student issues. It is also a format by which guidance counselors can assist students with registration and other guidance issues.

Responsibilities include:

- Students are broken down into groups of no more than 15 per group. Meeting locations need to be organized and kept current. Research is done to reveal which topics the students want more information about. Sometimes outside sources or speakers need to be contacted. Detailed lesson plans for each meeting need to be devised and copied for all mentor teachers. Feedback from teachers and students is gathered. Communication with guidance is needed to accommodate registration needs. All students and teachers are involved in this process.

Student Recognition Committee/Coordinator

Stipend: \$165-\$490

Description:

The Student Recognition Committee or Coordinator receives and organizes information regarding the achievements of students and oversees all school and community efforts to recognize student effort and achievement.

Responsibilities include:

- Coordinates the recognition program and communicates policies to students.
- Maintains the student recognition bulletin board(s).
- Coordinates and implements the Student of the Month Program.
- Distributes community awards to students.
- Organizes and oversees school awards assemblies.
- Gathers and screens all information regarding student efforts and achievement from outside the schools.
- Works with the administration and department chairs to collect additional award information.
- Coordinates the nomination of students for appropriate awards.
- Develops scripts for awards events, specifically valediction and graduation.

Summer Band Instructor – Middle School

Stipend: Range \$325 - \$975

Description:

The Summer Band Instructor oversees all aspects of the summer band program.

Responsibilities include:

- Schedules the summer band program and notifies prospective students and their parents.
- Meets with students and parents to ensure proper instrument selection.
- Assists with instrument rentals.
- Teaches introductory band to incoming students.
- Works with upper level band students to prepare them for the next school year.

Teacher Leader / Team Leader- Elementary School *

Stipend: \$1,200-\$3,000 (total school funds)

Description:

The Elementary Team Leader serves as a liaison between the school administration and team members in management and implementation of school policies and instructional activities.

Responsibilities include:

- Meets regularly with administrators and other team leaders.
- Meets regularly with team members and communicates information from team leader meetings; represents team ideas and concerns at team leader meetings.
- Prepares and analyzes team reports and other appropriate correspondence and documents as required.

- Provides appropriate and effective leadership to the administration and team members with regard to the overall school program, student behavior, staff morale and school climate.
- Plans, budgets and monitors team resources; orders instructional materials for team members.
- Develops an inventory of instructional materials used by team members.
- Works cooperatively with team members to organize field trips and other team activities.
- Coordinates the representation of team ideas and concerns with PTO representatives.

Teacher Leader / Team Leader - Middle School *

Stipend: \$3,900 (total school funds)

Description:

The Middle School Team Leader serves as the liaison between the building administration and the members of the team in management and implementation of school policies and instructional activities.

Responsibilities include:

- Attends weekly Team Leader Committee meetings and participates in making policy decisions governing school operations.
- Plans, organizes and conducts team meetings on a regular basis. Completes reports relating to the business of the team.
- Reviews and evaluates, with the team, test and grade results; plans with team members to provide necessary re-mediation and adjustment of instruction for students who are performing below expectations.
- Utilizes skills in interpersonal relations to develop a positive school climate.
- Assists the principal with scheduling as requested.
- Monitors and assists as requested in the selection, performance, and professional growth of the team.
- Facilitates interdisciplinary activities and serves as the instructional leader in these activities.
- Works with team members to organize field trips and other team activities.
- Provides appropriate and effective leadership, advice, and assistance to the principal, teaching staff, and team leader council with regard to the overall school program, student behavior, staff morale and school climate.
- Plans, budgets, and monitors team resources; develops an inventory of equipment and furnishings within the team facilities.
- Provides assistance with the application of discipline plans and student mediation, including the coordination of team meetings with parents.

Teacher Mentor

Stipend: \$325

Description:

A Teacher Mentor supports new teachers and serves as a liaison between teacher, building administrators and central office.

Responsibilities include:

- Orients teachers to procedures and policies of the division and the building.
- Is involved in New Teacher Orientation as needed.
- Assists teachers with planning and organization as needed throughout the year.
- Provides support as needed; assists and offers suggestions related to instruction, assessment, and/or discipline.
- Meets regularly with teachers to discuss issues of concern and to provide support.
- Assists new teachers with finding appropriate resource people and materials as needed.

Technology Committee

Stipend: \$165 - \$325

Description:

A Technology Committee member develops the school technology policies and the school technology budget.

Responsibilities include:

- Attends meetings of the committee.
- Works with departments to meet their technology needs.
- Provides appropriate training to the staff.
- Encourages all staff to become competent in the use of technology.
- Works to maximize student use of technology.

Technology Trainer

Stipend: \$650

Description:

The Technology Trainer is responsible for training and troubleshooting for core software programs being utilized by teachers.

Responsibilities include:

- Technology trainers will train and assist teachers with the following programs: SchoolCenter, E-mail (Outlook and /or Entourage), IntegratePro, and SchoolNet—accessing test results, running reports, scanning/printing tests, accessing tests to print, etc. More extensive training such as creating tests or using online testing would be conducted by Dept. of Technology.
- Technology trainer will conduct trainings as needed through the year, and will set times during the week when he/she will be available to assist teachers.
- The school principal and the technology trainer will work together to develop a schedule that will serve the needs of teachers in the building.

Technology Troubleshooter *

Stipend: - \$500

Description:

The Technology Trouble-Shooter serves as the liaison between the school and DART.

Responsibilities include:

- Investigates technology-related problems in the building and implements a series of steps to correct problems.
- Attends Troubleshooter training sessions.
- Coordinates support duties with DART.
- Contacts DART for support as needed.

Testing Coordinator *

Stipend: \$1250 - \$1,500

Description:

The Testing Coordinator oversees the implementation of Virginia State Assessment Program and other testing programs at the building level.

Responsibilities include:

- Attends division-level meetings concerning the testing program and disseminates relevant information to building staff and administration.
- Schedules testing dates and times and notifies appropriate staff. Finds rooms and proctors as needed and troubleshoots problems associated with testing schedule.
- Determines which students need to be tested and sets schedule accordingly.

- Coordinates test preparation activities with teachers and students.
- Insures that special accommodations are followed as required for special education students.
- Maintains testing security by keeping track of forms, test booklets, and answer sheets; follows state guidelines for distributing and packaging all materials.
- Organizes volunteers and staff to assist with testing, as needed.
- Receives results and notifies appropriate people of test scores; assists parents with the interpretation of test results, as requested.
- Schedules and administers make-up testing.

Transition/Transition and Orientation Program for Students (TOPS) Coordinator

Stipend: \$650

Description:

The Transition Coordinator works with the administration, guidance department members, and other staff to organize and manage programs designed to ease the transition of middle school students to the high school.

Responsibilities include:

- Recruits juniors and seniors to be freshman advisors and coordinates advising.
- Recruits teachers to serve as Transition and Orientation (TOPS) teachers and helps develop the TOPS curriculum.
- Coordinates transition goals with freshman teachers.
- Assists with the development and management of other transition programs.

Video & Web Projects Coordinator

Stipend: \$490

Description:

Coordinates the production of special video and webpage projects for the school.

Responsibilities include:

- Works with and teaches students video and webpage editing and production.
- Supervises student video productions such as the video yearbook and other video work and capturing school events.
- Supervises and approves student work for student webpage.
- Posts appropriate student work to webpage including video.

Video Production/TV Broadcast Coordinator

Stipend: \$650

Description:

The Video Production/TV Broadcast Coordinator oversees all activities associated with school video production.

Responsibilities include:

- Supervises student-run daily video announcements.
- Trains students in video production and camera use.
- Works with students to develop directing and anchoring skills.
- Arranges field trips and other outside activities designed to enhance video production skills.
- Purchases equipment and works with community to obtain donated equipment.
- Produces orientation video for incoming students and parents.

Vocal Jazz Performances

Stipend: \$975

Description: Coordinate and execute a significant number of extra performances for school and community

Responsibilities include:

- Community service performances
- Holiday performances for schools, community, nursing homes and local fundraising efforts
- Performances for school and county functions
- Average 20-30 extra performances per year

Volunteer Coordinator

Stipend: \$325 - \$490

Description:

The Volunteer Coordinator oversees the building's program to involve parents and community members in the school.

Responsibilities include:

- Finds parent and community volunteers who are willing to give time to the school.
- Determines where and when volunteers are needed in the building and designs a volunteer program.
- Completes schedules, maintains records of volunteer hours and other paperwork as required.
- Contacts volunteers as needed.
- Serves as the liaison between volunteers and faculty.
- Serves as the volunteer contact person for parents and community members who are interested in volunteering.

Web Content Coordinator REVISED, see 'School Content Coordinator'

Wind Ensemble Director

Stipend: \$1,140

Description: Plan and organize shows and performances.

Responsibilities include:

- Arrange/select music
- Coordinate staff
- Meet with leadership
- Coordinate elements
- Prepare facility

Yearbook Advisor

Stipend: \$490 - \$975

Description:

The Yearbook Advisor organizes and directs all phases of activities culminating in the production of an annual school yearbook.

Responsibilities include:

- Instructs the yearbook staff on all aspects of yearbook production: desktop publishing, editing, layout, design, and establishing photography standards.

- Establishes and leads the staff in observing sound business practices in budgeting, financing, and selling the book.
- Assumes responsibility for scheduling individual and group pictures.
- Supervises the copy, layout, and design processes.
- Supervises the soliciting of advertisements.
- Works closely with the publisher and photography studio.
- Trains new staff members as needed.
- Participates and involves staff in workshops related to yearbook development.
- Oversees all financial aspects of the yearbook production.

Yearbook Sponsor

Stipend: \$325 - \$650

Description:

The Yearbook Sponsor coordinates and supervises the yearbook production.

Responsibilities include:

- Oversees student design and layout of the yearbook.
- Meets and coordinates student activities with yearbook company representative.
- Works with photographers to contract and coordinate picture taking.
- Oversees student contact with businesses for advertisement space.
- Attends summer conferences on yearbook production.
- Coordinates the ordering and collection of money for yearbooks.

YLI Coordinator

Stipend: \$490

Description: Coordinates non-partisan activities between school and UVA Center for Politics

Responsibilities include:

- Hold mock elections
- E-Congress and model congress
- Coordinates with UVA Center for Politics

** Denotes Divisional Roles*