

## DRAFT

### **Raymond High School Extended Learning Coordinator Job Description**

**Experience** The ideal candidate will have a minimum of two years experience working in a high school setting in a capacity dealing specifically with extended learning opportunities, school-to-work, and/or community integration. Experience working with community business networking groups such as Rotary and Chambers of Commerce is beneficial, particularly in the Raymond, NH area.

**Education** Bachelor's degree required in education, counseling, or a related field. Master's degree preferred.

#### **Leadership Responsibilities**

- Meets on a bi-weekly basis with the Director of Curriculum and/or Transition Coordinator
- Participate in the development of Extended Learning Opportunity (ELO) processes and procedures, updating as appropriate
- Sustain and oversee resources and community connections for ELOs
- Write grants as available to support the development of ELO opportunities for students
- Meet with the principal to discuss educators' agreements for participation as ELO teacher
- Present teachers with ELO agreements prior to the start of ELO process
- Proactive communication with all stakeholders
- Attend ELO conferences at the state level
- Foster ELO connections by coordinating all duties involved in the annual Career Fair including surveying students' career interests in the fall, recruiting fair participants, training and assisting guidance counselors in scheduling all students to attend the fair and to hold prep meetings prior to the fair, and communicating all details with faculty
- Coordinate volunteer activities and presentations for students, by community members or other business owners, for the purpose of cultivating interest and knowledge about potential careers and ELOs related to those careers

#### **Liaison Responsibilities**

- Serve as liaison to faculty, administration, guidance department promoting, facilitating, and recruiting for ELOs
- Serve as a community liaison to build knowledge of ELOs and relationships that could serve to strengthen the ELO program
- Collaborate with all RHS departments, including special education
- Distribute, approve, and coordinate all aspects of ELO program for a student and his/her teacher or community partners
- Facilitate the ELO overseeing responsibilities for teachers and others

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- Facilitate internal communication with all school-based participants
- Liaison with guidance to ensure transcript accuracy
- Connect with parents to discuss student progress on a frequent basis

### **Public Relations**

- Media Liaison- initiate and facilitate consistent PR about the school in regards to ELOs
- Spearhead news articles, press releases and other community communications regarding ELOs for Raymond students
- Travel to community partners, meetings, etc.
- Be an ambassador for the benefit of ELOs for students, school, and community
- Develop student ambassadors for ELOs

### **ELO Development and Maintenance Responsibilities**

- Establish and maintain a rigorous, relevant, and personalized ELO process, protocols, and tools which will include internships and employment
- Serve on the Senior Capstone committee and work with Senior Capstone teachers in coordinating students' ELO projects
- Monitor ELO meetings with students and teachers
- Promote the ELO initiative in the building and in the community
- Advocate for ELO participants
- Develop plans for ELOs, in collaboration with students, educators, and community partners Publicize and promote new and completed ELOs
- Present on ELO status at each faculty meeting
- Market to civic groups, businesses, and community organizations

### **Coordination and Support of Student ELOs**

- Organize student intake
- Approve student ELO selection
- Monitor ongoing ELOs – check on student attendance and progress weekly
- Assist overseeing educator to assure student follow-through on research, reflection, product, and presentation, as needed
- Organize logistics for ELO presentations

### **Development of Assessment and Assessment Moderation of ELOs**

- Establish evaluation team for each ELO
- Coordinate and lead all final presentations
- Collaborate with Teacher of Record and assessment team to determine and assign Competency (Pass) / Not Yet Competent (Fail) status
- Consult for formative and summative assessments

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- Assure application of ELO protocols and tools for assessment
- Conduct periodic check for validity and reliability assessment protocols, tools, and application

### **Maintenance of Rigor of the School's/District's ELO Initiative**

- Be up-to-date on Best Practices research
- Continue professional development for self to stay current – competencies, inquiry-based learning, performance assessments, etc.
- Assess existing and potential community partner sites for approval
- Increase teachers' familiarity with the community and ELO possibilities

### **Maintain Records and Data**

- Manage all ELO records- ensure that all partners in ELOs complete and receive appropriate info and documents
- Maintain ELO records- plan, agreements, safety documents, contact information, assessments, student documentation, training materials, etc.
- Follow all laws and regulations that govern education and safety checks
- Collect and maintain data on each ELO and all ELOs in a manner that can result in school level and state level records (EIS/SIS)
- Produce reports as needed for administrators
- Provide information for reports on the state level