

SCHOOL ADMINISTRATIVE UNIT 43

JOB TITLE: ACADEMIC RESOURCES CENTER COORDINATOR

Job Description Approved By: Superintendent

Date: June 8, 2023

Position Goal: To promote and manage a learning environment which maximizes student achievement by collaborating with teachers to meet learners' diverse needs and provide support for any student to meet their learning goals.

Reports to: Building Principal

Equipment Used: Computers, keyboards, printers, phone, Promethean boards, standard office equipment

Education, Training, Skills, Experience, & Licensure Requirements:

- Preferred Bachelor's degree in Education or related field
- Preferred experience working with Middle School Students
- Minimum of five years of experience in education
- Experience working with Google Classroom and Google Docs
- Ability to work with students in all core academic areas (Math, English, Science, and Social Studies)
- Familiarity with Special Education and 504 process and documents
- Familiarity with public school environment
- Ability to organize and schedule student support sessions
- Communication and interpersonal skills including phone and email communication
- Ability to work with a team

DUTIES and RESPONSIBILITIES:

1. Manages the ARC on a daily basis, scheduling students to receive support services offered in the ARC
2. Works directly with struggling students either 1:1 or in a small group setting, helping them to complete their academic work to the best of their abilities
3. Provides students with assistance in organization, note-taking, homework, reading comprehension, writing assignments, class projects, etc.
4. Helps students with learning disabilities develop effective learning strategies and improved study skills.
5. Provides specialized instruction for students who have failed classes, helping them to gain credit through competency recovery.
6. Collaborates with content area teachers to identify struggling students in their classes and to provide extra help for them.
7. Works closely with content area teachers to employ strategies that provide success for students with learning disabilities.
8. Assists content area teachers in understanding, upholding, and implementing students' accommodations as written in their IEPs.

9. Acts as a liaison between content area teachers and special education case managers, facilitating dialogue that focuses on struggling students' academic needs.
10. Communicates regularly with special education case managers in regard to specific students on their caseloads who need extra attention and support.
11. Communicates regularly with the NMS guidance counselors and carefully monitors students with both academic and social/emotional needs.
12. Tracks student progress on PowerSchool, notes missing work, and schedules time for make-up sessions -- coordinating with the student, the content area teacher, and the case manager, if applicable.
13. Provides additional, augmented materials for struggling students, making the content area more accessible for them, based on their reading and comprehension levels.
14. Oversees any HS peer tutors working with struggling students in the ARC, and logs their hours for community service credit.
15. Works towards effective communication skills in relationships with students, peers, parents, and administrative staff
16. Perform all other duties as assigned by the Superintendent or Designee

LEGAL and ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance in electronic, written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures established by the district
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability and integrity
6. Ensure compliance with federal laws, state laws, and school policies

TERMS OF EMPLOYMENT: Twelve-Month Contract

EVALUATION:

1. Performance of this job will be evaluated in accordance with this document and assessment of goals
2. Annually by Building Principals

PHYSICAL ACTIVITY REQUIREMENTS			
LIFT up to 10 lbs.	Frequently	TWISTING	Occasionally
LIFT 11 to 25 lbs.	Occasionally	BENDING	Constantly
LIFT 26 to 50 lbs.	Occasionally	CRAWLING	Rarely
LIFT over 50 lbs.	Rarely	SQUATTING	Occasionally
		KNEELING	Rarely
CARRY up to 10 lbs.	Frequently	CROUCHING	Rarely
CARRY 11 to 25 lbs.	Occasionally	CLIMBING	Rarely
CARRY 26 to 50 lbs.	Occasionally	BALANCING	Rarely
CARRY over 50 lbs.	Rarely		

		WORK SURFACES: Desk, table top, carpeted & tile floors, ladder		
REACH above shoulder height	Occasionally			
REACH at shoulder height	Frequently			
REACH below shoulder height	Frequently	SUMMARY OF OCCUPATIONAL EXPOSURES: Office environment. Frequent travel between buildings. Electric/phone closets; running cable (ceiling tiles)		
PUSH/PULL	Occasionally			
		CONTROLS AND EQUIPMENT USED: Office equipment, computer, phone, cable/electric test equipment & small hand tools		
HAND MANIPULATION:				
GRASPING	Constantly			
HANDLING	Frequently	OTHER CONSIDERATIONS AND REQUIREMENTS: Valid driver's license required for travel outside the office.		
TORQUING	Occasionally			
DURING THE AVERAGE WORKDAY, EMPLOYEE IS REQUIRED TO:				
SIT:	CONSECUTIVE HOURS:	1	TOTAL HOURS:	1
STAND:	CONSECUTIVE HOURS:	1	TOTAL HOURS:	3
WALK:	CONSECUTIVE HOURS:	1	TOTAL HOURS:	4
COGNITIVE AND SENSORY REQUIREMENTS:				
TALKING:		Required		
HEARING:		Required		
SIGHT:		Required		
TASTING & SMELLING:		Not required		

Signature: _____

Date: _____