

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD MIS 308
Updated: September 2009

Position Title: Middle School At-Risk Coordinator (MSARC) and
21st Century Community Learning Center (CLC) Coordinator

Qualifications:

- A licensed teacher, educational assistant, social worker, administrator, counselor, or psychologist in elementary and/or secondary education.
- Ability to relate to students.
- Ability to work well with others in a team environment.
- Ability to accept directions from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Immediate Supervisor: Building level principals.

Position Function:

Assist the building principals and teachers in establishing and implementing the grades 5-8 at-risk program, also referred to as the ALL STARS program as well as the 21st Century after-school program for grades 5 through 12. ALL STARS offers assistance to students experiencing academic and social problems in School that interfere with learning and achievement.

General Responsibilities:

- Establish and coordinate the grades 5-8 at-risk program (ALL STARS) as outlined in the Alternative Education grant. This includes individual and school-wide programming to meet the needs of identified students.
- Assist in identifying students experiencing academic and social problems in school. Factors to consider when identifying students include: basic or minimal scores on the WKCE, habitual truant status or poor attendance rate, adjudicated delinquent, school-age parent, retained student, student considered for retention, multiple failing grades, poor study and/or organizational skills, frequent discipline problems, numerous referrals to administration and/or Police Liaison Officer, and/or lacks direction.
- Establish and coordinate the 21st Century After-School Tri-Success Program for grades 5 through 12. This includes individual and school-wide programming to meet the needs of all students who come to the after-school program.
- Direct and supervise all staff who work in the after-school program

Specific Responsibilities:

- Coordinate, with assistance from the food service department, a health snack for those students in the afterschool program.
- Provide ongoing review and analysis of ALL STARS; make necessary reports to appropriate school personnel.
- Maintain records regarding the number of students receiving individual or group assistance, and the specific type of help received as part of ALL STARS.
- Complete and submit in a timely fashion, all reports and written documentation as required by the alternative education grant and the 21st Century after-school grant.
- Serve as a liaison between the school and parent for at-risk program opportunities and involvement.
- Organize staffing of ALL STARS, including the daily resource room and the before and after school tutoring sessions.
- Connect with project partners and other community agencies to determine program schedule for after school.
- Establish inservice programs for middle school and high school staff to explain program details, protocols, and opportunities.
- Train core teachers in the use of the All-Stars Core™ program materials and work with classroom teachers to establish responsibilities and implementation timeline for the All-Stars Core™ program.
- Analyze Measure of Academic Progress (MAPS) testing to identified at-risk students and use the results to make program adjustments for individual students.
- Draft communication materials to include in district newsletter and other mailings, in an effort to conduct outreach to middle and high school parents and promote awareness of program opportunities.
- Make classroom visits, monitor academic performance of students enrolled in tutoring program, continue parent outreach, and develop after-school programming.
- Identify and train juniors and seniors who will be serving as mentors/tutors in ALL STARS and the after-school Tri-Success Program.
- Develop reinforcing lessons/activities for various All-Stars Core™, and all other program enrichment lessons which will be implemented after school.
- Serve as a member of the Building Consultation Team (BCT).
- Prepare and submit a yearly operating budget for ALL STARS and the 21st Century After-School Program. Order materials as required.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principals.