



David Douglas School District #40

Classified Job Description

SCOTS CENTER COORDINATOR

Schedule: 9 months per year

Class: 9

POSITION PURPOSE

The Scots Center Coordinator will work one-on-one or in small groups with students in Grades 9-12, and facilitate effective operation of the tutoring center.

NATURE AND SCOPE OF RESPONSIBILITIES

- Provide reliable support for late arrival, early release students
- Administer and secure tests given from teachers. Return and coordinate with teachers on tests periodically
- Work one-on-one with students in core subjects (Math, English, Science, and Social Studies)
- Support academic studies and preparation for OAKS, PSAT, SAT/ACT, AP tests and classes
- Collaborate with School Improvement Coordinator, the after-school tutors, and with Division Chairs
- Coordinate Scots Center use with other classroom teachers, SUN programs, college visits, etc.
- Communicate and follow-up with teachers regarding student progress and use of Scots Center
- Collaborate with Assessment Coordinator, School Improvement Coordinator, Division Chairs and administrators
- Support graduation efforts; including, but not limited to: Providing work sample opportunities, offering special study camps, working with administrators and counselors in tracking and supporting students needing interventions and supports
- Collaborate with Math, English Language Arts, Science and Senior PLTs to maximize Scots Center services
- Promote Scots Center use school-wide
- Coordinate extended-day Scots Center programs (Recruit other High School teachers for afterschool sessions)
- Develop peer tutoring programs in response to students/school needs
- Recruit and train peer tutors (promote extracurricular activities for all students)
- Utilize existing resources such as library, media, etc. to maximize effectiveness of Scots Center
- Track Student access to Scots Center (sign-in and sign-out)
- Develop method of determining efficiency of Scots Center through data
- Monitor student computer use, adhering to school policies regarding appropriate computer use. Maintenance of computers MHCC, PCC Corbett HS
- Secure Scots Center between classes, beginning and end of day. Secure computers and calculators daily
- Visit other successful high school tutor centers in Metro area regarding program development
- Develop and maintain data collection for Smaller Learning Community grant reporting
- Utilize student to assist students in accessing their grades, etc.
- Coordinate with coaches to assist student athletics in maintaining eligibility
- Perform other duties, as assigned

QUALIFICATIONS

- Bachelor's degree required, preferably in math
- Strong academic skills for tutoring 9-12 grade students in Math (up through Algebra II or higher), English, Science, and Social Studies. Focus will be on Geometry, Algebra 2 and editing senior papers for large parts of the school year
- Classroom experience preferred (observe move classes if possible)
- Demonstrated organizational abilities
- Ability to coordinate and communicate effectively with co-workers
- Familiar with existing interventions, enrichments, and programs supporting student success CPI
- Familiar with school policies and procedures
- Proficiencies in a variety of technology applications, such as Microsoft (Excel, Word), Google docs, student information systems (Synergy preferred), and the ability to conduct credible Internet research
- Ability to de-escalate students or successfully intervene in poor behavior acting out situations.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/school grounds). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting.

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David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.