

CAPS PROGRAM SITE COORDINATOR

- QUALIFICATIONS:** Kansas Teaching License, leadership experience preferred
- REPORTS TO:** CAPS Project Director, Building Principal(s); and/or Superintendent
- JOB GOAL:** To assist the CAPS Project Director with educational activities and non-teaching tasks.
- FULL/PART-TIME:** Part-time
- FLSA:** Non-exempt from overtime

BOE APPROVAL:

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Maintains confidentiality of classroom, student, and employee information.
3. Demonstrate attitude that promotes a positive program environment.
4. Take responsibility for the quality of personal work performed.
5. Provide support for students, as planned by licensed staff.
6. Be flexible and adjust cooperatively to changes made in job assignments and schedules.
7. Organize and prepare materials.
8. Demonstrates problem solving skills.
9. Follow team-prescribed procedures for academic, social, communication, and behavioral intervention plans.
10. Communicate and work collaboratively with other CAPS program personnel.
11. Reinforces and reviews concepts and skills. Assists students in performing activities initiated by the supervising teacher.
12. Monitors and reinforces student performance and behavior.
13. Share in record keeping duties, including progress monitoring, as assigned by the CAPS Project Director.
14. Participate in inservice training and complete required inservice hours.
15. Assist in ensuring that the 21st Century Learning Center grant requirements are being met.
 - Collect data for evaluation of the CAPS program
 - Work with the advisory group, parents, and CAPS Project Director to plan and implement family engagement activities.
 - Work with teachers to plan tutoring and academic programming.
16. Seek assistance from other team members as needed to facilitate student progress.
17. Follows the building dress code while being a good role model for students.
18. Demonstrate appropriate boundaries with students/families.
19. Responsibly lift persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights above 50 pounds or for identified students with lifting concerns).
20. Follow all policies, protocols, and procedures when implementing duties.
21. Ability to work independently without supervision.
22. Demonstrates aptitude or competence for assigned responsibilities.
23. Perform other duties as assigned by the Superintendent or Board of Education.
24. Maintains a valid Kansas driver's license.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy on *GCI - Evaluation of All Classified Personnel*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.