

Facilitator Responsibilities
not limited to what is written below

Approximate Hours: 6am-6pm

Gateway: Spokesperson and advocate for HSC. Maintain positive and collaborative relationships with central office personnel. Maintain positive and collaborative relationships with administrators of other programs. Defend programming and argue for what we need.

- Attend monthly administrative meetings, 3:30-5pm.
- prepare and submit State Reports: ED 153,165,....
- Prepare and defend the following: Comprehensive School Plan, personal MBO's, City Budget allocation, State Magnet funds budgeting
- Work with personnel to request and defend staff changes.
- Research and interview candidates for all staff positions
- prepare Annual State Magnet School Report
- prepare Annual School Strategic School Profile
- prepare on demand presentations to Superintendent regarding school programming, testing data, attendance data, discipline and suspension data, improvements to instruction etc...
- Review Annually the Crisis Plan and submit
- Work with Student Membership Coordinator and Truancy personnel to track and monitor truant students, document interactions with families and submit monthly reports
- Respond to the many and varied requests of any and all departments in Central Office.

Outside Responsibilities:

- Prepare and present recruitment sessions at K-8 schools (4-5 evenings throughout the fall)
- Prepare and present at 2 city wide recruitment sessions (1 evening, 1 Saturday morning in Jan/Feb)
- Prepare and conduct 2 in-school recruitment sessions (1 evening, 1 Sunday/Saturday afternoon in Jan/Feb)
- Review and edit all advertising and recruitment materials for magnet office
- Attend quarterly Magnet office budget meetings
- Attend curriculum meetings as needed for special contract requests (i.e. Camp Cedarcrest, Social Worker contracts, School Trips, etc....)
- Accept phone calls and record requests for substitutes (until 9pm in the evening and 6- 6:30am each morning), call for subs.
- Attend monthly PTSO meetings, work with PTSO on building improvements, budget support and programming.

Discipline:

- In collaboration with office staff, provide guidance, counseling, and discipline as needed to HSC students.
- Respond to disciplinary requests of teachers
- Maintain constant contact with parents
- Make decisions for suspensions as needed.

- Make decision for expulsions as needed, collect information, write expulsion packages, and testify at expulsion hearings.
- Collaborate with Security to investigate criminal activity or activity in violation of school/district policies.
- refer students to appropriate support agencies.
- interface with police, DCF, Social Workers
- Submit monthly discipline tracking reports to Director

Budget

- gather requests of faculty; allocate money for supplies, trips, services, programming etc.
- review budget requests, list priorities and fund what is feasible.
- Support innovative ideas for addressing the academic needs of our students.

Teachers:

- visit classrooms
- evaluate non-tenured teachers
- support teachers with parents
- be visible to students and teachers
- monitor halls, café during breaks and lunch
- work with FU to prepare staff meetings, staff development days, evening parent meetings
- consult on scheduling and program development
- Provide support for innovation and create an atmosphere of dialogue and the ability to discuss learning and what is best for students.
- Facilitate evenhanded and intelligent conversation regarding differences of opinion.
- set up parent meetings with teachers to discuss student behavior, academic progress, etc.
- Protect teachers from irate parents.
- organize, with the FU, the implementation and ongoing progress of teacher evaluation including student learning goal setting and professional development goal setting.

Students

- meet with student council
- prepare town meeting agendas
- provide stable and consistent positive interactions with students
- model appropriate behavior
- write pithy songs about the students in attempt to influence positive behavior.
- attend and contribute to all PPT's
- attend and contribute to SSST

Other

- Work with custodial staff to resolve building maintenance and repair issues
- Work with cafeteria staff