

## **Duties**

### **The Catamount School**

#### **CEAP Dean's Office (Winter)**

- Emergency Point of Contact
- Supervision of school funds (state and federal)
- Monthly Communication Meeting w/Principal and STL Director
- Final point of appeals- Appeals- Promotions, Long- Term Suspensions/Expulsion
- Advisory Board Member

#### **School of Teaching and Learning Director (Grube)**

- Appeals- Promotions, Long-Term Suspensions/Expulsion
- Principal Evaluation (WCU Process)
- Teacher Evaluation (WCU Process)
- Parent/Student Concern (beyond principal)
- Field Transportation (means, funds, drivers)

#### **TCS Principal (NAME)**

- Discipline
- Testing Coordinator
- EL Coordinator
- Teacher Supervision & Evaluation-in conjunction w/STL
- Admin Support person supervision & evaluation in conjunction w/TBD WCU dept.
- CCIP coordination
- Instructional Supplies (coordination)
- School Improvement Plan facilitation
- Maintaining SMHS /JCPS relationship
- Weekly Home Communication
- AIG Coordinator
- Regional rep for Testing, Curriculum, CCIP, TBD
- Parent Organization Meetings
- Present for afterschool events, when needed
- Advisor for portion of TCS students
- Maintenance Complaints
- Lunch duty, when needed
- Social Media
- Field Trip Transportation (requests)
- Other duties as assigned

#### **Homeless Liaison (Robertson)**

#### **Technology Liaison (Nickles)**

- Web site
- Maintaining JCPS tech relationship
- Coordination technology & software Needs

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#### **Administrative Support (Carnes)**

- Data Entry and reports for PowerSchool (including attendance, grades, PMRs, etc.)
- Maintaining SMHS relationship
- Coordinating Purchase Orders and Requisitions, Deposits for TCS
- Office supply needs
- Coordinating financial services w/WCU
- Coordinating substitutes w/staff and Kelly's Services when needed
- Medication needs
- Maintaining phone line and front desk duties such check-ins and early dismissals
- Other duties as assigned

#### **TCS Teacher Leaders**

- Instruction
- Maintain a classroom management plan w/staff
- Administration of state exams
- Home Communication
- Carrying out 504, IEP, and DEP needs
- Creating formative assessments
- Maintaining gradebook
- Mentoring WCU Interns
- Advisor for a portion of TCS students
- Club coaching
- Lunch duty, when needed
- Present for afterschool events, when needed
- Other Duties as assigned

#### **EC Director (Barron)**

- Coordination of consultative services/PD from WCU
- State and Federal Reporting
- LEA Policy & Fiscal Compliance
- IEP Oversight
- WCU/Lab School liaison
- Support for school-based EC staff
- Regional Meetings Representative
- IDEA Grant Writer

#### **EC/MTSS Educator (Rowan)**

- Instruction and inclusion services
- Advisor for portion of TCS students
- Coordination of testing accommodations w/school administration
- Coordination of special services (OT, Speech, etc.)
- Homebound services, when needed
- Supervision of IEPs

## **Duties**

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#### **Enrichment Coordinator (Elders)**

**Description:** The Enrichment Coordinator will have oversight of daily school extracurricular activities, provide for enhanced student-learning opportunities for students of the Catamount School, report to the school's principal, and work collaboratively with Jackson County school personnel and Western Carolina University personnel on behalf of the Catamount School.

- Daily Enrichment – Develop calendar and manage logistics of enrichment curriculum and opportunities, including outreach and communication with all visitors, guests, experts, etc.
- Outreach – Serve as the point of contact for all community-based projects and service learning opportunities.
- Field Trip Coordination – Manage field trips to WCU campus, community, and beyond; coordinate bus reservations, outreach, logistics, and collaborate with academic teachers on learning outcomes.
- Curriculum Integration – Collaborate with academic teachers to integrate enrichment curriculum and special learning opportunities with core academic classes.
- Liaison for Visitors (e.g., special visitors who come to campus) – Coordinator and (sometimes) lead visits to campus from various groups.
- Publications - Collaborate with principal on weekly newsletter; lead TCS posts on social media outlets.
- Student Supervision – Serve on duty rotation with all TCS staff, including drop off, pick up, lunch, etc.
- Orientation & Summer Events – Serve as point of contact for planning of these events.
- Recruitment – Serve on recruitment team for planning of recruitment events and sharing of information to potential students.
- Other duties as assigned

#### **Research and Program Evaluation (Strahan)**

**Membership:** Botner Distinguished Professor; Faculty Member in Middle Grades Education (ad-hoc committees, as needed)

**Description:** Implementation of local evaluation plan, oversight of data collection, and reporting.

- Serve as liaison between WCU faculty and TCS faculty for research and assessment.
- Reporting data to TCS Faculty and Staff, TCS Advisory Board, TCS Leadership Team, Community of Care, and the School Improvement Team across the year. Discuss and create action steps as needed.
- Assist with data collection for progress monitoring.
- Coordinate data collection for the local evaluation of TCS and for WCU faculty research.
- Assist in setting up database of needs and activities.

#### **Instructional Support (Pinter)**

**Membership:** Faculty Member in Middle Grades Education

**Description:** Liaison between WCU faculty and TCS faculty for curriculum, instruction, and assessment. Contact person for WCU faculty who wish to be involved with TCS and vice-versa.

## **Duties**

### **The Catamount School**

- identify needs from TCS teachers.
- explore WCU resources that might help address curriculum, instruction, and assessment needs.
- meet with TCS teachers at least twice a month to find out how best to support their work in identifying resources.
- assist in planning for content interventions and content enrichment.
- serve as a member of the School Improvement Team to enhance communication regarding WCU internships, course requirements, research, and evaluation.
- serve as a member of the Community of Care Committee to enhance communication regarding academic interventions, research, and evaluation.

### **Health Needs (Wittekind)**

- Training Coordination- CPR, First Aid, Diabetes, etc
- Individual Health Plans
- Health Screenings and referrals
- Filing November 1 Health reports
- Verifying Immunizations
- Care for injured/ill students when present
- Communication with teachers and staff