



File #111

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Master Teacher Committee Liaison	Building: District
Immediate Supervisor: Director of HR	Duration of position: School year
Salary Category: E	Expected # of participants:
Date of Last Program Review: November 2014	

Statement of purpose:

- The mission of the Master Teacher Committee Liaison is to assist the Master Teacher Committee in its mission to support, sustain, and retain CH-UH Ohio Master Teachers through the districts Master Teacher program. The Master Teacher Liaison is the direct link between the board and the Master Teacher Committee. The Liaison Committee’s activities will be closely aligned with the CH-UH district priorities.

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}*.

- Mentoring the Master Committee Chair
- Facilitate channels of communication
- Support the Master Teacher Committee’s administrative duties.

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Assist the Master Teacher Committee as they navigate potential pathways available to implement their work- plans.
- Serve as a mentor to the committee chairs and individual members of the Master Teacher Committee.
- In providing the “big picture”, the liaison will help foster networking, leadership skills, and opportunities for success.
- Take interest in the committee assignments and open as many channels of communication as possible.
- Provide understanding of the district/MTC goals and limitations
- Explain the organizational structure of the Master Teacher Committee and Master Teacher

program.

- Foster networking opportunities and leadership skills
- Attend committee meetings when possible
- Contact committee chairs through email, phone calls, and other means
- Read the committee meeting minutes and provide comment
- Meet with committee chairs at seminars, workshops and conferences
- Report committee activities to the Board
- Provide feedback to the committees
- Assist the committee chair by reviewing the work-plan
- Assist the committee chair by reviewing the budget (if applicable).
- Assist the committee chair with developing a succession plan

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- 3-5 hours per month

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.