



**File #114**

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

<b>Job Title:</b> MSAN	<b>Building:</b> CHHS
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School year
<b>Salary Category:</b> F	<b>Expected # of participants:</b>
<b>Date of Last Program Review:</b> October 2014	

**Statement of purpose:**

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

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

- The Minority Student Achievement Network (MSAN) is a national coalition of school districts that have come together to study achievement gaps that exist in their districts between students of color and their white peers. Since 1999 MSAN has worked to discover strategies to change school practices that keep these achievement gaps in place. MSAN's student group focuses on providing services to the CHHS population that includes peer tutoring and programming to enrich minority students' level of achievement in more rigorous coursework. We also participate in enrichment activities including field trips to college campuses, museums, and other cultural experiences.

**Minimum knowledge, skills, certifications, physical requirements:** {Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation }

- A person in charge of this group should have the knowledge of the aforementioned research and the strategies that contribute to the achievement gap. The person should also possess knowledge of the socio-economic and cultural issues that affect students of color.

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

- We currently have approximately 30-40 students who regularly attend our meetings. MSAN has weekly meetings, and at times sponsor weekly events for our broader student population, such as tutoring and guest speakers.

**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. }

- MSAN has weekly meetings (and depending on programming, we could meet more often.)  
Students tutor daily during lunch periods and EOS.

**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.*