



**File #159**

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

<b>Job Title:</b> Master Teacher Committee Facilitator and Committee Member	<b>Building:</b> District
<b>Immediate Supervisor:</b> Superintendent/HR Director	<b>Duration of position:</b> 3 year cycle when and if possible
<b>Salary Category:</b> G	<b>Expected # of participants:</b>
<b>Date of Last Program Review:</b> November 2014	

**Statement of purpose:**

- **The Master Teacher Committee exists to support Master Teacher candidates in their pursuit of the designation. The Committee members plan informational meetings, and generally serve as assessors of portfolios. The Master Teacher facilitator is in charge of securing SDC for five support sessions ( Dec-April) . The facilitator creates, disseminates and collects/tracks Letters of Intent. Further, the facilitator provides support to candidates as he or she copies all necessary and relevant material, helps with the judging of evidence, reads narratives and offers descriptive feedback per rubric as well as be available to provide answers to questions and give some examples when necessary and appropriate.**

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

- Earn the designation of Master Teacher, earn 2 credits and have a professional portfolio that demonstrates exemplary teaching.
- Ability to use the Master Teacher designation to pursue the Lead Teacher Endorsement.

**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}*

- Master Teacher designation
- Valid Teaching License
- 7 years of teaching experience
- Lead Endorsement preferred

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

- Plan informational meetings
- Secure SDC or other facility for meetings
- Plan and facilitate 5 support sessions ( minimum)

- Update the website with information
- Assess all portfolios using Master Teacher rubrics
- Provide feedback
- Provide scoring guides to participants
- Ascertain certificates for those who pass
- Update Power Point or Key Note presentations for meetings
- Provide copies of materials and examples of evidence when necessary
- Answer questions and give guidance/support as needed
- Write, distribute and collect letters of intent
- Provide letters to those who pass and do not pass using the Master Teacher evaluation sheets
- Give all above information to HR for credit purposes
- Attend scoring refreshers as needed
- Recruit new members for the committee as needed
- Recognize new members or designees at Convocation

**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.}*

- Facilitator: 5 support sessions; 1.5-2 hrs per session
- 1 mtg at the beginning of the year to plan; 1-1.5 hours
- 1 mtg. to plan and update the materials; 1-1.5 hrs
- 1 mtg. to review letters of intent; 1 hr.
- 1 mtg for prospective candidates/information session; 1-1.5 hrs.
- Scoring mtgs ( at least 1 but could be two depending on # of portfolios) 1- 2 days
- 8am-3pm or 1 and ½ days
- 1 meeting at the end of the year to review procedures; 1 hr.

**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.*