



**File #174**

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

<b>Job Title:</b> Power of the Pen	<b>Building:</b> Middle School
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School year
<b>Salary Category:</b> I	<b>Expected # of participants:</b> Approx. 12
<b>Date of Last Program Review:</b> November 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}.*

- Students will enhance their creative writing abilities by practicing weekly and participating in writing tournaments throughout Ohio.
- Students will learn how to cooperate as a team.

**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}*

- Advisor(s) must have a strong English/Language Arts background to edit student work and provide constructive criticism to team members.
- Advisor(s) must be trained to score student writing holistically.
- Advisor(s) must be able to subjectively score and judge student writing at district, regional and state tournaments.

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

- Advisor(s) must be available to work on several Saturdays throughout the school year.
- Advisor(s) will organize a 7<sup>th</sup> and 8<sup>th</sup> grade team based on students' individual writing abilities (typically determined by try-outs in September).
- Recruit students to be members of the club
- Register students for the competition and send funds and forms to the state office
- Hold meetings once or twice a week to prepare students for competitions, including teaching elements of plot and having students practice writing
- Give feedback to students about their writing
- Judge student writing at the district, regional, and state competitions (if applicable)

**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.}*

- Contact time: 1 hour per week (practices), as well as 8 hour tournaments – totaling approximately 40 hours per year.
- Preparation time (paperwork, editing, etc.) – approximately 10-15 hours per year.

**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.*