

July 27, 2009

## JOB DESCRIPTION

TITLE: Vesper Community Academy Project Based Learning Implementation Specialist

- QUALIFICATIONS:
1. Associate or college degree related to the field of education.
  2. Knowledge of or willingness/openness to learn more about project based learning, Responsive Classroom, and the Big 6 Research Process.
  3. A desire to work with teaching staff in a coaching role to support the building of project based instructional learning opportunities for students.
  4. Strong computer skills in the area of multimedia preferred.
  5. Ability to communicate effectively with all students, staff, and members of the community.
  6. Ability to aide in the training of staff on how to effectively integrate technology into project curriculums.
  7. Knowledge of Apple and Windows computers and related equipment and operating systems.
  8. Organizational skills in scheduling and carrying out assignments, managing records, and managing documentation.
  9. Familiarity with Vesper and Wisconsin Rapids area community resources.
  10. Strong communication and interpersonal skills
  11. Such alternatives to the above qualifications as the VCA Council may find appropriate and acceptable.

REPORTS TO: Vesper Community Academy Principal

WORKS WITH: VCA Principal, Staff, and Community At Large

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**JOB GOAL:** Under the direction of the Principal and his/her designees, assists in the development of individual (student), classroom, and school projects.

**RESPONSIBILITIES:**

1. Works to empower individual, small group, classroom, and school projects with an emphasis on utilizing the BIG 6 Research process.
2. Works with staff on designing tutorials for professional growth- Smart boards, BIG 6, ILife, etc.
3. Works with teachers to integrate technology into projects - podcasts, videos, Kidspiration, etc.
4. Works with student groups to create morning IMovies to broadcast throughout the school.
5. Facilitate Community Curriculum each Wednesday afternoon during the school year.
6. Planning and organizing community outreach with teachers
7. Lead project manager for “all school” projects (garden, composting, etc.)
8. Performs other such duties as related to the position and directed by the VCA Principal.

**TERMS OF EMPLOYMENT:** This position will be compensated at a salary of \$24,000 with an expectation that a minimum of 1065 hours be worked over a nine month contract.

**EVALUATION:** Performance of this job will be in accordance with the provisions of the Board’s policy on evaluation of support services personnel. A six month probationary period will be implemented with an evaluation to take place prior to the end of the six months.

Drafted 07/27/09