

## **Freshman Team Leaders:**

- Be a leader within the school by assisting with the planning and implementation of 9<sup>th</sup> Grade Initiative activities. The purpose of the 9<sup>th</sup> Grade Initiative activities is to assist students in creating relationships with others in the building. (The 9th Grade Initiative concepts are premised on International Center for Leadership data that states 9<sup>th</sup> grade students commonly experience excessive struggle when they enter high school if they are not supported with “safety nets.”)
- Lead in the planning for success and monitoring of all 9<sup>th</sup> grade students, including academic, behavioral and social growth of students
- Meet weekly as a team leader to monitor grades for all grade 9 students
- Direct and oversee the work of all three 9<sup>th</sup> Grade Initiative teams, one for each unit
- Meet weekly as leaders to plan the message to push out to each of the three teams, such as community service events, including supervision, phone contacts, costs, parent contacts, all logistics of such events
- Plan awards and social events, such as fall tailgate party, spring chili cook off and basketball game, plus other social events
- Teachers provide supervision, work to carry out the events
- Design academic interventions, using a case management approach, catching students even in decline before failure, a high level RTI approach
- Create intervention plans, such as a team meeting with individual students,
- Raise funds to support social events
- Make phone contacts and documentation in IC to parents for academic and other relevant information
- Make phone contacts to businesses to coordinate service events
- Monitor on team success such as decreases in failure rates and discipline rates

**School Writing Team Leader:**

- Oversee the collection of the required writing pieces necessary for all student communication folders (100% of students K-12 must have a communication folder for writing.)
- Provide the professional development in writing for all teachers in their building, especially at the secondary level where there is large number of different content areas
- Talk to all department teachers regarding the requirements for the pieces, logistics of submission of the pieces
- Oversee the writing program review process in the school, including writing the rationales, providing evidence and scanning (for electronic storage) of the artifacts, and ratings in ASSIST
- Present to the district internal audit team annually, the school's writing program review information
- If needed present to the state external audit team the school's writing program review
- Assume responsibility of the transition and distribution of the materials to the next grade level
- (Writing program review is part of the 23% of the school's accountability index through the Next Generation Learning formula.)

**School Technology Coordinator (STC):**

- Encourage, facilitate and conduct technology-related professional development for school staff and give a monthly report to the Director of Instructional Technology
- Support school staff in integrating technology into the curriculum
- Attend monthly school technology coordinator meetings and disseminate information to the schools
- Serve as a liaison between the school and the Director of Instructional Technology
- Oversee the school web page
- Lead the Student Technology Leadership Programs (STLP)

- Oversee the Digital Drivers License (DDL) process for staff and students
- Monitor the enforcement of the Acceptable Use Policy (AUP)
- Visit classes by request to demonstrate virtual learning tools
- Maintain a current awareness of emerging technology
- Chair the school's technology committee
- Coordinate the school's technology plan

#### **Gifted Coordinator:**

- Assist the Assistant Superintendent for Teaching and Learning in all responsibilities of oversight of gifted instruction, including curriculum, instructional pedagogy, and assessment
- Coordinates all inter-school programs and activities for gifted students
- Assist in the professional development activities for teachers and principals as related to gifted students
- Assist and lead the identification and assessment of gifted students
- Serve as a liaison between the community and the schools as related to gifted education
- Be responsible for organizing district gifted events, such as Farm Follies, Art Expo, Leadership Day, etc.
- Complete all evaluations and reports as required by HCS and KDE
- Serve as a liaison between the school, district and parents of gifted students including a focus on parental involvement and education
- Oversee, implement and monitor the Gifted Student Service Plan process (GSSP) for all students

#### **KY Oral History Coordinator:**

- There is no one currently doing this work.
- In the past, this stipend was paid to an individual who served as a liaison to the Kentucky Oral History Commission and represented

Henderson County Schools. This work included participation in the creation of Kentucky oral history projects for the purpose of transcribing, indexing and preservation of videos of historically valuable interviews on research topics which are of significance to Kentucky. In the past, much of this work was done in the summer weeks. A repository exists at North Middle School.