

North College Hill City Schools
District Academic Supplemental
Positions Job Descriptions

Reports To: Superintendent Designee and/or Building Administrator

Title I Building Coordinator

Position Overview:

The Title I Building Coordinator ensures the district remains in full compliance with federal Title I requirements by collecting, organizing, and maintaining all necessary building documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains all Title I-A building documents in a shared folder/drive.
- Creates (where applicable), collects, shares on the district website, and stores in a shared folder/drive the following documentation.
 - NCH Title I Family Handbook
 - School-Parent Compact (developed, signed/distributed)
 - NCH Title I Academic Intervention Handbook
 - Parent Meeting Agendas, Flyers, Sign-in Sheets
 - Translations/Accessibility Supports for Families
 - NCH Title I Family Engagement Survey
- Performs other duties as assigned by supervisor.

Lead Teacher

Position Overview:

Teacher leaders will provide organizational leadership within their grade level/content to ensure the team meets ambitious student achievement goals. They will work collaboratively with administrative and instructional staff to structure a continuous process for collecting and analyzing data and making data-based instructional decisions using the 5-step Ohio Improvement Process or a designated system of improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and facilitate the grade level/content team's meetings.
 - Create agenda and share with the team a minimum of 2 days prior to the meeting.
 - Assign a note taker and ensure the notes are shared on the Communication Hub.
- Lead the team's tracking and analysis of student-related data and work with teachers on the team to plan for the differentiation of instruction based on the student data.
- Collaborate with administrative and instructional staff to ensure effective utilization of high-quality assessments.
- Interpret and share, state, district, and classroom assessment results and models how to use the data for continuous improvement.
- Lead the team's efforts/conversation to identify and implement solutions to challenges.
- Plan and collaborate with the team quarterly to update their Scope and Sequences & Unit Plans.
- Model effective instructional practices for the team.
- Serve as a communication conduit between the team and school leaders/administration, BLT and DLT.
- Performs other duties as assigned by supervisor.

Transition Lead Specialist

Position Overview:

The Transition Lead Specialist supports students with disabilities ages 14 and up in preparing for and connecting with post-secondary opportunities, including employment, education, and independent living.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborating with students, families, educators, and community agencies to develop and implement individualized transition plans. Key responsibilities include facilitating career exploration, coordinating job training or work-based learning experiences, and providing guidance on accessing adult services and supports..

Special Education Lead Teacher

Position Overview:

Coordinates the Special Education program of the designated building (ES, MS, HS, TWLC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consults with staff, parents, administration, and outside agencies regarding students with disabilities and programs offered.
- Communicates information to appropriate personnel regarding State and Federal laws, policies and procedures as they pertain to the Individuals with Disabilities Act (IDEA) and ensures compliance with local, state, and federal guidelines.
- Reviews records for transfer students with disabilities to assist in the determination of a case manager and appropriate placement.
- Communicates new enrollment case manager assignments to building staff.
- Assists in the selection and recommendation for hiring of special education personnel.
- Assists in the adaptation of school policies and procedures to improve special education programming that align with student needs.
- Plans and delivers staff in-service training activities surrounding special education issues, training, or concerns.
- Ensures accommodations are appropriate and in place according to the IEP for testing.
- Reviews all building-wide individual education plans in alignment with the ODE/OEC audit for 100% compliance utilizing a lead IS checklist.
- Facilitates request for evaluation meetings
- Provides coaching and support to building-wide intervention specialists and related service personnel as it pertains to IEP writing, co-teaching strategies, advocating for student needs, etc.
- Participates on the Internal Monitoring Team (1 meeting per typical school month) to conduct walkthrough SDI verifications and record reviews (IEP and ETR)
- Performs other duties as assigned by supervisor.

Gifted Administrative Assistant

Position Overview:

Staff member will be to oversee the gifted professional development program for staff looking to be qualified as gifted service providers under the supervision of the gifted coordinator. This teacher will provide coaching, professional development in collaboration with the Gifted Coordinator, and track professional learning for staff required annual hours. The Gifted Administrative Assistant should be a candidate who has participated in gifted professional learning and also serves as a gifted service provider. This staff member will be overseen by and directly reporting to the gifted coordinator in order to fulfill administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Tasks for this staff member will include:

- Getting staff set up to completed annual service hours through written commitment (Intent to Service Plans)
- Support new staff in understanding the process of becoming a Gifted Service Provider (may be via email or in person communication)
- Keeping track of teacher's annual hours for gifted professional learning
- Track the year in which the teacher is on in their journey as a service provider as it relates to required annual hours
- Engage in coaching in collaboration with the Gifted Coordinator with gifted service providers to meet required hours and guide teachers on avenues to take to earn required hours
- Communicate with building administration and the Gifted Coordinator regarding teacher progress and certification
- Send certificates to staff annually upon completion of hours

North College Hill City Schools
Elementary School Academic Supplemental
Positions Job Descriptions

Reports To: Building Administrator

Student Council Sponsor

Position Overview:

The Student Council Sponsor supports and guides student leaders in planning and organizing school-wide activities, promoting school spirit, and representing the voice of the student body. This role includes mentoring students, overseeing elections, coordinating events, and helping students develop leadership and collaboration skills.

Key Responsibilities:

- **Guide Student Leaders:**
Support student council officers and representatives in organizing and leading meetings, setting goals, and planning activities.
- **Oversee Elections:**
Coordinate the nomination, campaign, and election process for student council positions in a fair and inclusive way.
- **Plan School Events:**
Help organize events such as spirit weeks, dances, fundraisers, assemblies, and community service projects.
- **Facilitate Meetings:**
Schedule and lead regular student council meetings, ensuring students stay organized, follow agendas, and communicate effectively.
- **Promote School Spirit:**
Encourage positive school culture by helping students create activities that involve and engage the whole student body.
- **Manage Budget:**
Assist with managing and tracking student council funds, purchases, and fundraising efforts (if applicable).
- **Support Leadership Growth:**
Provide guidance on communication, responsibility, teamwork, and problem-solving.

Preferred Skills:

- Strong organizational and communication skills

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- Experience working with student leadership or extracurricular groups
- Creativity and enthusiasm for school spirit and student engagement
- Ability to mentor and empower middle school students
- Flexibility and willingness to support activities outside of school hours (when needed)

Time Commitment:

- Monthly or bi-weekly student council meetings
- Additional time for planning, supervising events, and supporting student-led initiatives
- Occasional after-school or evening events (e.g., dances, fundraisers)

North College Hill City Schools
Middle School Academic Supplemental
Positions Job Descriptions

Reports To: Building Administrator

Grade Level Team Leader

Position Overview:

The Grade Level Team Leader serves as a key support for their grade-level teaching team and acts as a liaison between the team, school administration, and district-level committees. This position helps ensure that communication, planning, and collaboration are effective and aligned with school and district goals.

Key Responsibilities:

- **Facilitate Grade-Level Meetings:**
Organize and lead regular team meetings to discuss instructional strategies, student needs, upcoming events, and team goals.
- **Communicate with Administration:**
Share team updates, needs, and concerns with school administration and bring back important information from admin meetings.
- **Participate in Building & District-Level Teams:**
Represent the grade level on schoolwide and district committees, offering input on initiatives, curriculum, and policies.
- **Support Collaboration:**
Encourage teamwork among grade-level teachers by promoting best practices, shared resources, and consistent procedures.
- **Coordinate Grade-Level Activities:**
Help plan and organize grade-level events, assessments, and interdisciplinary projects.
- **Mentor and Support Colleagues:**
Offer guidance and assistance to new or developing team members.

Yearbook Advisor

Position Overview:

The Yearbook Advisor guides a student team in planning, designing, and producing the school's annual yearbook. This role includes teaching basic journalism, photography, layout design, and editing skills while managing deadlines and coordinating with staff, students, and outside vendors.

Key Responsibilities:

- **Lead the Yearbook Club:**
Organize and oversee student staff as they work on all parts of the yearbook—from brainstorming to final edits.
- **Teach Yearbook Skills:**
Instruct students in photography, writing captions and articles, designing layouts, and using online yearbook software.
- **Coordinate with School Community:**
Work with teachers, students, coaches, and administration to gather photos, stories, and important school events.
- **Manage Deadlines:**
Create and stick to a production timeline to ensure pages are submitted on time to the publishing company.
- **Oversee Photography:**
Ensure events, activities, and student life are photographed and documented throughout the year.
- **Handle Yearbook Sales and Promotion:**
Help promote the yearbook to students and families and assist with tracking orders and payments.
- **Communicate with Vendors:**
Liaise with the yearbook publishing company to meet printing requirements and resolve any technical issues.
- Additional time during submission deadlines and final editing

Honor Society Advisor

Position Overview:

The Honor Society Advisor oversees the school's chapter of the National Junior Honor Society (NJHS), guiding students in upholding the values of scholarship, leadership, service, character, and citizenship. The advisor coordinates chapter meetings, organizes service projects, and supports students in developing leadership and community involvement.

Key Responsibilities:

- **Lead NJHS Chapter Activities:**
Organize and supervise meetings, events, and service projects throughout the school year.
- **Support Student Leadership:**
Mentor student officers and members as they plan and lead activities that reflect NJHS values.
- **Manage Membership Selection:**
Coordinate the selection and induction process, including reviewing applications, verifying academic eligibility, and organizing the induction ceremony.
- **Encourage Community Service:**
Help students plan and complete individual and group service projects within the school and community.
- **Maintain Records:**
Keep accurate records of student participation, service hours, and meeting attendance.
- **Promote NJHS Values:**
Serve as a role model and guide for students in upholding the pillars of NJHS—Scholarship, Leadership, Service, Character, and Citizenship.
- **Communicate with Stakeholders:**
Work with school staff, parents, and administrators to ensure NJHS runs smoothly and aligns with school goals.

- Occasional evening or weekend events for service projects or ceremonies

Student Council Sponsor

Position Overview:

The Student Council Sponsor supports and guides student leaders in planning and organizing school-wide activities, promoting school spirit, and representing the voice of the student body. This role includes mentoring students, overseeing elections, coordinating events, and helping students develop leadership and collaboration skills.

Key Responsibilities:

- **Guide Student Leaders:**
Support student council officers and representatives in organizing and leading meetings, setting goals, and planning activities.
- **Oversee Elections:**
Coordinate the nomination, campaign, and election process for student council positions in a fair and inclusive way.
- **Plan School Events:**
Help organize events such as spirit weeks, dances, fundraisers, assemblies, and community service projects.
- **Facilitate Meetings:**
Schedule and lead regular student council meetings, ensuring students stay organized, follow agendas, and communicate effectively.
- **Promote School Spirit:**
Encourage positive school culture by helping students create activities that involve and engage the whole student body.
- **Manage Budget:**
Assist with managing and tracking student council funds, purchases, and fundraising efforts (if applicable).
- **Support Leadership Growth:**
Provide guidance on communication, responsibility, teamwork, and problem-solving.

Job Title: Middle School Content Team Lead

Position Overview:

The Middle School Content Team Lead serves as a teacher leader responsible for supporting curriculum implementation, instructional planning, and collaborative teacher practice within a specific content area (e.g., Math, ELA, Science, Social Studies). The Team Lead facilitates regular department meetings, promotes best practices, and serves as a liaison between the school, district leadership, and teaching staff to ensure aligned and effective instruction.

Key Responsibilities:

- **Facilitate Department Collaboration:**
 - Plan and lead regular content team meetings focused on instructional planning, student data analysis, and professional learning.
- **Instructional Leadership:**
 - Support implementation of curriculum, instructional strategies, and assessment practices aligned to district and state standards.
- **School and District Engagement:**
 - Represent the content team on school-level leadership teams, including School Improvement and Professional Development Committees.
- **Professional Development:**
 - Mentor new teachers within the content area, offering guidance on curriculum, instruction, and classroom management.
- **Data-Driven Instruction:**
 - Lead data discussions within the department to identify trends, gaps, and areas for instructional focus.

North College Hill City Schools
High School Academic Supplemental
Positions Job Descriptions

Reports To: Building Administrator

11th Grade Class Sponsor

Position Overview:

The 11th Grade Class Sponsor serves as a mentor and leader for the junior class, guiding students through an important academic and transitional year. Responsibilities include organizing class activities, overseeing fundraising efforts (often in preparation for senior year events such as prom), coordinating with school administration, and supporting student leadership. The sponsor fosters a positive and inclusive environment while encouraging student engagement, responsibility, and teamwork.

Key Responsibilities:

- **Guide Class Leadership:** Advise student leaders on planning meetings, events, and decision-making processes.
- **Coordinate Fundraising:** Organize and oversee fundraising activities to support class events, such as prom and senior year expenses.
- **Plan Class Events:** Help coordinate junior-specific events (e.g., prom, class trips, spirit weeks, or service projects).
- **Act as Liaison:** Communicate between students, parents, school administration, and faculty to ensure smooth execution of class activities.
- **Promote Student Engagement:** Encourage participation and school spirit by involving as many students as possible in class activities.
- **Ensure Compliance:** Make sure all class activities adhere to school policies, budgets, and deadlines.
- **Support Academic and Social Growth:** Foster a positive environment that supports student growth, teamwork, and responsibility.

Director of Dramatics

Position Overview:

The High School Drama Director is responsible for overseeing the school's theater program, guiding students in theatrical performance and production, and fostering a love for the performing arts. This position includes directing school plays and musicals (1 of each per year), coordinating rehearsals, managing production elements, and working collaboratively with staff, students, and the community.

Key Responsibilities

- Plan and direct at least two major theatrical productions per school year (e.g., fall play, spring musical).
- Conduct auditions, cast roles, and schedule rehearsals in coordination with school calendars.
- Teach acting techniques, stage movement, and performance etiquette to students of varying experience levels.
- Collaborate with staff, students, and volunteers on set design, costumes, lighting, sound, and publicity.
- Oversee production budgets, fundraising efforts, and ticket sales as needed.
- Maintain a safe, inclusive, and respectful environment that supports student creativity and teamwork.
- Encourage student leadership by mentoring stage managers, crew leads, and other production roles.
- Communicate regularly with school administration and parents regarding schedules, expectations, and performance dates.

E-Sports Coordinator

Position Overview:

The High School Esports Coordinator is responsible for developing, managing, and promoting the school's competitive esports program. This role includes organizing teams, overseeing practices and competitions, mentoring students, and ensuring a positive, inclusive environment that aligns with the school's academic and behavioral standards.

Key Responsibilities

- **Program Development:** Establish and grow the school's esports program, including game selection, team creation, and practice scheduling.
- **Team Management:** Recruit, coach, and supervise student participants, ensuring eligibility, good sportsmanship, and teamwork.
- **Competition Oversight:** Register teams for leagues and tournaments, manage match schedules, and coordinate travel or online competition logistics.
- **Academic Monitoring:** Support student-athletes' academic performance by promoting a balance between gaming, academics, and school responsibilities.
- **Technical Coordination:** Work with IT staff to maintain and update gaming equipment, software, and network requirements.
- **Promotion and Outreach:** Promote the program through school announcements, social media, and community events to encourage participation and build support.
- **Safe and Inclusive Environment:** Foster a respectful, inclusive culture that discourages toxicity and promotes healthy competition and digital citizenship.
- **Policy Compliance:** Ensure all program activities comply with school policies, district guidelines, and league rules.

Instrumental Music Director: Head

Position Overview:

The High School Music Director is responsible for leading and managing the school's music program, including, but not limited to, choir, orchestra, and/or other performance ensembles. This role involves teaching music classes, directing performances, developing students' musical abilities, and fostering a culture of excellence, discipline, and creativity in the performing arts.

Key Responsibilities

- **Instruction:** Teach music theory, instrumental and/or vocal techniques, and performance skills in classroom and ensemble settings.
- **Ensemble Direction:** Direct school ensembles such as concert band, jazz band, choir, orchestra, marching band, or other groups as assigned.
- **Development:** Plan and implement a comprehensive music curriculum that aligns with state and district standards.
- **Event Coordination:** Organize and conduct concerts, performances, festivals, and competitions throughout the school year.
- **Student Development:** Encourage individual musical growth and provide leadership and mentorship to students of all skill levels.
- **Administrative Duties:** Manage music program logistics including scheduling, budgeting, inventory, and equipment maintenance.
- **Collaboration:** Work closely with administration, faculty, parents, and the broader school community to promote music education and events.
- **Recruitment and Retention:** Promote participation in the music program through outreach and student engagement.
- **Professionalism:** Stay current with music education practices and maintain a positive, inclusive classroom environment.

Instrumental Music Director: Assistant

Position Overview:

The High School Assistant Music Director supports the Music Director in planning, organizing, and executing all aspects of the school's music program. This includes assisting with instruction, rehearsals, performances, and student supervision across various ensembles such as choir, orchestra, or other musical areas. The Assistant Music Director plays a vital role in fostering student growth, musical excellence, and program success.

Key Responsibilities

- **Instructional Support:** Assist in teaching music theory, instrumental or vocal techniques, and rehearsal routines for assigned ensembles or classes.
- **Rehearsal Assistance:** Support the direction of ensembles by leading sectional rehearsals, helping maintain discipline and focus during practices, and providing individual or small group instruction.
- **Performance Preparation:** Aid in organizing and conducting concerts, competitions, parades, or special events, including setup, logistics, and student supervision.
- **Administrative Tasks:** Help maintain music libraries, instruments, uniforms, and equipment; assist with inventory and program organization.
- **Student Mentorship:** Serve as a positive role model, encouraging musical and personal growth among students.
- **Event Supervision:** Provide support and supervision during after-school rehearsals, performances, and trips, as required.
- **Collaboration:** Work closely with the Music Director, school administration, and other staff to ensure smooth operations and consistent program quality.

High School National Honor Society Advisor:

Position Overview:

The National Honor Society (NHS) Advisor is responsible for overseeing the school's NHS chapter in alignment with national guidelines and school policies. The advisor mentors student members, promotes scholarship, leadership, service, and character, and organizes chapter activities, meetings, and service projects.

Key Responsibilities

- **Chapter Oversight:** Administer all aspects of the NHS chapter, including maintaining compliance with the National Honor Society Constitution and school/district policies.
- **Member Selection:** Coordinate the application and selection process, including reviewing student eligibility based on GPA and character requirements, and organizing faculty input and selection committee meetings.
- **Meetings & Communication:** Schedule and lead regular NHS meetings; communicate clearly with members, parents, and school staff about events, deadlines, and responsibilities.
- **Service Projects:** Plan and supervise individual and group service projects that promote community involvement and uphold NHS values.
- **Leadership Development:** Encourage and support student officers in planning chapter initiatives and leading the organization effectively.
- **Event Coordination:** Organize the NHS induction ceremony and other events that recognize student achievement and promote the chapter's mission.
- **Record Keeping:** Maintain accurate records of membership, service hours, meetings, and chapter activities.
- **Academic Integrity & Character:** Model and promote the core values of NHS—scholarship, leadership, service, and character—within the school community.

PAC Coordinator:

Position Overview:

The PAC coordinator is responsible for the management, scheduling, and technical operation of the school's auditorium and related performance spaces. This role supports school events, performances, assemblies, and community use of the facility, ensuring all activities are conducted safely, efficiently, and with high technical quality.

Key Responsibilities

- **Facility Management:** Oversee the day-to-day operations of the auditorium, including lighting, sound, stage equipment, seating, and safety systems.
- **Scheduling & Coordination:** Manage the auditorium schedule, coordinating with school administration, staff, student groups, and outside organizations to prevent conflicts and ensure smooth transitions between events.
- **Technical Support:** Provide or oversee technical support for events, including setup and operation of lighting, audio, video projection, microphones, and stage rigging.
- **Event Supervision:** Be present for rehearsals, performances, and assemblies as needed to ensure safe and effective facility use.
- **Maintenance & Inventory:** Maintain and repair technical equipment; keep inventory of audio-visual gear, tools, and supplies.
- **Student Engagement:** Train and supervise student tech crews for school productions, events, or technical theater classes.
- **Collaboration:** Work closely with drama directors, band directors, music directors, faculty, and community partners to support high-quality productions and presentations.
- **Safety & Compliance:** Ensure all events and equipment use meet school, district, and fire/safety regulations.

PAC Technical Director:

Position Overview:

The PAC Technical Director is responsible for overseeing all technical aspects of the high school PAC, including lighting, sound, rigging, stage setup, and equipment maintenance. This position supports school productions, assemblies, concerts, and community events by ensuring safe, efficient, and high-quality technical operations.

Key Responsibilities

- **Technical Operations:** Operate and maintain lighting, sound, projection, and rigging systems. Provide technical support for school productions, concerts, assemblies, and external events.
- **Production Support:** Collaborate with directors, faculty, and event organizers to plan and execute technical elements of performances and presentations. Assist in design, setup, and strike for events including scenery, audio, lighting, and special effects.
- **Student Supervision & Training:** Train and supervise student crews on safe and proper use of technical equipment. Serve as a mentor to students interested in technical theater or AV careers.
- **Equipment Maintenance:** Maintain inventory of all technical equipment and stage supplies. Coordinate repairs, upgrades, and purchases in consultation with administration.
- **Scheduling & Coordination:** Coordinate with school administration and event sponsors to schedule and support all events in the auditorium. Ensure smooth transitions between events and minimize technical conflicts.
- **Safety Compliance:** Enforce safety protocols for stage equipment, electrical systems, and fly systems. Ensure compliance with school, district, and fire code regulations.

High School Student Council Sponsor

Position Overview:

The student council advisor supports and mentors the student council leadership team, helping them plan and execute activities that promote school spirit, leadership development, and community involvement. The student council advisor plans, implements, and oversees Homecoming, school dances, spirit weeks, pep rallies, and Trojan Wars. The advisor acts as a liaison between students, faculty, and administration to ensure the student council's success and alignment with school policies.

Key Responsibilities

- **Leadership Support:** Guide and advise student council officers in planning meetings, events, and projects.
- **Meeting Facilitation:** Organize and attend student council meetings; assist in setting agendas and maintaining focus.
- **Event Coordination:** Help plan, promote, and supervise school-wide activities such as dances, fundraisers, spirit weeks, and community service initiatives.
- **Communication:** Serve as a bridge between student council, school administration, faculty, and the student body.
- **Student Development:** Encourage leadership skills, teamwork, responsibility, and school engagement among council members.
- **Policy Compliance:** Ensure all student council activities comply with school rules and district guidelines.
- **Budget Oversight:** Assist in managing student council funds and fundraising efforts.
- **Conflict Resolution:** Mediate disputes or challenges within the council or during events as needed.

High School Teacher Leader (Content)

Position Overview:

Teacher leaders will be active members on district level teams (DLT) and building teams (BLT). Teacher leaders will provide organizational leadership within their content teams to ensure the team meets ambitious student achievement goals. They will work collaboratively with administrative and instructional staff to structure a continuous process for collecting and analyzing data and making data-based instructional decisions using the 5-step Ohio Improvement Process or a designated system of improvement.

Key Responsibilities:

- Plan and facilitate the content team's meetings.
- Create an agenda (reflecting tasks and items from DLT and BLT) and share with the team a minimum of 2 days prior to the meeting.
 - Assign a note taker and ensure the notes are shared on the Communication Hub.
- Lead the team's tracking and analysis of student-related data and work with teachers on the team to plan for the differentiation of instruction based on the student data.
- Collaborate with administrative and instructional staff to ensure effective utilization of high-quality assessments.
- Interpret and share, state, district, and classroom assessment results and models how to use the data for continuous improvement.
- Lead the team's efforts/conversation to identify and implement solutions to challenges.
- Plan and collaborate with the team quarterly to update their Scope and Sequences & Unit Plans.
- Model effective instructional practices for the team.
- Serve as a communication conduit between the team and school leaders and vice versa.
- Perform other duties as assigned by the supervisor.

Vocal Music Director

Position Overview:

The high school vocal music director is responsible for leading and developing the school's vocal music program, including teaching choir classes, directing vocal ensembles, and coordinating performances and events. The vocal music director also works with the drama director for the spring musical. In addition, the director fosters musical excellence, creativity, and personal growth while promoting a positive and inclusive environment for students.

Key Responsibilities:

- **Instruction:** Teach vocal music classes, including choir and music theory, as assigned. Provide instruction in vocal technique, sight-reading, ear training, and ensemble performance.
- **Ensemble Direction:** Direct one or more vocal ensembles (Fall, spring). Plan and conduct rehearsals and prepare students for concerts, festivals, and competitions.
- **Program Leadership:** Develop a dynamic and inclusive vocal music program that accommodates students of all ability levels. Select appropriate and diverse repertoire for educational and performance purposes.
- **Event Planning:** Organize and lead school concerts, community performances, music festivals, and honor choir participation. Coordinate logistics, such as rehearsal schedules, travel, uniforms, and fundraising.
- **Student Development:** Foster leadership, teamwork, and a love of music in students. Support individual student growth through solo and small ensemble opportunities.
- **Collaboration:** Work with other fine arts staff, administrators, parents, and the community to support the overall music program. Collaborate on interdisciplinary or school-wide events as appropriate.
- **Program Management:** Maintain music library, equipment, and classroom space. Manage program budget and fundraising activities as needed.

High School Yearbook Sponsor

Position Overview:

The High School Yearbook Sponsor is responsible for guiding students through the process of creating, designing, and producing the school's annual yearbook. This includes overseeing content development, photography, layout, editing, and publication while promoting student leadership, creativity, and time management.

Key Responsibilities:

- **Advising & Supervision:** Mentor and supervise the yearbook staff (students), providing instruction in journalism, photography, layout design, and project management. Facilitate regular staff meetings and ensure all deadlines are met.
- **Yearbook Production:** Oversee all aspects of yearbook creation, including theme development, content planning, page design, and proofreading. Ensure the final product is accurate, inclusive, and representative of the school community.
- **Photography & Coverage:** Coordinate or assist with photographing school events, clubs, sports, and student life. Organize photo submissions and manage image quality and file storage.
- **Project Management:** Manage the production timeline, submission schedule, and communication with the yearbook publishing company. Ensure all content is submitted on time and meets publishing specifications.
- **Budget & Sales:** Monitor the yearbook budget and fundraising efforts. Coordinate yearbook sales, ads, and promotion throughout the school year.
- **Collaboration:** Work with administration, faculty, and student organizations to collect accurate and timely information. Communicate with parents and community members for senior ads, dedications, and photos.

North College Hill City Schools
Trojan Way Learning Center Academic Supplemental
Positions Job Descriptions

Reports To: Building Administrator

Lead Teacher

Position Overview:

Teacher leaders will provide organizational leadership within their grade level/content to ensure the team meets ambitious student achievement goals. They will work collaboratively with administrative and instructional staff to structure a continuous process for collecting and analyzing data and making data-based instructional decisions using the 5-step Ohio Improvement Process or a designated system of improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and facilitate the grade level/content team's meetings.
 - Create agenda and share with the team a minimum of 2 days prior to the meeting.
 - Assign a note taker and ensure the notes are shared on the Communication Hub.
- Lead the team's tracking and analysis of student-related data and work with teachers on the team to plan for the differentiation of instruction based on the student data.
- Collaborate with administrative and instructional staff to ensure effective utilization of high-quality assessments.
- Interpret and share, state, district, and classroom assessment results and models how to use the data for continuous improvement.
- Lead the team's efforts/conversation to identify and implement solutions to challenges.
- Plan and collaborate with the team quarterly to update their Scope and Sequences & Unit Plans.
- Model effective instructional practices for the team.
- Serve as a communication conduit between the team and school leaders/administration, BLT and DLT.
- Performs other duties as assigned by supervisor.

Special Education Lead Teacher

Position Overview:

Coordinates the Special Education program of the designated building (ES, MS, HS, TWLC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consults with staff, parents, administration, and outside agencies regarding students with disabilities and programs offered.
- Communicates information to appropriate personnel regarding State and Federal laws, policies and procedures as they pertain to the Individuals with Disabilities Act (IDEA) and ensures compliance with local, state, and federal guidelines.
- Reviews records for transfer students with disabilities to assist in the determination of a case manager and appropriate placement.
- Communicates new enrollment case manager assignments to building staff.
- Assists in the selection and recommendation for hiring of special education personnel.
- Assists in the adaptation of school policies and procedures to improve special education programming that align with student needs.
- Plans and delivers staff in-service training activities surrounding special education issues, training, or concerns.
- Ensures accommodations are appropriate and in place according to the IEP for testing.
- Reviews all building-wide individual education plans in alignment with the ODE/OEC audit for 100% compliance utilizing a lead IS checklist.
- Facilitates request for evaluation meetings
- Provides coaching and support to building-wide intervention specialists and related service personnel as it pertains to IEP writing, co-teaching strategies, advocating for student needs, etc.
- Participates on the Internal Monitoring Team (1 meeting per typical school month) to conduct walkthrough SDI verifications and record reviews (IEP and ETR)
- Performs other duties as assigned by supervisor.