**VACANCY**

**TITLE:** STAR FAMILY LITERACY CENTER MANAGER/TEACHER

**REPORTS TO:** ASSISTANT SUPERINTENDENT OF INSTRUCTIONAL SERVICES

**LOCATION:** STAR CENTER – PLAINWELL CENTER

**COMTRACT:** 190 DAY CALENDAR

**POSITION SUMMARY**

This position facilitates successful high school completion of each participant while creating a literacy partnership with families and community agencies to provide a support system for meeting individual goals and strengthening the family unit.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

(These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act or ADA)

- Oversees the recruitment, enrollment, and retention of families to reach and maintain target goals.
- Facilitates high school completion for each student through Odysseyware, parenting electives, teacher and/or expert lead electives, work-based learning, and programs through the Allegan County Area Technical Education Center.
- Collaborates with STAR assistant to implement College and Career Readiness activities using agreed upon curriculum, including working with district data coach to prepare students for MME testing as well as administering tests.
- Teaches parenting curriculum using research based/best practices in child development and schedule experts as guest speakers in the field.
- Identifies and uses community resources, people, and facilities to enhance the learning experiences for students.
- Develops and maintains a supportive and empowering relationship with all families.
- Plans and implements all aspects of classroom instruction in coordination with the local school district including curriculum development and the acquisition of all appropriate resources and materials.
- Individualizes curriculum and teaching methods to accommodate student needs; including collaboration with local school districts’ Special Education Departments to ensure correct implementation of IEP’s and 504 plans, along with developing and maintaining Education Development Plans.
- Ensures all students follow the STAR guidelines, intervening and correcting when appropriate. Orient/acquaints the students with the policies, regulations, services, resources, and programs of the AAESA/STAR programs.
- Manages the program budget, prepares purchase orders and expense vouchers and to hold program expenses within budget.
- Oversees WIOA (Workforce Innovation Opportunity Act) Grant in collaboration with assistant and seeks additional funds to provide additional learning opportunities to enhance student education experiences.
- Establish and maintain partnerships with community agencies.
- Collaborates with Early Head Start staff to meet needs of STAR families.
- Responsible for daily cleaning of classroom, along with cleaning, maintaining, and fueling STAR vans.

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STAR CENTER MANAGER/TEACHER

- Transports students and their children to and from program and field trips as necessary to reduce attendance barriers.
- Responsible for technology in the classroom, with AAESA IT support.
- Participates in all STAR data gathering and record keeping for school records/child development profiles.
- Performs other related duties as directed by supervisor.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires knowledge equivalent to that which normally would be acquired through a Bachelor’s degree (B.A.); and/or equivalent combination of education and experience.

EXPERIENCE: This position requires a minimum of three to five years of related experience in a teaching or education related position. One to three years of related experience in an administrative position working with adult/teen students is preferred.

SUPERVISORY RESPONSIBILITIES: This position has management or supervisory responsibilities. Establishes and monitors timelines or short-term goals. Supervises a small group of employees, but does not have hiring or firing authority.

CERTIFICATES, LICENSES, OR REGISTRATIONS: Valid Michigan Teaching Certificate with Secondary Education endorsement; Mathematics and/or Science preferred.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Advanced interpersonal and communication skills to establish and maintain relationships with families and community agencies.
2. Duties and responsibilities require a moderate degree of analysis, reasoning, problem solving, and initiative. Must apply a variety of procedures and policies to solve challenging problems.
3. Ability to organize and manage several priorities simultaneously while working under pressure and deadlines. Extensive planning may be involved.
4. Competent use of assessment tools and software (Outlook, online learning systems, Microsoft Office, PowerSchool or other student information systems, and Career Cruising), with accurate linking of curriculum standards to classroom assignments, projects, activities and tests.
5. Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their application.
6. Strong demonstrated leadership skills with the ability to motivate and inspire others.
7. Demonstrated success with employing strategies to reduce student drop-out rates.
8. Demonstrated ability to establish and maintain effective professional boundaries with staff/students/families.
9. Demonstrated ability to productively manage conflict.
10. Assesses and diffuses problems regularly and uses tact to handle difficult situations.
11. Ability to respond effectively to the most sensitive inquiries or complaints.
12. Ability to be on the job regularly and have a positive attendance record.
13. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. The employee must occasionally lift and/or move up to 50 pounds or more of files, paper, or other related equipment or supplies. There is occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks.

The employee is required to drive between AAESA buildings, LEA sites and to workshops, meetings, and conferences throughout the state and in varying weather conditions.

WORK ENVIRONMENT:
The noise level in the work environment is usually moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

TERMS OF EMPLOYMENT:
This position is eight (8) hours per day with a 190 day calendar.

FLSA: EXEMPT

APPLICATIONS:
To be considered for employment you must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened, and you will be notified if a personal interview is desired. EOE

STATEMENT OF ASSURANCE
The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 1-800-649-3777