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| **Project E3 – Lead Teacher’s Job Description** |

**Title:** Lead Teacher of Project E3

**Reports to:** APS Executive Director of Educational Services, AEE Collaborative Council; Collaborates with Coordinator of Integration and Coordinator of Gifted and Talented

**Job Purpose:** To organize, coordinate, and implement the required tasks for Project E3 to operate.

**Key Responsibilities:**

1. Coordinate with representatives from each of the districts represented in the AEE Collaboration to:
	1. Identify qualified students
	2. Recruit qualified and interested students
	3. Coordinator any assessments required to identify qualified students
	4. Purchase any assessment needs specific to E3 that the districts do not currently use to assess students
	5. Collect essential data from district to determine eligibility
	6. Coordinate and/or present parent engagement workshops for parents to learn more about their highly able child
	7. Present program overview and student/family expectations to parents of qualified students in each district
	8. Report ongoing achievement assessment data from individual districts to evaluate student academic growth
	9. Report to supervisors with longitudinal study on student achievement and student, teacher, and parent surveys
2. Recruit, interview, and hire teachers for E3
	1. Work with APS Director of Human Resources to create job postings
	2. Work with APS Director of Human Resources to schedule interviews
	3. Meet with teaching staff regarding the a E3 teacher’s responsibilities and expectations
3. Coordinate Curriculum Development and writing time for E3 teachers
	1. Order, distribute, and store all curriculum for teacher usage
	2. Order, distribute, and store all students materials and consumables
	3. Coordinate partnerships with Riverland, Hormel Institute, Hormel R&D, Mayo Health Systems Austin/Albert Lea, Hormel Nature Center, and other local businesses’ and agencies’ faculty in the collaborative area
4. Coordinate all daily operations during an E3 day
	1. Coordinate all lunch meals for students; including ordering and purchasing lunches on Saturdays and coordinating summer lunch programs with APS Food Services in the summer
	2. Coordinate transportation for all students with Palmer Bus Company; including providing Palmer with addresses to determine bus routes, and approximate pick up and drop off times
	3. Monitor instruction
	4. Monitor student engagement
	5. Coordinate field trips with the instructional E3 day; including additional busing, permission slips
	6. Resolve student behavior concerns during the E3 instructional and non-instructional day
	7. Ensure safety and security of all students and staff; including transportation and facility safety
	8. Communicate any cancellation of E3 days due to poor weather
	9. Supervise students upon arrival until the instructional day begins
	10. Be ‘on-call’ from 8:00am-2:30pm while transportation & instruction is happening
	11. Coordinate facility arrangements with APS; including room usage, custodial agreement
	12. Monitor attendance and uphold attendance rules
	13. Coordinate youth volunteers to work as volunteer aides in an non-instructional role