

**Lebanon High School**  
**Extended Learning Opportunities Coordinator**  
**Job Description**

**Leadership Responsibilities:**

- Meets on a bi-weekly basis with the Director of Curriculum, Instruction, and Assessment
- Participate in ELO policy and practice updating
- Sustain and oversee resources for ELOs
- Write grants to support the development of ELO opportunities for LHS students
- Meet with the principal to discuss educators' compensation for participation as ELO teacher
- Present teacher with ELO agreement prior to the start of ELO process
- Proactive communication with all stakeholders
- Attend ELO conferences at the state level

**Liaison Responsibilities:**

- Liaison to faculty, administration, guidance department promoting, facilitating, and recruiting for ELOs
- Liaison to community partners
- Liaison to students
- Community liaison – letting the community know about ELOs
- Collaborate with all LHS departments, including special education
- Distribute, approve, and coordinate all aspects of ELO program for a student and his/her teacher or community partners
- Facilitate the ELO overseeing responsibilities for teachers and others
- Facilitate internal communication with all school-based participants
- Connect with parents to discuss student progress on a frequent basis
- Present at Open House Nights on ELOs
- Media Liaison- providing PR about the school in regards to ELOs
- Travel to community partners, meetings, etc.
- Liaison with guidance to ensure transcript accuracy

**ELO Development and Maintenance Responsibilities:**

- Establish and maintain a rigorous, relevant, and personalized ELO process, protocols, and tools
- Monitor ELO meetings with students and teachers
- Promote the ELO initiative in the building and in the community
- Advocate for ELO participants
- Develop plans for ELOs, in collaboration with students, educators, and community partners
- Publicize and promote new and completed ELOs
- Present on ELO status at each faculty meeting
- Market to civic groups, businesses, and community organizations
- Be an ambassador for the benefit of ELOs for students, school, and community
- Develop student ambassadors for ELOs

### **Coordination and Support of Student ELOs**

- Organize student intake
- Approve student ELO selection
- Monitor ongoing ELOs – check on student attendance and progress weekly
- Assist overseeing educator to assure student follow-through on research, reflection, product, and presentation, as needed
- Organize logistics for ELO presentations

### **Development of Assessment and Assessment Moderation of ELOs**

- Establish evaluation team for each ELO
- Coordinate and lead all final presentations
- Collaborate with Teacher of Record and assessment team to determine and assign Competency (Pass) / Not Yet Competent (Fail) status
- Consult for formative and summative assessments
- Assure application of ELO protocols and tools for assessment
- Conduct periodic check for validity and reliability of assessment protocols, tools, and application

### **Maintenance of Rigor of the School's/District's ELO Initiative**

- Be up-to-date on Best Practices research
- Continue professional development for self to stay current – competencies, inquiry-based learning, performance assessments, etc.
- Assess existing and potential community partner sites for approval
- Increase teachers' familiarity with the community and ELO possibilities

### **Maintain Records and Data**

- Manage all ELO records- ensure that all partners in ELOs complete and receive appropriate info and documents
- Maintain ELO records- plan, agreements, safety documents, contact information, assessments, student documentation, training materials, etc.
- Follow all laws and regulations that govern education and safety checks
- Collect and maintain data on each ELO and all ELOs in a manner that can result in school level and state level records (EIS/SIS)
- Produce reports as needed for administrators
- Provide information for reports on the state level