



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

POSITION: Coordinator For The Calvert Association Of Student Councils (CASC)

JOB SUMMARY:

The coordinator of the Calvert Association of Student Councils (CASC) is responsible for coordinating activities of the CASC executive board and supervises joint activities of the county's SGA programs. The CASC coordinator will conduct all CASC elections and will assist the Secondary Supervisor of Social Studies in carrying out the election process for the Student Member of the Board of Education. The CASC coordinator will also facilitate three CASC General Assembly meetings during each school year and will supervise fieldtrips to annual Maryland Association of Student Councils meetings. Other duties related to CASC may apply as necessary.

REPORTS TO: Secondary Supervisor of Social Studies

QUALIFICATIONS AND EXPERIENCE:

1. Excellent oral and written communication skills
2. Demonstrates management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrates success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with the Secondary Supervisor of Social Studies or his/her designee in planning CASC events for students
2. Conduct elections for county-wide CASC offices, such as president and treasurer
3. Assist the Secondary Supervisor of Social Studies in conducting the election for Student Member of the Board of Education
4. Plan and supervise Calvert Association of Student Councils General Assembly meetings
5. Serve as contact person to community and other school groups related to CASC activities
6. Work cooperatively with other sponsors in events mutually planned for students.
7. Perform other duties related to CASC as assigned by the Secondary Supervisor of Social Studies

OTHER DUTIES:

Performs related work as required or assigned by the Secondary Supervisor of Social Studies

PHYSICAL DEMANDS:

Position requires no specific physical demands

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT:

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

FLSA STATUS: Exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE:

Coach/Club/Advisor application should be submitted to the Principal where the vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678

410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Dr. Vicky Karol
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.