

ACLC Facilitator Job Description
(Adopted by ACLC Governing Board 6/02/04)

ACLC Vision

- Aligns academic seminars with AUSD Vision and AUSD Graduate Profile
- Implements ACLC Charter Vision
- Monitors Learner Progress towards achieving CA State Standards

AUSD Community

- Attends and participates in district mandated teacher functions

EHS Community

- Learns and abides by Encinal High School policies and regulations as appropriate

ACLC Learner Community

- Facilitates academic seminars
- Implements appropriate instructional strategies
- Assigns grades for academic seminars
- Evaluates and assigns academic assignments
- Develops appropriate CA Standards aligned curriculum, evaluation rubrics, and individualized learning plans for learners with special circumstances
- Provides positive seminar learning environment
- Provides floor supervision as scheduled
- Monitor learner safety
- Provides individualized support for learners and holds scheduled office hours
- Participates in LLC, IEP, SST, and informal student meetings

ACLC Parent Community

- Support parent participation
- Answer voice mail, E-mail, and written mail in a timely manner
- Schedule and attend parent conferences when appropriate
- Keep parents informed of learner academic progress through regular progress reports

Greater Alameda Community

- Be a positive role model for Alameda youth

ACLC Day to Day Operations

- Monitors community members' behavior for compliance with ACLC rulebook
- Writes appropriate articles for newsletter
- Orders and maintains appropriate seminar materials
- Follows facility procedures and policies
- Maintains a professional work day
- Abides by ACLC rules and policies
- Notifies Office Manager of personal absences
- Attends school functions as appropriate

ACLC Staff

- Attends staff meetings
- Works and collaborates with other staff members

ACLC Governance

- Serves on a Governance Committee
- Attends weekly CCC meeting
- Observes at least one Judicial Committee investigation per semester
- Advises Governing Board and Leadership on proposals

Creative Community Education Foundation (CCEF) 501(c)3

- Makes proposals to CCEF when appropriate