



Bluffview Montessori

Adopted:DRAFT

Position

Learning Recovery Plan Coordinator

Fair Labor Standards Act Status

Non-Exempt

Position Overview

The role of the Learning Recovery Plan Coordinator is to work within the boundaries of the ARP/ESSER grants in order to develop, implement, and oversee quality programming in the identified areas of need. This would include a working knowledge of the funds available, implementation of local resources/assets, and working with the teachers/administrators/MTSS program to ensure broad coverage and appropriate use of resources to help all students grow.

Licensure and Certification Requirements

- MN teaching or administration license or ability to acquire

Education and Experience Preferences

- Experience organizing tutors, groups, or clubs in a school setting
- A basic or advanced understanding of school finance
- Administration experience preferred, not required

Essential Functions

- Assist other personnel for the purpose of supporting them in the completion of their work activities
- Basic knowledge of school finance with the ability to manage a budget
- Coordinate a variety of programs and/or activities for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines
- Evaluate situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolutions
- Greet all incoming visitors for the purpose of ensuring that guests sign in/out as required
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Maintain a variety of computerized and manual records, files, and department databases (e.g. information packets, rosters/listings, calendars, outstanding supply orders, etc.) for the



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purpose of documenting activities, providing reliable information and complying with district, state and federal requirements

- Maintain inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability
- Monitor assigned department/program activities (e.g. purchase orders, office machine operations, etc.) for the purpose of ensuring completion in compliance with established financial, legal and/or administrative requirements
- Oversee student workers/tutors/volunteers as they work with students
- Perform record keeping and general clerical functions (e.g. scheduling, copying, faxing, mailings, etc.) for the purpose of providing information and/or materials as needed
- Prepare a variety of reports and written materials (e.g. correspondence, agendas, minutes, parent and staff handbooks, bulletins, programs, financial statements, annual reports, master calendar, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information in accordance with district, state, federal and/or administrative requirements
- Respond to inquiries from a wide variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among stakeholders, and/or providing direction as may be required
- Assess own instructional effectiveness through the professional development process
- Uphold the vision, mission, and core values of Bluffview Montessori
- Perform other duties as assigned by supervisor

Duties and Responsibilities

- Draft a formal version of a learning recovery plan in alignment with the approved application for ESSER III funds
- Assume responsibility for the learning recovery plan and all facets of its implementation
- Proactively make changes to the plan, submit those changes as needed to the Head of School for updating in SERVS
- Oversee all programs, clubs, events, and any other recovery activities
- Engage in networking with local assets and partners to recruit appropriate personnel to work with the students in all areas
- Maintain an active presence/ participation in the process and activities including oversight
- Ensure the ability to gather data on strategic outcomes related to implemented activities
- Engage in school wide or targeted communication with stakeholders as necessary
- Work within the ESSER III budget
- Ensure the safety and well-being of the students and other participants at all times



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- Foster an atmosphere of respect and harmony; emphasize communication, interdependence, and cooperation
- Attend staff and faculty meetings as requested
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and administration

Knowledge, Skills and Abilities

- Comprehend and follow instructions
- Perform repetitive tasks
- Maintain work pace and accuracy
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents, and colleagues
- Plan, direct, manage, evaluate, and supervise others
- School organization, operations, policies, and objectives
- Record-keeping techniques, filing systems and information management
- Operation of a computer and assigned software
- Interpersonal skills using tact, patience, and courtesy



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Physical Demands:

Activity	Frequency
Grasping/handling	Constantly (80%-100%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Speaking and Listening	Constantly (80%-100%)
Sit at table/on floor	Frequently (55%-79%)
Crouch, stoop, climb, balance or run	Periodically (30%-54%)
Stand, walk	Frequently (55%-79%)
Lift/carry up to 10 lbs	Periodically (30%-54%)
Lift/carry up to 50 lbs	Seldom (1%-9%)
View computer monitor/media	Periodically (30%-54%)
Exposure to seasonal weather	Occasionally (10%-29%)

Special Requirements

Final appointment to this position will be contingent upon passing a criminal background check.

Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.



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Additional Employment Statement

This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Signature

Date