

Job Description

BOARD OF EDUCATION DENVER

Job Description: Grade Level Coordinator for Battle of the Books

Qualifications: Staff Member

Reports To: Building Principal

Job Goal: Supervises and coordinates the grade level “Battle of the Books” Program

Responsibilities:

- Encourage/motivate students to join
- Foster a kind and welcoming environment for all readers
- Organize and supervise student meetings
- Maintain student progress reports
- Communicate with ELA teachers
- Maintain book collection, sign in/out books
- Facilitate review questions/games for books
- Review/edit/create questions for the battle
- Facilitate “Battle of the Books” Competition
- Arrange student awards/trophies purchase
- Evaluate Program and recommend changes as needed
- Perform all other duties and responsibilities which are appropriate and necessary to the position as directed by the Superintendent or designee

Terms of Employment: Stipend position

Evaluation: Performance of this position will be evaluated by the Superintendent of Schools or designee.

Approved: February 24, 2020