

**PLEASE POST**

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**SUBJECT:** Vacancy  
**FROM:** Nora Jefferson  
Assistant Superintendent  
Human Resources/Labor Relations  
**DATE:** December 13, 2007

Notice is hereby given of the following positions that may be available in the Benton Harbor Area Schools for the 2007/2008 school year. Interested candidates who are qualified may apply for the position in writing within seven (7) days (December 13 to December 20, 2007) of this posting notice to the Human Resources Department.

**JOB TITLE:** **BHHS NovaNet Coordinator (SLC Grant Position)**  
**Monday – Thursday; 3:30 to 6:30 p.m.**  
**4 Saturdays in February: 9 a.m. to 2:00 p.m. (ACT Prep)**

**MLK NovaNet Coordinator (SLC Grant Position)**  
**Monday – Thursday: 7:00 a.m. to 7:50 a.m.**

**LOCATION:** **BHHS**

**SUPERVISOR:** **SLC Project Director @BHHS**  
**MLK Freshmen Academy Dean @ MLK**

**JOB SUMMARY:**

Job responsibilities include, but are not limited to, execution of the following duties to assist in the operation of the NovaNet Lab at Benton Harbor High School.

**MINIMUM QUALIFICATIONS:**

1. Minimum of Secondary (9-12) Teaching Certificate; preferred in one of the core academic areas (ELA, Math, Science, Social Studies).
2. Demonstrated PC expertise.
3. Demonstrated experience with all Microsoft Office Products.
4. Previous core academic tutoring experience preferred.
5. Proven ability to meet the challenges of an urban-rural, multi-racial, multi-ethnic school district.
6. Demonstrated above average past performance evaluations.
7. Other qualifications as the Board of Education may find appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manage / Oversee the day-to-day execution of the NovaNet lab activities.
2. Enroll students in NovaNet classes; maintain course records.
3. Troubleshoot problems in the NovaNet lab.
4. Provide tutoring support in the NovaNet lab.
5. Provide one-on-one and/or small group instruction.
6. Provide assistance / supervision to NovaNet Core Content Specialists during NovaNet lab time.
7. Communicate students' progress in NovaNet courses to students, parents, teachers, administration, and counselors.
8. Provide official records of program completion to Academy Counselors.
9. Maintain and report program and student data.
10. Maintain lab equipment and resources.
11. Performs other administrative tasks and assume other responsibilities that may be assigned by the Superintendent or designee

**Equal Employment Opportunity**