

Brentwood Christian School
PTF Coordinator Job Description

Leadership Title: Math Command Coordinator

Overall Job Description: Responsible for overseeing all aspects of the math command program for kindergarten through 6th grade at BCS.

Essential Duties and Responsibilities: In order to receive the full 20 credit hours, you must complete the following:

1. Keep database of practice sheets for each grade and each level of achievement for copying and distribution.
2. Recruiting, training, supervising, and monitoring volunteers for each of the 16 classes which participate.
3. Copying, collating, assembling and distributing materials for beginning of school.
4. Maintain records of students' progress through the program; create bi-weekly and yearly reports.
5. Plan and prepare student rewards throughout the school year, including bookmarks and end of year reception for Generals.
6. Document work to pass on to future Math Command coordinators.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Written, oral, and computer communication skills.
- Block of time in summer for packets to be assembled.
- Time during school year to copy materials, as needed, prepare reports for Mrs. Weed, create bookmarks

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Date: April 20, 2010