



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

**POSITION: School-Based Gradebook Coordinator (SBGC)**

**JOB SUMMARY:**

The School-Based Gradebook Coordinator position is an individual position that will work closely with the Calvert County Public Schools (CCPS) Gradebook Specialist to assist staff in the use of the electronic Gradebook application. This position will follow all responsibilities outlined below. Hiring will be a joint effort between the school Principal and the Department of Information Technology (DIT). This position will be evaluated by the Principal, with the assistance of DIT.

**REPORTS TO:** School Principal, with the assistance of DIT

**QUALIFICATIONS AND EXPERIENCE:**

1. Mastery of CCPS' Teacher Access Center (TAC) application
2. Excellent oral and written communication skills
3. Demonstrated management, leadership, and human relations skills
4. Ability to exercise good judgment in making decisions
5. Proven ability to carry an assignment to its completion
6. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

**DUTIES AND RESPONSIBILITIES:**

1. Attend periodic district-wide meetings with the CCPS Gradebook Specialist and/or DIT staff relative to Gradebook and related issues.
2. Create and maintain a strong working relationship with:
  - a. The CCPS Gradebook Specialist
  - b. Teachers and school administrators
  - c. Guidance and/or main office personnel
3. Serve as the school-based point-of-contact with the CCPS Gradebook Specialist.
4. Carefully read and assimilate communications from the CCPS Gradebook Specialist throughout the year.
5. Communicate with and train teachers when new information related to TAC is released by the CCPS Gradebook Specialist.
6. Troubleshoot teachers' issues/concerns to the fullest extent possible prior to contacting the CCPS Gradebook Specialist.
7. Include all pertinent details when contacting the CCPS Gradebook Specialist with high-level issues.
8. Training/Staff Development:
  - a. Provide focused training before the school year begins for new teachers in the building (individually or in small groups).
  - b. Provide consistent and continuous professional development on the TAC application.
  - c. Present TAC features and best practices at faculty meetings to help ensure that the application is being used to its fullest.
9. Refer hardware-specific issues not related to TAC to the School-Based Technology Coordinator (SBTC).

**OTHER DUTIES:**

Performs related work as required or assigned by the Principal and/or Department of Information Technology (DIT).

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking, and is performed in a typical school environment

**UNUSUAL DEMANDS:** None

**TERMS OF EMPLOYMENT:**

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

**FLSA STATUS:** Exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**APPLICATION PROCEDURE:**

Coach/Club/Advisor application should be submitted to the Principal where the vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof

Director of Student Services

Calvert County Public Schools

1305 Dares Beach Road

Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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