

North Lawndale College Preparatory Charter High School

1615 S. Christiana Ave | 1313 S. Sacramento Ave | Chicago, IL 60623

North Lawndale College Preparatory Charter High School (NLCP) is a coed, public charter high school with two campuses located on the west side of Chicago that will be serving 900 students in grades 9-12 during the 2010-11 school year.

NCLP's mission is to prepare young people from under-resourced communities for graduation from high school with the academic skills and personal resilience necessary for successful completion of college. To this end, NLCP will expect nothing less than high academic standards for all students; provide a challenging curriculum, extra resources and the support necessary to achieve those standards; assemble and support a superlative faculty, staff and administration to collaboratively accomplish this task; and serve the wider North Lawndale community.

NLCP is also committed to recruiting and retaining a stellar staff. Specifically, we are looking for innovative, creative, and dynamic professionals who are unwavering in their quest to provide all students with an outstanding academic experience.

Writing Center Director: *Position Description*

- Direct the daily activities and long-term planning of the Writing Centers at both campuses
 - Lead and support Writing Center intern at other NLCP campus in all areas below
 - Manage budget for both Writing Centers
 - Act as liaison to the administration and English Department when necessary
 - Develop methods for bridging the Collins and Christiana Writing Centers and collaborating to build a school-wide culture of writing
- Manage Peer Writing Coach Program
 - Select and train new Writing Coaches; revise training curriculum as needed
 - Manage Writing Coach Independent Study Program
 - Maintain accurate records of Writing Center activity
 - Design ongoing training opportunities for Coaches (i.e. kick-off event, field trips, workshops, regular staff meetings)
- Develop activities that promote a school-wide culture of writing
 - Run a school-wide writing contest resulting in the publication of the *Phoenix Fire* Literary Magazine three times per year
 - Initiate other activities that promote creative writing and performance (i.e. Open Mic Nights, 11-Word writing activities, workshops, etc.)
 - Promote external writing-related opportunities to students
- Provide extra support to student writers
 - Work one-on-one with students as needed; provide extra support in classrooms on request
 - Produce and distribute supplementary materials about research, the writing process, mechanics of writing, or other materials to serve as inspiration or encouragement to struggling writers
- Support faculty in the teaching of writing and research
 - Collaborate with teachers from all departments to develop and improve writing curriculum in a variety of areas, including persuasive writing, literary analysis, personal narratives, creative writing, ACT writing preparation
 - Present workshops to classes at all stages of the research process
 - Develop and maintain Writing Center website of resources
- Build relationships with the larger Writing Center community (including colleges and universities, other area high schools, as well as the national Writing Center community)

- *Christiana Campus-specific responsibilities*
 - Supervise Writing & Media Center (library, study space, and computer lab) before school, after school, and during lunch
 - Schedule room for class use
 - Work with Tech Team to load computers with the latest programs and resources
 - Facilitate the use of limited library resources
 - Manage periodical and newspaper subscriptions
- *Collins Campus-specific responsibilities*
 - Supervise Writing Center/Library (library, study space, and computer lab) before school, after school, and during lunch
 - Schedule room for class use and meetings
 - Facilitate the limited use of library resources
 - Manage periodical and newspaper subscriptions