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

• **Collins Campus-specific responsibilities**
  o Supervise Writing Center/Library (library, study space, and computer lab) before school, after school, and during lunch
  o Schedule room for class use and meetings
  o Facilitate the limited use of library resources
  o Manage periodical and newspaper subscriptions