



Job Title:	Academic Coordinator
Job Family:	Certificated
Reports To:	High School Vice Principal of Academics
Number/Titles of Subordinates:	N/A
Peers:	N/A
EEO:	Yes
N/E:	Non-Exempt

Main Purpose of the Position: The Academic Coordinator will assist the Vice Principal of Academics and Dean of Instruction in all programs, literature, policies, procedures and correspondence related to the academic programs in the high school. Further, this person will perform any function that assists the Vice Principal in accomplishing academic excellence.

VCS Christian Role Model Commitment:

- Express a testimony of a personal relationship with God through Jesus Christ.
- Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
- Have an understanding of the philosophy and objectives of Valley Christian Schools.
- Be regular in attendance at a Christian Bible believing church of your choice.
- Be agreement with the VCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10).

VCS Personal & Professional Qualifications:

- Have a proven evidence of adequate preparation, background and ability required by the position.
- Be committed to implement and enforce policies and follow prescribed procedures.
- Have the skill to make and effectively communicate timely decisions.
- Have the ability to foster creativity and be responsible for innovative ideas.

Job-Specific Personal & Professional Qualifications:

- Ability to self-teach and self-direct
- Intermediate to expert skills in Word, Excel, Google docs, Moodle, and Outlook
- Detail-oriented and able to maintain accurate data
- Strong organizational and administrative skills
- Strong interpersonal skills, including empathy and compassion
- Strong written and verbal communication
- Self-starter capable of learning independently
- Strong project management skills
- Works well on teams and individually in a fast-paced environment
- Knowledge of or willingness to learn the following computer programs: PowerSchool, Facilitron, Online Admin, Pay Fees, and Smart Sheets

List Job Duties:

ACADEMIC HONORS PROGRAM COORDINATION

- a. College Board Program Assistance
 - i. Serve as primary IT contact to set up and test online AP payment system
 - ii. Provide instructions and any needed training to teachers on how AP students register online
 - iii. Update all forms related to AP and post where needed
 - iv. Oversee the registration of AP students for exams, payment plans, and financial aid requests
 - v. Oversee all outside AP exam registration and communication
 - vi. Assist with the ordering of exams
 - vii. Coordinate proctors and serve as a proctor during AP testing
 - viii. Assist the Dean of Instruction with pre-registration students for exams
 - ix. Communicate with parents/students/teachers about exams
 - x. Review the supervisor manuals to help ensure VCHS is in compliance
 - xi. Assist Dean of instruction with coordination and proctoring of PSAT exams
- b. Dual Credit Coordinator
 - i. Beta-test online registration for each partner college's registration sites and modify instructions as needed
 - ii. Primary contact with dual credit colleges for ongoing management
 - iii. Provide instructions and any needed training to teachers on how students register
 - iv. Organize and store a digital library of all dual credit materials: syllabi, course outline, final exams, and rosters
 - v. Update all forms related to dual credit and post where needed
 - vi. Oversee the registration of students into dual credit courses including payment, payment plans, and troubleshooting
 - vii. Verify dual credit rosters
 - viii. Maintain financial records for dual credit courses
 - ix. Assist teachers with acquiring needed supplies for dual credit courses
 - x. Assist new dual credit teachers in application process for dual credit courses
 - xi. Conduct due diligence on requirements of the programs and ensure they are being met
 - xii. Help develop VCHS dual credit policies and procedures and communicate those to stakeholders
 - xiii. Work with registrar for possible integration of dual credit into PowerSchool
 - xiv. Annual cross-reference review of partner college course catalogs to research new dual credit opportunities
- c. Program Support
 - i. Academic Exceptions with Dean of Instruction
 - 1. Discipline log assistance
 - 2. Concussion plans
 - 3. TA assignement
 - ii. Learning accommodations support (administrative coordination)
 - 1. Incoming freshman accommodation plans – generate the generic template for each student in PowerSchool
 - 2. College Board/ACT accommodation requests input into College Board/ACT system

- 3. Coordinate proctoring needs for SAT/ACT testing on Saturdays
- iii. Academic hold coordination
- iv. Assist Vice Principal of Academics with support of academic programs including program creation, documentation, and ongoing support as needed such as Community Outreach, WALK, etc.

2. MANAGE AND UPDATE ONLINE RESOURCES/SURVEYS

- a. Maintain the following Moodle pages:
 - i. Online faculty workroom (shared with Assistant to the Principal)
 - ii. PLC Facilitators and Collaboration calendar
 - iii. Student learn@vcs.net homepage management
 - 1. AP page (including vcs.net)
 - 2. Dual Credit page (including vcs.net)
 - 3. Policies with the course catalog
- b. Generate and manage bi-annual teacher survey
 - i. Generate a survey for each class/teacher
 - ii. Email out the link and instructions
 - iii. Review to ensure at least 70% of students took the survey
 - iv. Share the results with the teacher and department head
 - v. Consolidate teachers into academic groupings for the Dean of Instruction's analysis
 - vi. Identify ways to make this process more user-friendly
 - vii. Maintain strict confidentiality of the results
- c. Generate and manage other Google surveys as needed. Examples would be:
 - i. PLC surveys
 - ii. Academic surveys
- d. Populate and share with new teachers the annual high school Outlook calendar during the summer months. Update throughout the school year.

3. ASSIST WITH SPECIALIZED ACADEMIC TEACHER GROUPS

- a. Professional Learning Communities (PLC)
 - i. Activity requests/calendaring of PLC meetings
 - ii. Responding to basic teacher/PLC facilitator requests for information and policies
 - iii. Order and manage snacks for PLC meetings
 - iv. Plan and execute the PLC prizes for PLC challenges
 - v. Maintain and report PLC attendance
 - vi. Take notes during PLC facilitator meetings and post notes and meeting agenda on the PLC Moodle page
- b. New Teachers
 - i. Activity requests/calendaring of new teaching meetings
 - ii. Responding to basic teacher/new teacher requests for information and policies
 - iii. Order and manage snacks/lunches for new teacher meetings, including new teacher orientation week
 - iv. Plan with the Dean of Instruction and execute new teacher morale boosters
 - v. Help coordinate with the Dean of Instruction the New Teacher training materials and agenda that runs mid-July-start of teacher orientation.

4. GENERAL ACADEMIC SUPPORT

- a. (not applicable in 2021-2022) Organize extended department meeting times during chapel
 - i. Create a chapel meeting calendar, including reminders to teachers and substitutes
- b. Assist in preparing academic documentation, both in print and digital. Examples include:
 - i. The faculty handbook and student handbook
 - ii. Course Catalog creation and compilation
 - iii. Digital textbook information
 - iv. Brochures for academic programs such as dual credit
- c. Document academic updates and email those to be included in the faculty notes, particularly announcements made during faculty devotions
- d. Campus MAPS coordinator for the English department
 - i. Partner with Director of Curriculum's assistant for the K-12 vision for MAPS
 - ii. Set up each class roster for MAPS
 - iii. Provide technical support for students and teachers during MAPS testing (twice a year)
 - iv. Coordinate the annual spring mailing of MAP report to the parents
- e. Have basic knowledge of VCHS teaching expectations and be able to serve as a substitute teacher if needed
 - i. Continue professional education by attending teacher trainings, so that work on surveys and other documentation has context
- f. Coordinate with Registrar particularly for course catalog accuracy and teaching staff changes documentation
- g. Monitor HS test calendar to ensure teachers are updating test dates

5. HIGH SCHOOL FRONT OFFICE SUPPORT

- a. Work with High School office staff to answer telephone calls, assist students and parents
 - i. Answer phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
- b. Prioritize helping greet and assist students during passing period and lunchtime
- c. Work as the front office receptionist as part of lunch relief rotation twice a week
- d. Serve as the EdTech/digital textbook front office support, in assistance to the Dean of Instruction
- e. Assist administration during emergency evacuation
- f. Registrar responsibilities
 - i. Maintain Master Schedule by teacher, room matrix, and teacher by department throughout year. Collaborate with registrar for accurate data.
 - ii. Assist with the teacher semester sign out process, including that grades and final exams have been collected (VP or Dean of Instruction could collect these). Coordinate with the assistant to the principal to ensure check out is evenly distributed.
 - iii. Help troubleshoot end-of-year grading issues with teachers in PowerSchool as needed.
 - iv. Generate quick-export class rosters for teachers as requested.
 - v. Generate top 5% report with the assistance of the registrar and provide that for head counselor and VP for review (April).

6. ASSISTANT TO THE OFFICE OF ACADEMICS

- a. Prepare and gather annual high school dashboard statistics for the Assistant to the

- Principal
- b. Prepare and assemble information and materials needed by the Vice Principal or Dean of Instruction for various meetings, conferences and events
 - c. Assist Vice Principal in retrieving and returning messages
 - d. Schedule conferences, flights and lodging for Vice Principal and other staff as needed
 - e. Assist the Dean of Instruction as needed
 - f. Ordering training materials
 - g. Activity requests
 - h. Check requests

Job Requirements

1. BA degree preferred
2. Meets all listed personal and professional qualifications
3. Show Christ-like professionalism:
 - a. Integrity and ethical Christian conduct
 - b. Positive attitude conveyed in word and deed
 - c. Logical thinking and practical decision-making
 - d. Attendance
 - i. Attends weekly faculty devotions for 15 minutes every Monday and Wednesday
 - ii. New Teacher Orientation week
 - iii. Teacher Orientation week (week prior to the start of school)
 - iv. In-Service Days (5 days, including the staff spiritual retreat)
 - v. New Parent Orientation Night (dual credit presentation)
 - vi. Back-to-School Night (Sept) (dual credit presentation)
 - vii. PSAT testing day (Oct)
 - viii. Fall homecoming game (Oct)
 - ix. Baccalaureate
 - x. Graduation
 - xi. Fall Open House (Saturdays)
 - xii. PTPF teacher appreciation dinner
 - e. Punctuality
 - i. Meetings
 - ii. Immediate response to principal and senior management emails and phone calls
 - iii. 24 response (or less) to faculty and parent correspondence
 - iv. On campus 7:00am – 4:00pm each day
 - f. Compliance with school regulations
 - g. Uses Matthew 18 as a model to handle personal conflict

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Physical Demands: lifting, walking, equipment operations

- A. Ability to operate a computer and other office equipment—no heavy lifting
- B. Ability to travel between classrooms to informally visit teachers—no heavy lifting

Working Conditions and Environment: travel, usual work hours, environmental conditions

- A. On campus 7:00am – 4:00pm each day
- B. See above list of additional attendance expectations