



Fremont Union High School District

Position: Coordinator of Academic Interventions

Work Year: 216 Days (including availability in June and July)

Summary of Basic Functions & Responsibilities

Primary Responsibility for administering and re-visioning district-wide Academic Interventions (including summer school, credit recovery during school year, fee-based options with City of Cupertino) to maximize their impact on student learning. The Coordinator of Academic Interventions will also provide Administrative oversight and support of new teacher induction. Additionally, the Coordinator of Academic Interventions will coordinate the District AVID Programs. The Coordinator must understand and work effectively with people from different cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Investigate and document costs and impact of current credit-recovery programs
- Design and implement effective alternatives that might include preview or summer bridge courses, diagnostic courses targeted to specific learning needs; and/or blended learning options as alternatives to traditional credit recovery formats.
- Serve as liaison to City of Cupertino and other partners for fee-based programs
- Plan, administer, supervise and evaluate summer school programs
- Track and monitor impact of summer and other credit recovery programs in relation to identified metrics of student learning
- Provide support and professional development for teachers in intervention programs as needed.
- Coordinate with school sites to understand school-based interventions programs and coordinate summer program with these
- Work with schools through Curriculum and Guidance Council to ensure system-wide awareness of academic interventions; develop credit granting and grading policies related to these and ensure effective coordination with the Guidance staff at each school

Other duties will likely include:

- Provide leadership and support for New Teacher Induction (including Skillful Teacher).
- Act as District AVID Coordinator and coordinate with sites to determine the future of AVID in FUHSD.

Personal Qualities:

- Character, personality, social interaction skills for working with staff, students, parents, community groups, agencies, and organizations; innovative mindset that actively seeks ways in which our systems can be more effective, efficient, and productive; ability to interact effectively with diverse student and staff population; understand and work effectively with people from different cultures.

Education:

- Required: Bachelor's Degree
- Desirable: Master of Arts or Master of Science Degree

Experience:

- Required: Five years (or more) experience at the secondary level
- Desirable: Previous Administrative experience

Licenses & Certificates:

- Valid Administrative Services Credential, Secondary Administrative or General Administrative Credential
- May require a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.