

SCHOOL BOARD OF FLAGLER COUNTY

JOB DESCRIPTION

Career Academy Coordinator

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Background in Business preferred.
- (3) Certified by the State of Florida in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Communicate effectively both verbally and in writing. Establish good rapport with students. Be able to work effectively with teams. Ability to schedule, organize and prioritize work assignments to assure timely and cost effective completion. Ability to create a positive environment and accept responsibility and accountability.

REPORTS TO:

High School Principal

JOB GOAL

To provide relevant and challenging classroom and work-based learning for the students in the Academy and small learning communities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Lead all program development activities that will result in the implementation of a themed academy (smaller learning communities) within the high school including the following specific activities:

1. Identify and clarify the theme of the academy with a focus on how this program will be a unique smaller learning community;
2. Investigate and make recommendations about affiliation with national programs or networks, when available;
3. Lead site visits to programs and academies with like themes, as necessary;
4. Identify the course-taking pattern that will make this academy a unique smaller learning community;
5. Successfully seek out and apply for various grants related to the academies/career field;
6. Lead the development to provide a rigorous education program that combines relevant academic and technical curricula around a career theme;
7. Coordinate the implementation of national programs and curricula, when appropriate;
8. Participate in the development of academy frameworks and structures within the school;
9. Assist in all aspects of initial academy implementation, including materials acquisition, staff training, and program organization;

10. Complete all other activities, as necessary for academy development, that are identified by the principal or the principal's designee;
11. Develop career academies/innovative programs that will use partnership and mentoring with current schools that have successful programs.

Lead the implementation of a themed academy (smaller learning communities) within the high school including the following specific activities:

1. Lead the implementation of academy programs and structures, assuring that all program implementation issues are managed in a timely manner for the opening of the academy;
 2. Lead the implementation of academy frameworks and structures for that academy program;
 3. Assist in the recruitment and hiring of academy staff, as necessary,
 4. Support the principal and others in developing, scheduling, and managing all required staff development activities;
 5. Lead the selection and/or development of classroom text materials and supplementary instructional materials, as required;
 6. Develop recruitment materials for the academy that can be distributed within the school;
 7. Oversee the placement of students in the academy, based on the results of standardized test results and other available student data;
 8. Provide an instructional delivery system that incorporates relevant and rigorous academic standards with industry and business;
 9. Organize and oversee a business advisory board for the academy;
 10. Lead the development of all necessary procedures and protocols for activities such as internships, advisories, or other school-community partnership activities;
 11. Monitor student progress within the academy on a regular basis and support teachers as they communicate with parents.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

Flagler Schools Strategic Framework – Teaching & Learning