

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: **ACADEMY COORDINATOR**

QUALIFICATIONS:

1. Certified secondary teacher
2. Strong organizational skills, mature and discreet judgment, can hold confidential matters
3. Knowledge and experience in effective instructional practices
4. Familiar with district policies and procedures
5. Demonstrated ability to communicate effectively orally and in writing
6. Ability to work with student and adult learners effectively
7. Ability to provide professional development to groups of teachers and administrators
9. Computer skills in order to communicate effectively across a variety of technological platforms
10. Must provide personal transportation to attend work related training and errands
11. Must successfully pass a background check that is satisfactory to the Board of Education

REPORTS TO: Building Principal and/or designee

JOB GOAL: To lead and facilitate the work across all academies to provide students and teachers guidance and mentorship to develop students' talents for future opportunities

PERFORMANCE RESPONSIBILITIES:

1. Serve as liaison between district office personnel and 7-12 academy leaders
2. Facilitate discussions between buildings for academy programs
3. Work with counseling staff to continue work on programs of study and personal plans of study
4. Participate in professional meetings and disseminate information
5. Coordinate the efforts across all academies
6. Facilitate the evaluation of academy programs
7. Coordinate, proctor and assist with data reporting
8. Monitor and promote academy programs
9. Promote academy programs in the school and community
10. Plan and coordinate academy group PLC meetings
11. Assist with creating master schedule
12. Investigate new programs
13. Assist academy leaders with procedural items
14. Serve as liaison between administration and teachers when necessary
15. Work with special projects or other duties as assigned

PHYSICAL DEMANDS: Ability to move around in the instructional area

TERMS OF EMPLOYMENT: 200 days as per School Board Policy GCBDA

TYPE OF POSITION: Exempt

EVALUATION: Annually by Building Principal

APPROVED BY SCHOOL BOARD: March 25, 2021