Job Title:	Advanced Academic Coordinator	**Exemption Status**: Exempt	
Reports to:	Assistant Superintendent of Curriculum and instruction	**Contract: 1**2 Month	

Primary Purpose:
Coordinate the advanced academic programs in the district to meet the needs of students and families, ensure integrity of the program and vision of the district, and ensure consistency of programming across the district.

Provide training for staff, students and families related to course planning and college readiness. Serve as the liaison between central office and campus staff in the development and implementation of advanced academic programs and services.

Qualifications:

Education/Certification:

- Bachelor's degree
- Master's degree preferred
- Administrative certification preferred
- Valid Texas teaching certificate

Special Knowledge/Skills:

- Ability to organize and coordinate programs across campuses
- Knowledge of strategies and materials for secondary academic programs and post-secondary programs
- Knowledge of district academic/career programming and graduation requirements
- Ability to interpret policy, procedures, and data
- Ability to work effectively with students, teachers, administrators, counselors, parents and community

Experience:

- Demonstrated ability is using data for informing and implementing instruction
- Demonstrated ability in designing and implementing professional development
- Demonstrated leadership skills

Major Responsibilities and Duties:
Instructional Management:

1. Oversee, in conjunction with campus and district staff, the academic programs that are aligned vertically and horizontally with the vision and goals of the district.
2. Coordinate the development, revision and alignment of the Advanced Academic curriculum so that students and families are provided support in planning and preparing for college readiness as early as elementary school in order to increase the percentage of students meeting college readiness standards.
3. Assists teachers in meeting the advanced academic needs of students and provides strong instructional leadership for PSAT/SAT/ACT exams, Pre-AP/AP (Advanced Placement) courses, Dual-Credit courses and other advanced academic courses and state assessments.
4. Coordinates with Director of Counseling to provide academic and graduation requirement information to campuses.
5. Works closely with campus personnel providing college and career guidance.
6. Monitor student level data from a variety of sources and aid students, families, and staff with interpreting data and developing appropriate academic/career plans based on data.
7. Collaborate and coordinate with counselors' post-secondary opportunities for students.
8. Collaborate with area colleges and universities in providing dual credit coursework.
9. Facilitate the establishment of programs to increase enrollment in advanced courses.
10. Facilitate the establishment of programs to increase the number of National Merit Scholars and Distinguished Achievement Plan graduates, especially for the at-risk populations.
11. Collaborate with Curriculum & Instruction.
12. Support campuses in learning walks and data monitoring for Pre-AP and AP classrooms.
13. Coordinate opportunities for students to receive training on college entrance exams, including TSI, PSAT, ACT, and SAT.
14. Support vertical alignment of all Pre-AP/AP subject areas
15. Coordinate Professional Development for Pre-AP/AP teachers, AVID teachers.

Policy, Reports, and Law:

16. Recommend sound policies directed to improve advanced academic programming.
17. Comply and implement policies established by federal and state law, State Board of Education rule, and local policy.
18. Compile, maintain, and file all reports, records, and other documents required.

Communication and Community Support:

19. Provide resources and materials to support staff in accomplishing program goals.

20. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding academic programming and college readiness.
21. Plan and conduct parental meetings, as appropriate.
22. Articulate and communicate the vision and goals of high academic achievement of students to a wide variety of audiences.
23. Use appropriate and effective techniques to encourage community and parent involvement.

Other:

Supervisory Responsibilities:

Direct the work of district and campus test administrators and others assigned to conduct tests.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Frequent districtwide travel; occasional statewide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Employee _____ Date _____