Job Title: Academic Coordinator **Exemption Status/Test:** Exempt/Professional

Reports to: Chief of Curriculum and Instruction/Campus Principal **Days:** 226

Dept./School: Curriculum and Instruction/Assigned Campus

Pay Grade: Administrative Professional 3

NOTE: This job is federally funded (Title 1 Grant) and is dependent upon the availability of grant funds.

Primary Purpose:

Provides coaching and support to classroom teachers to ensure the continuous development of instructional skills among assigned teachers. Provide curriculum leadership and support classroom teaching to ensure an aligned and articulated instructional program in the subject area assigned. Integrate math and reading learning standards throughout the various core subjects to improve student achievement. Provide interventions for students according to their individual learning needs.

Qualifications:

Education/Certification:
Master's degree from accredited university (preferred)
Valid Texas teaching certificate

Special Knowledge/Skills:
Knowledge of curriculum design and implementation
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Strong organizational, communication, and interpersonal skills

Experience:
3 years teaching experience

Major Responsibilities and Duties:

Staff Development

1. Work collaboratively with assigned classroom teachers to establish realistic and measureable objectives related to both the teacher's individual professional development and student learning.

2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.

3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.

4. Evaluate teacher effectiveness in accordance with established district programs.

5. Plan and provide appropriate staff development for teachers, administrators, and staff.

Instructional Program and Strategies

6. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.

7. Develop curricular or behavioral support materials as needed.

8. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.

9. Work cooperatively with directors and campus principals in developing and supervising the instructional programs in assigned subject area.

10. Coordinate the review, development, and revision of all subject area programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans.

11. Oversee testing programs for the assigned subject area and make recommendations for improvement where appropriate.

12. Coordinate the ordering and use of departmental instructional aids and materials for assigned subject area.

13. Evaluate the curriculum and instruction program effectiveness for the assigned subject area based on evaluative findings (including student achievement data) and recommend changes as needed.

14. Maintain a resource library of publications, supplementary materials, and supplies relevant to the assigned subject area.

15. Participate in development, preparation, and administration of the budget for supplies, equipment, and facilities in area of assignment.

16. Integrate math and reading learning standards into assigned subject area and other disciplines to provide meaningful, relevant, and real world learning experiences for students.

17. Provide small group instruction to students at various levels and tiers of instruction to meet their individual learning needs.

18. Analyzing data to understand student(s) needs and determine instructional focus during intervention.

Other

19. Compile, maintain, and file all reports, records, and other documents required.

20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

21. Follow district safety protocols and emergency procedures.

22. Perform other duties as assigned.

Supervisory Responsibilities:

None.

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: Work inside; frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is grant funded by Title 1.

Reviewed by Date

Received by Date