**Coordinator for Academic Advancement-High School**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Reports To: Principal

Dept/Campus: High School Pay grade: Pro-4

Wage/Hour Status: Exempt Date: June 2015

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Plan, implement, maintain and evaluate a comprehensive program to ensure the academic success of students in the high school and to provide a proactive academic plan for every student to encourage their success as a student and for future collegiate and career development. Implement and maintain a focused organized system for student admission, withdrawal and the successful maintenance of student folders, transcripts, and records. Implement and maintain a focused organized system to assist all students obtain a post-secondary education as well as assist students obtain scholarships to assist with their post-secondary education.

**Qualifications:**

* Education/Certification:
* Master's degree
* Valid Texas teaching certification
* Texas Principal or other appropriate Texas certificate
* Certified instructional supervisor and appraiser in PDAS preferred

**Special Knowledge/Skills:**

* Excellent organization, communication and interpersonal skills
* Knowledge of state and local policies and procedures related to curriculum, instruction, graduation requirements, CTE, Advanced Placement, Dual Credit, Testing, and related areas
* Capacity to supervise others in a fashion which leads to quality performance in a team atmosphere
* Outstanding data entry skills
* Working knowledge of computer technology and the associated software tools required
* Ability to quickly establish rapport with both students and adults
* Demonstrated zest for learning
* Ability to analyze data for the purposes of decision making and planning
* Calm and patient demeanor with students and others
* Excellent customer service skills

**Experience:**

Minimum of five years of successful public school experience as a teacher

Administrative experience preferred

**EVALUATION:**

Coordinator for Academic Advancement employed by this district will be evaluated annually and will report to the Campus Principal.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Serve as Advanced Placement assistant coordinator
2. Develop data chart for AP results yearly
3. Coordinate AP/DC parent workshop
4. Create spreadsheet of AP/PAP teachers attending state conference on rotation who teach AP
5. Create spreadsheet of students who sign up for AP testing, collect money, order tests, assist with testing.
6. Coordinate TSI admissions with TC and registration.
7. Create spreadsheet of students with TSI data
8. Create spreadsheet of students who qualify for scholarships CTE/Academic DC each semester.
9. Send applications to students through advisors for registration for DC courses.
10. Coordinate teacher stipends per course for DC classes.
11. Assist with College Night
12. Assist with Parent Workshops
13. Supervise campus events as assigned
14. Coordinate THS REACH program
15. Campus Liaison for PEP mentors through TAMUT
16. Assist with Personalized Graduation Plans and 4 year plans
17. Assist with CTE as needed
18. Assist with creation of course guide and present as needed
19. Assist with identifying students for Associate’s Degree and counsel with those students
20. Coordinate and chair Student Intervention Team meetings (SIT)
21. Coordinate REACH including updating and revising curriculum, YAG, and trips.
22. Coordinate with Registrar in securing volunteers (VIPS) for campus needs.
23. Coordinate the PSAT, Aspire, ASVAB, ACT, SAT, and AP exams including scheduling, logistical set-up, staffing, and transportation as needed.
24. Host parent workshop on REACH, Financial Aid and FASFA
25. Post monthly newsletter on College and Career Readiness on TISD website campus page.
26. Serve as point of contact and campus coordinator for Boys State, Girls State, Texarkana

Chamber of Commerce College and Career Fair, Texarkana Youth Leaders Tomorrow program,

Talent Search from TC liaison and other programs as appropriate.

1. Monitor Lesson Plans as directed
2. Evaluate staff as directed through PDAS, T-TESS
3. Collect data through Data Walks
4. Participate in the development and evaluation of campus educational programs.
5. Assist in the planning and implementation of staff development programs designed to fulfill the professional growth needs as identified by the campus principal.
6. Attend and participate in appropriate staff development opportunities with an emphasis on encouraging other teachers to do likewise.
7. Compile, maintain, and file all reports, records, and other documents required.
8. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
9. Present for students a positive role model that supports the mission of the school district.
10. Maintain a positive and effective relationship with supervisors.
11. Comply with all district and local campus routines and regulations.
12. Effectively communicate with colleagues, students, and parents.
13. Assess and respond to needs related to job responsibilities.
14. Develop and coordinate a continuing evaluation of the programs within the areas of assigned supervision and implement changes based on those findings.
15. Develop and maintain effective individual and group relationships with students and parents.
16. Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students.
17. Facilitate student management as it relates to the extracurricular activities.
18. Develop needed professional skills appropriate to personal growth and professional job assignments.
19. Demonstrate behavior that is professional, ethical and responsible.
20. Articulate to the community the district's mission and goals in all areas of assigned responsibility and solicit its support in realizing the mission.
21. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
22. Facilitate, through the professional growth of teachers and staff, improved student performance as measured by the STAAR-EOC.
23. Work cooperatively with the assigned campus principal and staff to collectively identify constraints in the design and/or implementation of the instructional delivery system.
24. Demonstrate awareness of budgetary needs and the guidelines for handling all financial transactions within the scope of this position. Including; collecting, recording, and depositing funds for AP tests, TSI, etc.

**SUPERVISORY RESPONSIBILITIES:**

Supervise students and staff in those areas deemed appropriate by the principal

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to remain productive and maintain control under stress; ability to supervise others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 35lbs and the ability to work with frequent interruptions. Frequent district-wide and statewide travel; occasional prolonged and irregular

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Date

Supervisor Date