**Coordinator of Academic Services**

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

**Reports To:** Campus Principal

**Dept/Campus:** Elementary Campus **Paygrade**: Pro-3

**Wage/Hour Status:** Exempt **Revised**: June 2017

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

**PRIMARY PURPOSE:**

Evaluate and coordinate academic programs and services of the campus including support to beginning teachers. Collaborate with campus leaders to ensure quality academic services. Provide leadership to ensure success of instructional programs and provide academic support for campus.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree in Education Administration or Curriculum and Instruction

Texas Mid-management or other appropriate Texas certificate

Certified Professional Development and Appraisal System (PDAS) appraiser

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Ability to coordinate district function

Strong communication, public relations, and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher

Five years experience in instructional leadership role

**Major Responsibilities and Duties**

1. Ensure that campus goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
2. Participate in the campus-level decision-making process to establish and review the district’s goals and objectives and major classroom instructional programs of the district, and actively support the efforts of others to achieve goals, objectives, and campus performance objectives.
3. Build internal/external partnerships that support campus goals and enhance student learning.
4. Maintain open/effective communications and use problem-solving techniques to tactfully address and resolve questions/concerns.
5. Communicate effectively with all members of the school district and community.
6. Assist in the recruiting, interviewing, and recommending of qualified candidates for positions on the campus.
7. Demonstrate behavior that is professional, ethical, and responsible, and serve as a role model for all district staff.
8. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
9. Analyze data to examine and improve programs that support continuous and measurable improvements in student achievement.
10. Participate in collaborative planning and delivery of effective professional development programs that improve teaching outcomes and student learning.
11. Observe teachers in their classrooms and offer insights for the enhancement of effective instruction.
12. Actively seek training and information which will enhance skills and knowledge related to responsibilities.
13. Ensure that assigned school programs and activities conform to federal, state, and district guidelines.
14. Apply current research to ensure effective learning experiences for all students.
15. Compile, maintain, and file all reports, records, and other documents required.
16. Collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.

**Supervisory Responsibilities:**

Supervise and support teacher mentors in the teacher mentor program.

**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); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting. Normal office environment as well as inside and outside duties; frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

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

Employee Date

Supervisor Date