

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Academic Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES

The Academic Coordinator role will include:

- To be a teacher leader in Situational Roles, as Resource Provider, and as a Data Analyst;
- To be a catalyst for change as a Professional Learning Designer, Team Facilitator, and Classroom Supporter;
- To be a Quality Learning and Teaching Specialist as a Curriculum Assessor, Assessment Expert, and Instructional Designer.

SUPERVISOR: Principal

JOB RESPONSIBILITIES:

1. Ensure the grade level curriculum is viable, and delivered according to the state standards.
2. Act as the guide to research-based instructional practices that contribute to student achievement.
3. Scaffold the development of an effective assessment system based on frequent examination of professional practices through analysis of student work, focused on effective feedback, and designed to support all teachers and students.
4. Design on-going, site-based professional development where teachers support each other's growth and focus on the school's unique goals and needs.
5. Provide on-going classroom support for teachers and students.
6. Provide on-going support outside the classroom, for students struggling with academic achievement.
7. Provide support in Student Study Team and IEP meetings.
8. Provide on-going support for the Title I program; identify measures to improve student achievement, assist in redefining and realigning program structure and efficiency, analyze data to determine student needs.
9. Provide staff development in technology relating to student progress data and curriculum and instruction.
10. Duties as assigned as Administrative Designee; including student discipline, classroom walk-throughs and other responsibilities as acting principal.

EMPLOYMENT STANDARDS:

Knowledge of:

1. California State Standards for the Teaching Profession;
2. Appropriate teaching methods;
3. Human development and learning theory;
4. Diagnostic techniques of student learning needs;
5. Methods of assessing student performance;

6. Uses of both standardized and criterion-referenced tests to assess student performance levels;
7. Effective teaching and critical thinking strategies;
8. Teaching methodologies applied to specific curricular areas;
9. District's adopted courses of study;
10. State curriculum frameworks.

Ability to:

1. Establish and maintain effective work relationships;
2. Model and discuss appropriate student motivational techniques;
3. Demonstrate appropriate teaching strategies across the District curriculum;
4. Work cooperatively with classroom teachers to improve instruction;
5. Communicate with individuals from varied educational and cultural backgrounds;
6. Direct support personnel;
7. Evaluate student performance;
8. Maintain records;
9. Meet schedules and deadlines;
10. Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
11. Communicate effectively in both oral and written form;
12. Integrate appropriate technology into existing curriculum.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Valid California Teaching Credential;
2. Three or more years of successful teaching experience;
3. Experience organizing and conducting professional development activities;
4. Some Administrative Experience;
5. TB Test clearance;
6. Drug test clearance;
7. Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Sufficient strength to lift, carry, reach and handle objects;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.