

Coordinator of Secondary Academic Programs

Job Code: 5250

Purpose: Assist high school classroom teachers in planning and implementing an educational program that will improve student performance on state assessments; assist administrative staff in technical duties; monitor and facilitate implementation of school planning.

Duties/Responsibilities:

Serve as visionary leader who researches, pilots, and implements innovative programs

Assist teachers/staff with development of individual growth plans

Assist classroom teachers with identification and selection of equipment and materials to enhance instructional program

Provide implementation assistance for research-based teaching strategies

Meet with teachers individually/collectively to identify special needs in the classroom

Monitor school consolidated plan activities/strategies, assure timelines of reporting

Assist teachers with identification of needs for and delivery of staff development

Become familiar with "best practices" in instructional settings and implement these methods with all teachers

Facilitate curriculum development, alignment, revision committees

Facilitate communication among teachers and administrators

Assist teachers with development of writing process and reading strategies

Assist teachers/staff with implementation of core content and academic expectations

Facilitate assessment process

Assist principal with evaluation of personnel

Assume other duties assigned by the principal and/or superintendent

Employment:

Standard school year contract, extended employment, and extra service supplement

Evaluation:

Performance will be evaluated in accordance with provisions of Board Policy as outlined in the Certified Employee Performance Assessment and Improvement Plan.

My signature below indicates that I have been given a copy of my job description.

Date