

COORDINATOR ACADEMIC SUPPORT PROGRAMS, K-12

GENERAL RESPONSIBILITIES

The position is responsible for planning, developing, directing, and supporting all efforts associated with academic support programs. The coordinator works collaboratively with the school's administrative and instructional staff to provide support and leadership for the program throughout the school division.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, coordinate and supervise curricular support programs to include, but not limited to, *READ180*, Scholastic Reading Inventory, Scholastic Math Inventory and System44.
- Supervise the process and collaborate on the evaluation and selection of instructional materials and equipment.
- Provide professional learning for principals and staff members on how to interpret data from support programs to assist with making instructional decisions.
- Support schools in implementation of academic support programs.
- Assist with budgeting for academic support funds and collaborate with content areas on funding/budgeting for other content support programs, such as Algebra Readiness.
- Assist with portions of the Advanced Placement (AP) program such as, but not limited to, collecting AP monies, organizing professional development through College Board, assisting with the coordination of AP testing, and reviewing and uploading AP syllabi each year.
- Remain current on best practices, literature, and research studies and reports in regards to academic support programs and framework; evaluate findings and suggests changes or modifications to improve existing programs.
- Design, plan, coordinate, and implement summer school support programs.
- Collaborate with secondary coordinators and specialists on the SOL Summer Fast Track Tutoring Program.
- Participate in professional organizations connected to his/her daily work.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Elementary and Secondary Education Act as Reauthorized by the No Child Left Behind Act of 2001, the Virginia Standards of Learning, the Virginia Beach objectives, and the Virginia Beach K-12 Remediation Plan; knowledge of the Virginia Assessment program and its impact on students; demonstrate an understanding of the job requirements and principles of effective techniques for remediating at-risk students; demonstrate a depth of knowledge regarding reading instruction; demonstrate the ability to communicate effectively with school division personnel, to collaborate with administrative and instructional staff, and to provide timely feedback on remediation issues; demonstrate professionalism when working with others, including parents and members of the community; demonstrate the responsibility for analyzing data to evaluate program effectiveness and arranging in-service training; demonstrate strong organizational skills and the ability to submit reports on time; demonstrate respect for the confidential nature of professional information

EDUCATION AND EXPERIENCE

Master's Degree in Administration and Supervision. Minimum five years of successful teaching experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None

FLSA status: Exempt	Description: Rev. 6/03, 5/15 <i>(Previous Job Title: Coordinator, K-12 Remediation)</i>
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