

# JOB DESCRIPTION

**Job Title** Coordinator Academics  
**Reports to** Chief Academic Officer  
**Dept/School** Academics

**Job Title Code** 160119  
**Wage/Hour Status** Exempt  
**Pay Grade** 103  
**Date Revised** January 12, 2026

## Primary Purpose

Responsible for supporting the Chief Academic Officer in the development and implementation of Academic programs, initiatives and employee communication. Coordinate complex, analytical and technical work involving contract management of the Academics Department. Support the implementation of the Academics Department management, policies, and practices.

## Education/Certification

- Bachelor's degree in human resources, business administration/ management, education, or related field

## Special Knowledge/Skills

- Knowledge of federal and state laws related to Academic Programs and ability to implement policy and procedures
- Knowledge of strategic planning processes
- Must be able to work independently to complete Contract Management and organize and analyze information pertinent to the operation of the District and the Academics Department
- Ability to use systems applications, develop spreadsheets and perform data analysis
- Knowledge of software systems and how to navigate and set up new systems
- Strong analytical, organizational, communication, and interpersonal skills
- Ability to effectively present information in one-on-one and to small and large groups of employees

## Experience

Three (3) years' experience in administrative support in executive office, public school setting or related field

## Major Responsibilities and Duties

1. Create and manage a system to ensure contracts are maintained and updated on an annual basis.
2. Work with the Academics personnel, the Legal Department and the Budget department to ensure the completion of contracts in time.
3. Perform complex analytical and technical tasks involving the Academics Department for budget development and the preparation of the annual District budget.
4. Maintain knowledge of District policies and education trends and assist in the preparation of comprehensive, accurate, and timely data analysis for decision making.
5. Work with the Chief Academic Officer to ensure that department operations contribute to the attainment of district and Academic Department goals and objectives.
6. Maintain the department budget and inventory of supplies and equipment and initiate requisitions as needed to maintain an efficient operation of the department.
7. Enter weekly time sheets information into the system and assist with managing department personnel absence reporting.
8. Participate in various committees, as necessary, to ensure effective strategic planning and alignment with the District's strategic priorities.
9. Adhere to confidentiality regarding all Departmental matters.
10. Submits agenda items for Cabinet and/or Board of Trustees meetings as per timelines and all related contract documentation.

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11. Coordinate and manage the Executive Summary forms with assigned departments of the Chief of Academics and ensure that all appropriate documentation is submitted on a timely basis to the Executive Assistant to the Superintendent for all District Board of Trustees Meetings.
12. Manage and coordinate meetings to include the logistics of venue, itineraries, agendas etc. for the Academics Divisions meetings and conferences.

## Policies, Reports and Law

13. Assist in ensuring district compliance with federal and state laws and regulations.
14. Stay abreast of current research and best practices in contract management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.

## Communication

15. Promote positive community relations through effective communication and maintain good rapport with district employees at all organization levels.
16. Prepare and develop agendas, memos, communication, and correspondence: identify meeting participants, collect, prepare, and distribute appropriate briefing material.
17. In supervisor's absence, ensure that requests for action or information are relayed to the appropriate person.
18. Represent the supervisor at designated meetings.

## Professional Growth

19. Participate in professional growth activities and stay current with local, state, and federal regulations.
20. Attend required professional development.

## Supervisory Responsibilities

None

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending.
- Work hours will regularly occur after school and may occasionally be prolonged and irregular.
- Frequent District wide.
- Use of standard office equipment including personal computer and peripherals.
- Work with frequent interruptions.

## Terms of Employment

226 days; salary to be established by Board of Trustees

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

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



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My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.