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|-----------------------|---|--------------------------|------------------|
| <b>Job Title:</b>     | Coordinator Advanced Academic           | <b>Wage/Hour Status:</b> | Exempt           |
| <b>Reports to:</b>    | Executive Director Advanced Academics   | <b>Pay Grade:</b>        | 107              |
| <b>Dept. /School:</b> | College and Career Readiness Innovation | <b>Date Revised:</b>     | November 8, 2022 |

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**Primary Purpose**

Provide operational leadership support for the Director for Social Emotional Learning and the Executive Director for Student and Family Empowerment to enhance operational clarity and support for department led initiatives that facilitate improved academic and social-emotional outcomes for students.

**Qualifications**

**Education/Certification**

Master’s Degree  
Valid Texas Principal Certificate

**Special Knowledge/Skills**

- Knowledge of effective school culture and climate practices
- Knowledge of the principles of operational and instructional leadership
- Knowledge of Social Emotional Learning (SEL)
- Knowledge of Positive Behavior Intervention and Support Systems (PBIS)
- Knowledge of Multi-Tier Student Support Systems (MTSS)
- Ability to engage in evaluation, research, and/or planning processes
- Ability to interpret data and identify root causes
- Strong communication, public relations and interpersonal skills
- Ability to employ collaborative decision-making processes, foster and promote team building
- Strong service orientation

**Experience**

Three (3) years experience as a public-school teacher  
Three (3) years experience as a public-school administrator

**Major Duties and Responsibilities**

1. Provide operational support for the implementation of key initiatives that support improved academic and social-emotional outcomes for students.
2. Generate project-specific impact reports for leadership review.
3. Collect and analyze program data to identify opportunities for program alignment, continuous improvement and needs assessment.
4. Create manuals, guides and innovative resources to facilitate communication and operational clarity regarding department-led program implementation.
5. Conduct periodic reviews of policies and district manuals and generate proposed revisions that facilitate program and policy alignment.
6. Serve as an interdepartmental liaison to develop and sustain multi-tiered systems of support.
7. Support department leadership with project leadership.
8. Support department leadership in transition to online and site-based professional learning.
9. Maintain and update the department webpage and communication framework.

**Other**

10. Keep informed of the latest trends and developments in the area of student support systems, alternative discipline practices, social-emotional learning, project management and continuous improvement.
11. Keep informed of and comply with state, district, and school regulations and policies.
12. Support district initiatives and serve on assigned committees.
13. Conduct professional learning as assigned by department leadership.
14. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional prolonged and irregular hours. Occasional districtwide travel. Occasional out of town travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ 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, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.