

**Job Title:** Coordinator Academic Competitions

**Wage/Hour Status:** Exempt

**Reports to:** Executive Director Teaching and Learning

**Pay Grade:** 105

**Dept/School:** Academic Competitions

**Date Revised:** November 1, 2024

**Primary Purpose**

Direct and manage overall programs of extracurricular academic competitions, Speech, and Journalism. Work to provide students with the opportunity to participate in academic activities and ensures compliance with local, state, and University Interscholastic League (UIL) requirements.

**Qualifications**

**Education/Certification**

Master's Degree  
Valid Texas Teaching Certificate

**Special Knowledge/Skills**

- Knowledge of instructional administration, curriculum writing and implementation
- Excellent organizational, communication, presentation and interpersonal skills
- Knowledge of state and UIL policies governing academics
- Ability to interpret policy, procedures, and data
- Ability to manage budget, personnel, and coordinate district function

**Experience**

Three (3) years teaching experience

**Major Responsibilities and Duties**

**Instructional and Program Management (K-12)**

1. Plan and organize for the delivery of the district's regular and compensatory instructional programs to ensure implementation of adopted curriculum (TEKS).
2. Adhere to local, state, federal rules, regulations, and policies.
3. Assist schools to increase student achievement and improve students' test scores by providing test preparation strategies.
4. Implement policies for Campus Accounting Manual regarding Speech, Journalism, and Academic competitions.
5. Plan, implement, and evaluate instructional programs with teachers and principals.
6. Assess, develop and implement the use of technology.
7. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
8. Plan and provide technical assistance to support the adopted curriculum.
9. Obtain and share current research on Speech and Journalism programs, materials, and methodologies.
10. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
11. Share updated information about national, state, and district programs and trends.
12. Direct and manage district's academic extracurricular programs.
13. Inform administrators and coaches of academic eligibility requirements for participation in each event and verify each student's eligibility.
14. Maintain an active program that promotes good sportsmanship and student development.
15. Obtain and use evaluative findings (including student achievement data) to gauge effectiveness and ensure that program renewal is continuous and responsive to student needs.
16. Plan necessary time, resources, and materials to support accomplishment of department goals.

**Academic Events (K-12)**

17. Prepare and approve interscholastic academic schedules.
18. Plan and assist coaches with programs for staff development through meetings and in-services.

19. Ensure that academic competitions are supportive of the instructional goals and objectives of the district and the attainment of campus performance objectives.
20. Arrange transportation, lodging, and meals for out-of-town academic events.
21. Manage district academic events by employing judges and ensuring preparation of facilities.
22. Attend and supervise academic competitions.
23. Coordinate the use of all facilities by other districts when necessary.
24. Assist in informing and advising principals and coaches regarding league activities, rulings, interpretations, and district committee actions.
25. Assist in maintaining records of the University Interscholastic League district committee actions, rulings, and meetings.
26. Compile, maintain, file and present reports, records and other documents as required.
27. Plan, organize, and supervise academic awards programs.

#### **Budget and Inventory (K-12)**

28. Administer the Speech, Journalism, and Academic budgets and ensure that programs are cost-effective, and funds are managed prudently.
29. Compile budgets and cost estimates on documented program needs.
30. Supervise purchases and approve equipment for middle and high schools.
31. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
32. Forward purchase orders for approvals by the Executive Director.
33. Coordinate and supervise payroll for academic coaches and other personnel.
34. Maintain a running balance of all budget accounts.

#### **Personnel Management (K-12)**

35. Assist campus administrators in the planning and review of instructional schedules for Journalism, Speech, and classes involving academic studies.
36. Coordinate teacher and student travel.
37. Provide technical assistance to personnel as required and encourages professional growth.
38. Recruit, select, train, and supervise personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
39. Evaluate job performance of employees to ensure effectiveness.
40. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of Journalism and Speech.

#### **Student Management (K-12)**

41. Implement district student management policies, communicates expected student behavior related to competitive events, and ensures enforcement of student discipline in accordance with Student Code of Conduct and Student Handbook.
42. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.
43. Organize and facilitate student competitive events.
44. Promote and oversee student and teacher trips and student-related school and community events.

#### **Communications and Community Relations (K-12)**

45. Maintain high visibility in educational community.
46. Participate in state, district, and community activities.
47. Cooperate with post-secondary institutions to enhance teacher/student knowledge.
48. Interact and provide information to the community regarding programs.
49. Promote and communicate high expectations of teacher and student performance.
50. Assist and promote safety procedures in the district.
51. Coordinate with the news media and Communications on press releases.
52. Articulate the district's mission and goals in the area of academics to community and solicit its support in realizing mission.
53. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
54. Use appropriate and effective techniques to encourage community and parent involvement.
55. Support academic booster club activities.
56. Plan, attend, and chair committees and/or meetings.
57. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress; frequent district and statewide travel; frequent prolonged and irregular hours.

**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: \_\_\_\_\_

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

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

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

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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.