

<b>Job Title:</b>	Coordinator Academic Operations	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Director Teaching & Learning	<b>Pay Grade:</b>	107
<b>Dept. /School:</b>	Teaching and Learning	<b>Date Revised:</b>	November 9, 2022

**Primary Purpose**

Work with schools to assist with supervision and administration of the schools and other staff in division. Provides support and assistance in implementing a comprehensive curriculum and instruction program that informs academic achievements.

**Qualifications****Education/Certification**

Master's Degree

Valid Texas Mid-Management Administrator or Principal's Certificate

**Special Knowledge/Skills**

- Demonstrate leadership ability in working with other administrators, teachers, students, parents, and general public
- Excellent organizational, communication, presentation and interpersonal skills
- Knowledge of instructional administration
- Possess mediation and negotiation skills
- Sensitive to a multicultural community

**Experience**

Three (3) years teaching experience

**Major Responsibilities and Duties**

1. Assist and support the Executive Director directing the campuses in the areas of instructional management, school climate, school improvement, personnel, school/parent/community relations, and professional growth and development. Assists in providing information on best practices for instructional resources and material to support campus administrative staff in accomplishing instructional goals.
2. Interact positively and regularly as a team with coordinators, facilitators, and ensure standards of excellence throughout the district.
3. Assist schools in the campus improvement planning process.
4. Confer with the Executive Director on matters of concern and recommends action needed to meet the needs of schools in the assigned feeder patterns.
5. Support principals in the pursuit of student achievement

**School/Organizational Climate**

6. Promote and communicate districtwide high expectations of students and staff performance in an enabling, supportive manner and provides appropriate recognition.
7. Assist with maintaining a positive and safe environment in order to achieve District goals and objectives.
8. Project a positive image about effectiveness of District programs with students, staff, parents, and community.
9. Monitor rigor of classroom instruction and provide feedback (walkthroughs) to the Principal.
10. Work with teachers and coaches extensively through PLCs.
11. Prepare for STAAR by ensuring that rotation, symposiums and tutoring are being conducted and appropriately administered.
12. Promote and communicate districtwide high expectations of students and staff performance in an enabling, supportive manner and provides appropriate recognition.
13. Assist with maintaining a positive and safe environment in order to achieve District goals and objectives.

14. Project a positive image about effectiveness of District programs with students, staff, parents, and community.

#### **School/Organization Improvement**

15. Assist with identifying, analyzing, and applying research findings to ensure continuous improvement.
16. Assist with planning an overall improvement program.
17. Utilize campus data to facilitate strategic planning processes in order to address achievement gaps.
18. Review overall campus progress towards federal and State accountability systems.
19. Oversee the effective implementation of all components of the State and Federal School Improvement System.
20. Monitor to see that the student level review (SLR) is appropriately utilized to guide instructional services and interventions.
21. Assist with identification of struggling students and intervention programs.
22. Create additional tools to disaggregate data such as monitoring spreadsheets.
23. Assist campuses in order to ensure that campus documentation are reported to central office departments in a timely manner.
24. Serve as internal campus liaison with the region service center, Texas Center for School Support (formerly SIRC) and TEA for campuses in Federal and or State mandated sanctions.

#### **Professional Growth Development**

25. Support site-based decisions by providing resources for continuing professional development for faculty, administrators and staff.
26. Keep informed on the latest research trends and development in all areas of education.

#### **Personnel Management**

27. Demonstrate sensitivity in dealing with staff, students, and community members from diverse backgrounds.
28. Promote a school and organizational climate which results in positive staff morale and openness to the community.
29. Assist principals and other administrators in assuring that human resources procedures are followed.
30. Assist principals in appraising and monitoring teachers needing assistance.

#### **School/Parent/Community Relations**

31. Articulate the District mission to the community and solicits support to make the mission a reality.
32. Assist campus administrators in identifying community needs, which affect the education of children.
33. Support campus administrators in initiating and supporting activities for parental and community involvement.
34. Serve as a mediator to ensure positive outcomes involving conferences with parents, teachers and students.
35. Work with community groups and organizations.

#### **Policy Reports and Law**

36. Participate with other assistants and central office personnel in the development and the support of districtwide policies, practices and procedures.
37. Provide timely reports to the Executive Director.

#### **Student Management**

38. Ensure that systems and procedures are in place to provide for safe campuses.
39. Ensure that student management programs and procedures are effective in promoting acceptable conduct and social growth as specified in the Student Code of Conduct.

#### **Additional Responsibilities**

40. Develop systems and procedures to monitor campus use of funds and ensure that funds are expended appropriately and within federal, state, and local guidelines.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress, occasional prolonged and regular hours. Must be able to multi-task.

**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 federal funds and my job duties/responsibilities must comply with the Federal 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 Federal 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 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.