

POSITION TITLE: Academic Coordinator

QUALIFICATIONS: Must possess a valid Virginia postgraduate professional license in elementary education or a related field. Master's degree required in Leadership & Supervision. A minimum of three years of successful teaching experience in an elementary setting required. Must be knowledgeable of Professional Learning Communities (PLC) purpose, framework, and how to assist teachers in instructional planning. Must possess knowledge of creative, innovative, nontraditional teaching strategies and technical programs integral in meeting the needs of all students in the school. Must have an understanding of the skills and processes of the Virginia Standards of Learning (SOL) and be able to assist teachers in aligning their instruction to the written, taught, and tested curriculum. Must possess excellent oral and written communication, networking, organizational, and public relation skills. Must be able to provide leadership and management skills required to meet established goals and achieve objectives outlined by the building principal and district's vision. Must possess strong student motivation, behavior, and classroom management strategies. Must be proficient with Microsoft Office Word, Excel and PowerPoint. Must have the ability to compose visually appealing presentations using multi-media technology and regularly present reports.

PERFORMANCE EXPECTATIONS: Work cooperatively with administration to guide, instruct, and model/coach teachers on best educational practices. Lead teachers through desegregation of data, using the data to plan high quality, rigorous lessons, and coaching teachers in their classroom providing feedback that will improve instructional practices. Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of students. Review, design and/or modify instructional plans and materials for teachers to align with curriculum standards. Monitors and evaluates student outcomes and provides data for evaluation purposes. Develops and implements SOL and career testing strategies and plan. Maintains appropriate records and ensures data collection requirements are met. Organizes and leads regular weekly meetings and professional development with teachers for discussion and planning. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Principal

PAY SCHEDULE: Teacher Salary Schedule

LENGTH OF CONTRACT: 230 Days (11 months)

FLSA: Exempt