

ELEMENTARY ACADEMIC COORDINATOR

Definition

Under direct supervision of the Elementary Principal, to assist the principal with providing educational leadership to teachers and to the school's total program, and to do related work as required.

Qualifications

Experience: Minimum of three years teaching. Preference will be given to individuals with successful experience in leadership roles.

Other training: Preference will be given to individuals with academic preparation in curriculum development.

Distinguishing Characteristics

The Elementary Academic Coordinator will provide direct assistance in classroom instruction and school-wide goal setting. They have the ability to work with people effectively in a leadership role as well as plan, organize, and carry out procedures.

Typical Duties and Responsibilities

1. Act as Principal's designee when Principal is off campus.
2. Act as liaison between administration and staff. May provide orientation of certificated personnel new to the school.
3. Assist with Test Coordination.
4. Conduct inventories and assist in distribution and utilization of textbooks.
5. Conduct and/or coordinate occasional grade level and/or department meetings.
6. Assist in scheduling, training, and use of yard duty personnel and parent volunteers.
7. Performs other position related tasks, as assigned.

Term of Position

The term of this position is two years, unless otherwise revised through appropriate notification. There are no additional days required of this position.