



Advanced Academics Coordinator

JOB DESCRIPTION

To provide expertise, leadership, direction, supervision and evaluation of programs and personnel in coordinating the Gifted and Talented (TAG) Program, Advancement Via Individual Determination (AVID) program, Advanced Placement (AP) program, International Baccalaureate (IB) program, and Pre-AP/IB/IB program. The Advanced Academics (AA) Coordinator works closely with the offices of Curriculum and Instruction, Pupil Services, Human Resources, and District Office Administration to promote the TAG, AVID, AP, IB, and Pre-AP/IB programs as well as ensure compliance issues with local, state, and national mandates. The AA coordinator also serves as the advocate and District liaison for advanced academics with the campuses, principals, school board, parents, and community members.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Masters Degree Required
- AVID Coordinator and/or AVID Teacher experience Required
- Pre AP and/or AP and/or IB Teacher experience Required
- Minimum five years experience in Education
- District Office experience Preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of AVID program, standards, certification, and compliance requirements
- Knowledge of TAG program, standards, certification, and compliance requirements
- Knowledge of Pre-AP/IB and AP program, standards, certification, and compliance requirements
- Knowledge of IB program, standards, certification, and compliance requirements
- Excellent presentation skills, interpersonal skills, organization and managerial skills, data interpretation and technology skills
- Motivational and capacity building supervision of personnel

DUTIES AND RESPONSIBILITIES

1. Increases enrollment and student success in TAG, AVID, Pre-AP/IB, AP, and IB programs
2. Establishes with the district office, administrators, staff, and AVID tutors, the goals and objectives of the program in accordance with AVID and District guidelines.
3. Coordinates the creation, updating, and dissemination of AVID board policy, the AVID brochure, application, matrix, selection notification, AVID newsletters, and other AVID forms to include yearly data analysis as required by the AVID Center.
4. Coordinates the creation, updating, and dissemination of TAG board policy, the TAG brochure, program and policy guides, application forms, student assessment matrix, annual declaration of intent, curriculum, furlough and exit procedures, as well as newsletters.
5. Coordinates the creation, updating, and dissemination of Pre-AP/IB/IB and AP board policy, AP publications, program and policy guides.
6. Coordinates the creation, updating, and publicizing of the IB program and policy guides, application procedures, board policy, and requisite reports for the International Baccalaureate Organization (IBO).
7. Establishes, maintains and updates District websites and parent communication modalities for TAG, AVID, Pre-AP/IB, AP, and IB programs.
8. Supervises the Elementary and Secondary GT Campus Coordinators and GT Campus Contacts (GTCC) at each secondary campus, and serves as instructional lead for the GT elementary and secondary teachers.
9. Disseminates information from AVID Center, AP Central, TEA Advanced Academics, and IBO to District Office, Administrators, teachers, parents and students.
10. Promotes TAG, AVID, Pre-AP/IB, AP and IB teacher development through oversight of applicable in-service trainings conferences.

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11. Plans and facilitates Advanced Academics with Administrators, Counselors, teachers, tutors, parents, and community members to ensure constant communication of program, staff, and student needs
12. Communicates and promotes high expectation levels for Advanced Academics teachers, tutors, and student performance in a challenging and motivating manner, provides proper recognition of excellence and achievement.
13. Promotes high standards of scholastic achievement, citizenship, and attendance.
14. Develops, maintains, and utilizes appropriate information systems and records necessary for attainment of the TAG, AVID, Pre-AP/IB, AP, and IB program missions, and district requirements.
15. Coordinates with Campus AVID Teacher/Coordinator the recruitment, screening, and selection of TAG, AVID, Pre-AP/IB, AP, and IB students.
16. Coordinates with Campus Administrators in the recruitment and retention of TAG, AVID, Pre-AP/IB, AP, and IB qualified teachers.
17. Coordinates TAG, AVID, Pre-AP/IB, AP, and IB parent involvement activities with Campus teachers, counselors and administrators.
18. Coordinates with Campus AVID Teacher/Coordinator field trips to local universities and colleges
19. Coordinates with Campus AVID Teacher/Coordinator professional guest speakers for AVID classrooms – minimum of 6 per year per campus
20. Ensure Campus AVID Site teams meet a minimum of four times a year and promotes AVID and District Mission.
21. Attends required TAG, AVID, Pre-AP/IB, AP, and IB regional and national trainings / conferences.
22. Evaluates AVID tutor personnel performance against pre-determined standards.
23. Delegates duties and authority as necessitated by existing conditions of staff and program requirements.
24. Supervises all administrative and office procedures.
25. Supervises the maintenance of all internal financial accounts and records.
26. Develops and monitors TAG, AVID, Pre-AP/IB, AP, and IB program budgets (local, federal and in-kind) to ensure compliance with federal guidelines, grant requirements, and district specifications.
27. Prepares or supervises the preparation of reports required by local, state, and national TAG, AVID, Pre-AP/IB, AP, and IB organizations.
28. Strives to improve leadership skills through self-initiated professional development activities, i.e., professional reading, attending conferences, participating in training programs.
29. Conducts oneself in a professional, ethical manner, in accordance with generally accepted community standards; complies with TEA code of ethics.
30. Articulates the TAG, AVID, Pre-AP/IB, AP, and IB program mission to the community and district and solicits their moral and fiscal support in making that mission become a reality.
31. Demonstrates awareness of TAG, AVID, Pre-AP/IB, AP, and IB program/community needs and initiates activities to meet those identified needs
32. Coordinates the administering of the PSAT, SAT & ACT with counselors and principals. Promotes enrichment camps and activities to increase the number of JISD National Merit Scholars.
33. Facilitates a Task-Force comprised of TAG, AVID, Pre-AP/IB, AP, and IB program collaborators to ensure constant communication of program/community needs.
34. Coordinates TAG, AVID, Pre-AP/IB, AP, and IB program publicity (TV, radio, and printed materials) with Judson Public Relations personnel.
35. Maintains constant contact with principals, social workers, counselors, community, and business leaders in an effort to promote TAG, AVID, Pre-AP/IB, AP, and IB.
36. Performs other duties as assigned.

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MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY GRADE: PE5

NUMBER OF DAYS: 216

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/12/07*