



**Job Title:** Academic Success Coordinator

**Exemption Status/Test:** Exempt

**Reports to:** Academic Success Administrator Title I

**Date Revised:** August 2021

**Dept. /School:** Curriculum and Instruction

---

**Primary Purpose:**

To provide coordination for district academic success programs, including credit and cycle recovery, Fall Mini, Spring Free, Jumpstart, SSI summer school, summer enrichment camps, and Intersession. Collaborates with district staff and outside personnel to provide remedial and enrichment opportunities for students. To support district's programming aimed at serving the academic intervention, acceleration, and enrichment needs of all students.

**Qualifications:**

**Education/Certification:**

Master's degree

Doctorate degree or recent advanced coursework preferred

Valid Texas Teacher Certification

Valid Texas Administrator Certification or other appropriate certifications

**Experience:**

Minimum three (3) years of successful classroom experience

Minimum three (3) years of experience within campus/central office leadership

Campus or central office experience supervising programs and/ or personnel, preferred

Experience working collaboratively across key departments of a school district, preferred

Experience working with both elementary and secondary level schools, preferred

Demonstrated experience with large-scale project management, preferred

**Special Knowledge/Skills:**

Knowledge of student failure prevention programs

Knowledge of strategies and materials for the remediation and enrichment of all students

In-depth understanding and experience working with online coursework, specifically for credit recovery

Knowledge of SSI compliance, processes, and state and local requirements related to STAAR testing

Ability to interpret data to determine program implementation effectiveness

Evidence of development, design and delivery of presentations and staff development

Strong organizational, communication, leadership, public relations, and interpersonal skills

Ability to communicate with teachers, educational leaders, school trustees, parents, and community leaders

Advanced ability to focus on details and use creativity to problem solve

Ability to function as a member of a high-performance team

Ability to work well with a diverse population

**Major Responsibilities and Duties:**

**Project Management**

1. Assist with development and implementation of a cohesive districtwide academic success plan to provide intervention, acceleration, and enrichment through Intersession.

2. Coordinate a comprehensive academic success programming, including credit and cycle recovery, Fall Mini, Spring Free, Jumpstart, SSI summer school, summer enrichment camps, and Intersession.
3. Support academic success programming efforts (i.e., credit and cycle recovery, Fall Mini, Spring Free, Jumpstart, SSI summer school, summer enrichment camps, and Intersession) on school campuses across the district.
4. Generate reports and communicate data regarding academic success programming (i.e., credit and cycle recovery, Fall Mini, Spring Free, Jumpstart, SSI summer school, summer enrichment camps, and Intersession) for district and campus leadership.
5. Collaborate with the Academic Success Administrator and other district departments to ensure alignment of academic success programs with district curriculum and initiatives.
6. Coordinate ordering, delivery and inventory for supplies/resources/subscriptions needed to support academic success programming, including credit and cycle recovery, Fall Mini, Spring Free, Jumpstart, SSI summers school, summer enrichment camps, and Intersession.
7. Provide training and support for campuses on products and resources utilized to support academic success programming, including credit and cycle recovery, Fall Mini, Spring Free, Jumpstart, SSI summer school, summer enrichment camps, and Intersession.

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

8. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Monitor state and federal legislative processes for potential impact on academic success programming.

### **Additional Responsibilities**

11. Articulate the district's mission, instructional philosophy, and academic success programming to the community and solicit its support in realizing district's mission and goals.
12. Use effective communication skills to present information accurately and clearly.
13. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
14. Communicate to district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations.
15. Establish and maintain a professional relationship and open communication with principals, teachers, staff parents, and community members.
16. Foster rapport between the district and the community through positive involvement in civic activities.
17. Pursue professional development through reading, attending conference, and being involved with related agencies and organizations.
18. Perform all other duties as assigned.

### **Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals

**Posture:** Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; routine statewide travel; some late hours

**Mental Demands:** Work with frequent interruptions; coordinate multiple tasks simultaneously; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.