



**Job Title:** Advanced Academics Administrator

**Exemption Status/Test:** Exempt/Administrator  
In an Educational Establishment

**Reports to:** Director of Special Programs

**Date Revised:** 2015

**Dept. /School:** Special Programs

---

**Primary Purpose:**

Coordinate the advanced academic programs in order to meet the needs of students and families, ensure integrity of the program and vision of the district, and ensure consistency of programming across the district.

Provide training for staff, students and families related to course planning, college readiness, dual credit, Advanced Placement, and gifted and talented programs. Serve as the liaison between central office and campus staff in the development and implementation of advanced academic programs and services.

**Qualifications:**

**Education/Certification:**

- Master's degree
- Administrative certification preferred
- Valid Texas teaching certificate
- Valid gifted/talented local certification
- Valid Advanced Placement Institute participant certification

**Special Knowledge/Skills:**

- Ability to organize and coordinate programs across the district
- Knowledge of strategies and materials for secondary academic programs and post-secondary programs
- Knowledge of district academic/career programming and graduation requirements
- Ability to interpret policy, procedures, and data
- Ability to communicate effectively with audiences from multi-cultural and multi-ethnic backgrounds
- Ability to work effectively with students, teachers, administrators, counselors, parents and community

**Experience:**

- Three or more years as a successful Pre AP/AP classroom teacher
- Demonstrated ability in using data for informing and implementing instruction
- Demonstrated ability in designing and implementing professional development
- Demonstrated leadership skills

**Major Responsibilities and Duties:**

**Program Management**

1. Oversee the academic programs that are aligned vertically and horizontally with the vision and goals of the district.
2. Coordinate the development, revision and alignment of the Advanced Academic program so that students and families are provided support in planning and preparing for college readiness as early as elementary school in order to increase the percentage of students meeting college readiness standards.

3. Assist teachers in meeting the advanced academic needs of students and provide strong instructional leadership for PSAT/SAT/ACT exams, Pre-AP/AP (Advanced Placement) coursed, Dual-Credit courses, other advanced academic courses, and state assessments.
4. Provide assistance with identification and monitoring for the Duke TIP scholars.
5. Collaborate with AVID elective teachers to ensure students and staff are meeting program requirements.
6. Monitor student level data from a variety of sources and provide assistance to campuses with interpreting data and developing appropriate plans based on data.
7. Collaborate and coordinate with counselors post-secondary opportunities for students.
8. Collaborate with area colleges and universities in providing dual credit coursework.
9. Ensure appropriate programming and services are provided to identified gifted and talented students at all levels.
10. Facilitate the establishment of programs to increase enrollment in advanced courses especially for the at-risk population.
11. Facilitate the establishment of programs to increase the number of National Merit Scholars and Distinguished Achievement Plan graduates, especially for the at-risk populations.
12. Implement the process and procedures to identify gifted and talented students at all grade levels district-wide, including review of student data and testing of students.
13. Supervise the development and revision of the gifted and talented curriculum.
14. Provide resources and materials to support staff in accomplishing program goals.
15. Observe classroom instruction and provide feedback and assistance to facilitate improvement and innovation.
16. Plan and provide staff development focused on program goals.
17. Evaluate program's effectiveness based on evaluative findings (including student achievement data and recommend changes as needed.

#### **Budget and Inventory**

18. Participate in development, preparation, and administration of budget for supplies and equipment and ensure that the program is cost-effective and that funds are managed wisely.
19. Assist with the selection and purchase of supplemental equipment and supplies for the program.
20. Participate in grant-writing activities to obtain program funding.

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

21. Compile, maintain, and file all reports, records, and other documents required.
22. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

#### **Supervisory Responsibilities:**

Supervise GT Coordinator and CCR Facilitator

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

**Tools/Equipment Used:** Standard office equipment including personal computer 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; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; 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.