



## ACADEMIC COORDINATOR

### QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university OR currently working in a school and taking classes towards a teaching degree
- Strong organizational and communication skills
- Ability to track and interpret academic progress toward graduation requirements
- Experience working in alternative education, student support, or counseling preferred
- Collaborative mindset and sensitivity to diverse student needs

### REPORTS TO:

- Building Principal

### JOB SUMMARY:

- The Academic Coordinator is a critical lever in improving the graduation rate. The role of the coordinator is to support students in earning credits necessary for graduation. This position will have responsibilities for initial credit and credit recovery at the student level within an alternative setting.
- The employment period length is 9 months with additional summer hours.
- This is a grant-funded position.
- FLSA Status: Non-exempt

### PERFORMANCE RESPONSIBILITIES:

1. Monitor academic progress of all students enrolled in the alternative/CBE program, including credit accrual and mastery of competencies
2. Maintain an up-to-date credit tracking system (Google Sheet, Schoollinks) for each student, documenting current credits, courses in progress, and remaining graduation requirements
3. Communicate weekly with mentors to share updated credit and attendance data and identify students who need interventions
4. Collaborate with teachers and facilitators to ensure grades, project completions, and competency evidence are entered and verified in the student record system
5. Schedule and support mentor check-ins by providing each mentor with updated credit summaries, attendance notes, and targeted talking points
6. Coordinate between school counselors and registrars to verify transcript accuracy and graduation eligibility
7. Notify families (in partnership with mentors) about student progress, milestones, and areas needing attention
8. Assist students in setting academic and attendance goals, helping them track progress using individual learning plans
9. Generate regular reports (weekly, quarterly, semester) summarizing:
  - a. Credits earned vs. required
  - b. Attendance and engagement data
  - c. Students on/off track for graduation
10. Support work-based learning credit documentation, verifying employer evaluations and hours for endorsement or credit
11. Identify early warning signs of disengagement (missed sessions, stalled progress) and communicate to the student's support team
12. Coordinate re-entry or credit recovery plans with counselors, social workers, and CBE facilitators as needed
13. Maintain confidentiality and compliance with FERPA and district data policies

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.