



JOB TITLE: Coordinator of Advanced Academics

REPORTS TO: Director of Advanced Academics

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 100%, 12 months, Certified

POSITION SUMMARY: The Advanced Academics Coordinator supports the district's efforts to promote equity and excellence in advanced education by increasing academic access and opportunities for all students. The Coordinator will promote the AIG program to ensure all advanced learners receive appropriate educational services and all students, including traditionally under-represented populations in the local AIG program which include culturally/ ethnically diverse, economically disadvantaged, English language learners, highly gifted, and twice-exceptional, are provided enrichment opportunities to develop academic talent. The position entails proven excellence as an educator and exemplary skills in working with adults to ensure professional learning aligned with equity and excellence for all students.

RESPONSIBILITIES & DUTIES:

1. Support the implementation of the district's local Academically or Intellectually Gifted (AIG) plan to improve student achievement and growth with an emphasis on building an inclusive cultural representation of the Durham/DPS community of learners.
2. Assist with professional learning sessions focused on dismantling barriers to advanced course offerings and providing equitable access for all middle and high school students.
3. Collaborate with the Office of Equity Affairs to further research and evidence-based approaches for identifying, serving, and ensuring accountability for support all students
4. Promote greater diversity among teachers supporting advanced learners through professional learning opportunities focused on the characteristics and needs of advanced learners
5. Collaborate with school administrators to evaluate multiple data sources for evidence of appropriate professional learning practices implemented during advanced academics instruction.
6. Collaborate with the departments of Exceptional Children, English Learners, Curriculum and Instruction, and Equity Affairs to cultivate and recognize advanced traits in students and determine effective

- programming which may include service options outside of traditional services, as well as increase enrollment in advanced courses.
7. Assist administration, AIG Specialists, counselors, classroom teachers, and other stakeholders with analysis, interpretation and use of data from district, state, and national assessments to best support instructional program planning for advanced student learning opportunities and instructional practices.
 8. Assist with on-going and meaningful participation of stakeholders in the planning and implementation of the local AIG program to develop strong partnerships.
 9. Foster the development of future-ready skills including critical thinking, communication, collaboration, creativity, and leadership with a focus on grades 6-12.
 10. Promote processes that lead to equitable course enrollment for advanced classes.
 11. Assist in developing monthly Professional Learning Community (PLC) sessions for AIG Specialists and AP teachers based on current best practices, research, and strategies that promote equity and excellence.
 12. Assist in leading enrichment programs such as, but not limited to, Governor's School, AP Exam Review sessions, AP Summer Scholars Camp, SPARK Camp, and various academic competitions.
 13. Provide coaching in the creation of meaningful assignments aligned to college- and career- readiness standards and the NC Standard Course of Study
 14. Assist in developing and fostering collaborative relationships with universities, businesses, and other community groups.
 15. Establish and maintain accurate and efficient records necessary for compliance with the Office of Advanced Academics and in alignment with the NC AIG Program Standards.
 16. Support principals, Teaching and Learning Coaches, content specialists, and other stakeholders in guiding teachers in the differentiation of K-12 instruction and pre-AP/AP strategies for grades 6 - 12.
 17. Maintain communication with all stakeholders through a variety of correspondence, including newsletters, social media outlets, and department website.
 18. Demonstrate professional ethics and promote teamwork.
 19. Plan and accomplish personal and professional growth objectives.
 20. Perform various tasks, duties, and projects as determined by the Director of

Advanced Academics, Assistant Superintendent of Specialized Services, Executive Director of Curriculum & Instruction, or the Deputy Superintendent of Academic Services.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Valid teaching license
2. AIG Licensure or earn AIG licensure within 12 months from start date
3. Master's degree in Education, Education Administration or a related field preferred
4. At least three years of successful teaching and experience in program coordination

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to collaborate with administrators, teachers, and stakeholders at the district and state level
2. Demonstrated leadership ability
3. Highly developed presentation skills
4. Knowledge of culturally responsive strategies to support the identification and academic growth of all students
5. Ability to analyze and present data to varied stakeholders
6. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc)
7. Ability to perform at a high level, as a team player, in a team environment
8. Strong organizational and problem-solving skills
9. Ability to prioritize and manage multiple tasks in a fast-paced environment
10. Ability to work independently and efficiently, including the ability to research and gather information from varied sources
11. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel, and PowerPoint
12. Ability to remain calm and professional in all situations

RESOURCE REQUIREMENTS:

X Laptop	X Desktop computer (may be docking station with laptop)			
X e-mail address	X Outlook	X VPN		
Cellphone	Page	Two-way radio	iPad	X Office phone

X 10 digit telephone number X 5 digit extension X Printer Fax District vehicle
X Software (Microsoft Office, Adobe) X AS400
X SharePoint Audio recording device X Web site access X Building access
key/code (for necessary building access during non-traditional hours)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with Light Work.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

(The employee should sign that he/she has read and understands the job description at the hiring conference or with hiring manager on first day of work)

Signature

Date