

United Independent School District

Department of Human Resources

ACADEMIC COORDINATOR – MIDDLE SCHOOL

Title I Part A Funded

Campus Assignment

Primary Purpose:

Assist the principal in coordinating campus instructional programs and district curriculum, including distance learning or virtual instruction.

Funded by Title I, Part A with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet academic standards.

Educational Qualifications:

- As set by certification authorities
- Master's Degree Preferred
- Models Effective Teaching Practices
- Exceptional Interpersonal Skills
- Five years of meeting state recognized or above classroom performance or highly effective teaching performance as shown by continuous student growth and supported by data

Major Responsibilities and Duties:

1. Provides instructional coaching that includes modeling, collaborating, and providing feedback on instructional practices.
2. Works cooperatively in the collection, disaggregation, and analysis of student assessment and academic data for academic improvement.
3. Serves as an instructional leader for grade-level or content teams and participates in all Professional Learning Community Meetings (PLCs).
4. Demonstrates and models Effective Teaching Practices.
5. Collaborates in the development of innovative lessons and learning practices.
6. Coordinates/provides grade-level/school-wide staff development in literacy, test strategies, writing, holistic scoring, problem solving, or any topics required for school improvement, and serves as part of the campus professional development team.
7. Coordinates district-wide and campus instructional initiatives.
8. Keeps accurate documentation of the multi-tiered system of supports.
9. Serves as a resource to the SBDM, MTSS, and 504/SE Committees.
10. Identifies at-risk students and develops intervention programs/activities for identified grade levels/teachers/students.
11. Coordinates the tutorials, Super Saturdays, or extended day tutorials for the campus.
12. Coordinates all local exams such as district benchmarking exams, checkpoints, spirals, TSI, and PSAT, ensuring test security protocols are followed and accommodations are provided as needed.
13. Assists the Campus Testing Coordinator with all state-assessed exams, such as STAAR or TELPAS.
14. Supports the principal by ensuring every student receives high-quality instruction via a rigorous and aligned curriculum and assessment, effective instructional practices, data-driven instruction, interventions, and maximized learning opportunities.
15. Supports and employs strategic talent management practices, aligned with T-TESS, to ensure high-quality educators and staff are in every classroom through targeted support, coaching, collaborative structures, and systematic supervision and feedback.
16. Supports the principal by modeling a consistent focus and personal responsibility for improving student outcomes via resiliency and change management, commitment to ongoing learning, communication, interpersonal skills, and ethical behavior.

Academic Coordinator – Middle School (continued)

- 17. Supports the principal by establishing and implementing a shared vision and culture of high expectations for all staff and students throughout the campus and community environments.
- 18. Supports the principal with monitored, clear goals, targets, and strategies aligned to a school vision that continuously improves teacher effectiveness and student outcomes.
- 19. Monitory of New Teacher Mentor Program
- 20. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
- 21. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by the supervisor.
- 22. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

- 1. Usage of personal equipment, including but not limited to personal cellular phone, personal computer computers, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
- 2. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate (verbal and written); ability to instruct; maintain emotional control under stress. Some bending, lifting and stooping while performing job related functions. Some bending, lifting and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status: Exempt
Minimum Salary: \$53,478
Pay Grade: 2
Minimum Work Days: 197
Months: 10

Date Last Revised: 05/25

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.