



JOB DESCRIPTION

Job Title	Academic Services Coordinator
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Certified
Location	District Office
Salary	On Schedule
Length of Contract	204 days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Academic Services Coordinator is responsible for working with a team to provide curricular leadership across subject areas under the direction of the Director of Academic Services. Position objectives include studying, evaluating, and implementing research based curriculum and instruction; providing leadership in the development, articulation, and implementation of an instructional program; improving the instructional program by assisting with program evaluation; assisting in the coordination of relevant staff development; and coordinating post-secondary transition opportunities for students.

Essential Job Functions

- Develops, coordinates, monitors, and evaluates the District's academic programs and oversees updates of the curriculum in support of the District's strategic plan.
- Develops and implements follow-up plans for curriculum revisions and instructional materials and adoptions. Studies and evaluates new instructional techniques and materials for possible use and piloting by classroom teachers.
- Provides leadership to assure correlation between district curriculum and state/national standards.
- Provides input for the Academic Services budget.
- Leads and coordinates professional development.
- Coordinates projects with other curriculum coordinators, program support staff, and administrators with the Division of Teaching and Learning.
- Works with building principals and teams to develop and implement the School Improvement Planning process (data analysis, goal setting, action plans, etc.)
- Assists with coordination of support for new teachers.
- Coordinates with Student Services for post-secondary transition opportunities for students and the development, implementation, monitoring, and evaluation of Programs of Study.
- Coordinates with employers and staff to facilitate the District's Internship program.
- Serves as liaison with community organizations and post-secondary institutions including the collection and sharing of program related data.
- Stays current in the particular field through professional readings, seminars, workshops, and conventions.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin teaching certification and a minimum three years teaching experience.
- Experience in curriculum and assessment development.
- Successful leadership experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master's degree in education.
- Possession of a Wisconsin Director of Instruction (10) or Principal (51) license.
- Experience in professional development work.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent writing and public speaking skills.
- Outstanding organizational and planning abilities.
- Strong ability to work effectively with individuals and groups.
- Knowledgeable in the areas of instructional methods and theory.
- Ability to work with businesses and the community to develop effective partnerships.
- Desire to serve as a team player.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Excellent leadership skills.
- Ability to work a flexible schedule including work as directed outside of the school calendar.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.