

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACADEMIC PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, participate in the management of school site intervention programs for academic improvement; identify appropriate interventions to assist students; coordinate, manage and supervise various after school programs.

ESSENTIAL FUNCTIONS:

Participate in the management of school site intervention programs for academic improvement; assist the Principal with analyzing student performance data from school-wide assessments and implement corrective strategies to improve student performance.

Identify appropriate interventions to assist identified students; work closely with Reading Specialists, Literacy Coaches and teachers to improve student performance.

Coordinate, manage and supervise various after school programs such as homework help, tutoring and standards-based promotion, intersession, parent workshops and teacher training.

Assist with the coordination of curriculum, instruction and assessment for assigned grade levels and connections to the feeder middle school; identify teacher needs; code testing materials.

Assist the Principal with the improvement of student behavior and attendance.

Coordinate the Title I school-wide program with other programs such as School Improvement, English Language Learners and GATE/Accelerated programs.

Provide leadership for effective parent and community involvement including establishment of appropriate workshops and other activities for parents such as enrollment in Adult Education classes.

Serve on a variety of committees such as the School Leadership Team; assist with the functioning of the School Site Council and advisory committees and the development of grade level plans and school site Academic Improvement Plans.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software; operate other office equipment as assigned.

Assist with program and staff evaluations.

Attend and participate in a variety of meetings, workshops and conferences.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of assigned program and activities.
Curriculum taught in District schools.
Instructional standards
Principles of behavioral management and curriculum development.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Participate in the management of school site intervention programs for academic improvement.
Identify appropriate interventions to assist students.
Coordinate, manage and supervise various after school programs.
Assess student needs and develop viable plans and alternatives.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain comprehensive reports.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Sit for extended periods of time.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree and three years of classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid Administrative Credential.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.