

# Meeker School District Re-1

## Job Description

**Title:** Coordinator of Academics  
**Department(s):** Instructional Staff  
**Reports to:** Superintendent  
**Work Year:** Teacher Work days + 4 weeks



### Job Summary:

The Coordinator of Academics is responsible for assisting with the implementation of various state and federal programs and initiatives, with a focus on improving quality instruction and student achievement through these programs and initiatives. The Coordinator of Academics will provide proactive support to schools, participate in program evaluation, and work collaboratively with community and school stakeholders to increase student achievement.

### Supervision:

This position will oversee and implement federal programs, to include Title III staff along with supervision of the District's Induction Program.

### Summary of essential job function:

1. *Federal Programs.* Provides organization, prepares, and monitors the Title I, Title IIA and Title III, Consolidated Federal Application, and Rural Education Achievement Program (REAP). Works with the Superintendent or designee to prepare, transmit and monitor any Federal funding programs; including funds requests.
2. *State and local Grants.* Assists as assigned in writing grants and coordinating with Colorado Department of Education, community groups and other educational entities.
3. *Plans and reporting.* Coordinates development and submission of state and federal plans and reports; including, but not limited to: UIP, Consolidated Application, and Civil Rights Data Collection.
4. *District Assessment Coordinator.* Provides organizational structure, personnel procedures, training and monitoring of district assessments; to include all state mandated and district approved assessments.
5. *Student Testing.* Coordinates and organizes all state mandated and district approved assessments. Coordinates, organizes, and administers all assessments for all students who qualify for Title III services. Assesses, identifies and places students into the Title III program based on language proficiency.
6. *Student Data.* Assists in the analysis and management of student, teacher and school data; including, Alpine (data uploads), student record updates and user

management. Provides accurate and complete data for Homeless Education Data Collections for Colorado Department of Education and acts as the liaison for McKinney-Vento Homeless Education Act.

7. *Pupil Count*. Provides assistance in monitoring and reporting the October 1 pupil count for Title I and Title III. Communicates results of the count and its implications on funding with the Superintendent and aids in the annual state audit of the pupil count.
8. *Data Program Management*. Assists in the management of users for all district-wide data management programs.
9. *Curriculum Coordinator*. Assists teachers in developing appropriate instructional guide lines. Provides organized plans for ordering and delivering instructional materials.
10. *Leadership and Team Building*. Serves as a contributing member of the Administrative Leadership Team who honors collegiality interactions and respects confidentiality of sensitive issues and topics.
11. *Language, Culture and Equity*. Provides organization, structure, personnel, procedures and monitoring of Title III. Assists in the development of Translation services.
12. *District Training*. Assists in providing guidelines, training and ongoing professional development for all instructional staff.
13. *Teacher Induction and Mentoring Programs*. Establishes, monitors, evaluates and trains all mentor staff; provides new teacher orientation, management and support; conducts monthly induction meetings.
14. *Instructional Coach*. Partner with teachers to help them improve learning outcomes for students.
15. *CTE Director*. Provide guidance and framework for CTE teachers to maximize Perkins funding. Ensure all Perkins documentation is completed and submitted per state requirements.
16. *Purchasing*. Works with the Superintendent for all curriculum purchasing needs.

#### **Qualifications and Experience:**

- Valid teaching license.
- Demonstrate proficiency in curriculum, instruction and assessment.
- Substantial knowledge of and experience working with federal programs and regulations for Title I and Title II.
- Substantial knowledge of Title III Programs.
- Requires outstanding interpersonal skills, the ability to work well with a variety of stakeholders and patrons; the ability to work in a team environment with an unrelenting focus on issues of equity, access and instructional excellence for improved student achievement.
- Must have outstanding organizational skills, personal initiative, excellent verbal and written skills, strong work ethic and professional demeanor. Must also possess the ability to manage multiple priorities and willingness to continually learn new information and skills.

- Operating knowledge of Microsoft Office Suite, student data programs, Colorado Department of Education response systems (tracker, datapipeline, etc) and other essential office equipment.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit; talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities requires by this job include close vision.

**Clearances:**

- Criminal Justice Fingerprint/Background Check.

**Work Environment:**

- The noise level in the work environment is usually quiet, but at times loud activity and disruptions may occur.
- Some travel is required for mandatory training on state and federal program implementation and reporting.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.