



Job Title: Achieving Classroom Excellence (ACE) Student Coordinator

Department: Secondary Schools
Reports To: Student Services Coordinator Secondary Schools
Grade: EG - 04
Number of Days: 12 Months
Security Access: ESC
Current Date: July 17, 2014
Overtime Status: Exempt

Job Objectives: Raise student graduation rates through remediation and interventions targeted toward proficient performance on assessments required for graduation as mandated through the ACE state legislation and district policy.

Minimum Qualifications:

- Secondary School Counseling Certification (or)
- Secondary School Administration Certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinate ACE compliance mandates; testing, curriculum, remediation and interventions, and all documentation pertaining to ACE compliance standards for student success toward high school graduation.
- Act as project coordinator for all students choosing to meet EOI requirements through State approved projects.
- Deliver district directives to meet compliance and student services per Student Services Coordinator Secondary Schools.
- Collaborate with building personnel to facilitate a student graduation plan.
- Serve as a student advocate to encourage and support high school graduation through ongoing review of student graduation progress, development and implementation of individual learning plans designed to remediate areas of academic weaknesses, and assist in development of student appeals presented to the State Board of Education Committee as required.
- Communicate effectively with students, parents, and other relevant school personnel to articulate desired outcomes.

- Design, and or provide data driven reports to Administration and the Student Services Coordinator for Secondary Schools to track graduation progress and identify best practices.
- Fill duties as requested by site administration and district level secondary leadership.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Effective communicator, process oriented, collaborative, student driven, familiar with power school, dash board, and excel, counseling and or coaching skills

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office

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