



T U L S A

PUBLIC SCHOOLS

*Equal Opportunity Employer*

### **Job Description**

#### **Job Title: Academic Coordinator**

**Reports to:** Director of Curriculum  
**Department:** Teaching and Learning  
**Number of Days:** 12 Months  
**Compensation:** EL-1  
**Overtime Status:** Exempt  
**Date Job Revised:** July 5, 2012

**Position Summary:** Academic Coordinators provide professional development, mentoring and coaching to Staff Development Teachers, equipping them to set and deliver training and coaching to teachers in line with job-embedded staff development priorities to meet the needs of district educational goals; develop and disseminate innovative and successful school improvement practices; coordinates system-wide staff development initiatives relative to curriculum and instruction and activities through the implementation of a comprehensive training calendar – including the development, implementation, monitoring, and revision of workshops works directly with cross-departmental teams to align job-embedded professional development for implementation in the schools; Academic Coordinators support the mission of the Office of Curriculum and Instruction by providing professional development and training equipping district and school staff which prepares all students to be college and career ready.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Masters Degree or acceptable experience

##### **Specialized Knowledge, Licenses, etc:**

- Oklahoma Teacher Certification or application for same

##### **Experience:**

- Five years effective classroom teaching
- Facilitator of change

##### **Specific Training/Skills:**

- Articulating deep understanding content through professional development
- Coaching, mentoring, professional development and advising.
- Working effectively with ethnically and academically diverse populations.
- Communicating verbally and in written.
- Demonstrating enthusiastic passion of supporting colleagues

##### **Physical Requirements (If Applicable):**

- Some lifting

##### **Other:**

- Able to work evenings and nights

**Scope of Authority (If Applicable):**

- Academic: Coach, train staff on instructional related practices and data analysis

**Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

- Budget: Recommend expenditures.

**Customer Contacts:**

- Internal: Staff Development Teachers, teachers, site-level and district-level administrators, students.
- External: Project specific representatives, parents.

**Duties and Responsibilities:**

- Conducts professional development related to district-wide:
  - teaching and learning strategies, processes and procedures
  - requirements of assigned programs and initiatives
  - formative assessments
  - job-embedded professional development
  - reports for programs and initiatives
- Coaches identified personnel in academic matters related to:
  - data analysis
  - instructional goals setting
  - acquisition of deep knowledge of content concepts
- Facilitates the progress, design and delivery of district wide academic matters
- Must be able to help adults respond to these major questions:
  - What do students need to learn and do?
  - How will we know they've learned it?
  - What happens if students did not learn it?
  - What happens if they already know it?