



COORDINATING TEACHER – SCHOOL ACADEMIES

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SUMMARY/SCOPE/GOAL

To assist teachers and principal, in a dynamic setting, in the development and implementation of the Academies design through the coordination of curriculum, staff development, and parent/community involvement.

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QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS: REQUIRED:

- Master's Degree from an accredited educational institution.
- Minimum of three (3) years successful teaching experience.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certified in Secondary Education by the State of Florida.
- Valid Florida Driver's license.

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PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Develop, coordinate, and implement the adopted Academies philosophy and mission.
2. Participate as an active member with other faculty and staff.
3. Participate in personal professional growth that leads toward the acquisition of new skills and knowledge.
4. Develop, coordinate, and implement the core components of the Academies programs to include, but not limited, to the use of technology in the instructional program, a formal thinking skills program and core school values.
5. Develop and coordinate Academies policies.
6. Participate in school governance activities.
7. Develop and implement a school/community public relations plan concerning the program, needs, and progress of the Academies.
8. Develop, coordinate, and implement a parental involvement program which includes, but is not limited to, participation in school governance, parenting classes, home visits and volunteer assistance in the Academies.
9. Work with District level curriculum specialists to insure the integration and coordination of the Academies program and the district's instructional program.
10. Ensure school's curriculum meets state and local accreditation standards.
11. Coordinate and/or provide staff development and training, including classroom demonstrations, for the implementation of the Academy curriculum.
12. Recommend curriculum adjustments to meet the special needs of individual students.
13. Coordinate the extension and enhancement of career awareness programs that are multi-cultural and promote gender equality in the Academies.

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14. Develop a bureau of community resources and make available to teachers.
15. Work with specialty area teachers in coordinating, scheduling, and implementing programs.
16. Work with guidance counselor and other appropriate student services personnel to coordinate student services.
17. Implement and schedule all standardized testing as assigned by the principal.
18. Assist in the day-to-day operation of the school, including but not limited to reporting, discipline, conferring with students and/or parents, scheduling, monitoring financial resources.
19. Plan, coordinate, and implement proposed and ongoing projects as assigned by the principal.
20. Demonstrate successful leadership skills.
21. Experience in curriculum development preferably with knowledge of the scope and sequence of the School Board of Brevard County, Florida.
22. Experience in working with at-risk students and their families.
23. Commitment to a core set of beliefs about teaching and learning, ongoing professional development, and active team membership.
24. Use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking of students.
25. Use appropriate instruction strategies and materials that reflect each student's culture, learning styles, special needs, and socioeconomic background.
26. Fulfill the terms of any affected written contract and adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
27. Assist in the enforcement of all federal, state and district regulations, policies, and procedures.
28. Monitor students in a testing environment.

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrate communication, skills of listening, oral communication, and oral presentation; demonstrate interpersonal skills and abilities; knowledge of human growth and development. Extensive knowledge of curriculum; possess technical knowledge and skills to operate computer, enter data, analyze, and process information; evidence of effective decision-making skills and management skills; evidence of enthusiasm, job tolerance, initiative and strong work standards for self and others.

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GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Potential for exposure to bodily fluids and/or potential for violence/physical altercations. Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

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FOR HR USE ONLY:

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| DIVISION: | <u>Leading and Learning</u> | DEPARTMENT: | <u>Secondary Leading and Learning</u> |
| TITLE CODE: | E0707 | CONTENT BY: | <u>Assistant Superintendent – Secondary Leading and Learning</u> |
| GRADE: | | COMPENSATION: | Human Resources |
| UNIT: | BFT | LABOR RELATIONS: | <u>Karyle Green, Ed.D.</u> |
| LAST BOARD APVD: | <u>submitting Aug. 2022</u> | CLASSIFICATION: | <u>Beth Thedy, Ed.D.</u> |
| SCHEDULE: | <u>8 Hrs. – 10 Mos.</u> | | |

| REV: | DATE: | REVISION CONTROL: | INITIATED BY: |
|------|------------|--|-------------------------------|
| 1.0 | 11/23/1998 | Developed | |
| 1.1 | 7/13/2012 | Revised: Title change from Coordinating Teacher – Arts & Cultures Magnet; change/additions to Job Goals & Performance Resp. | |
| 1.2 | 12/01/20 | New Format | Ellie Kelly – Human Resources |
| 2.0 | 8/1/2022 | Update Certification to Secondary, updated physical requirements to ADA format, add the schedule and perform grammar/spell checking. | Ellie Kelly – Human Resources |
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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.