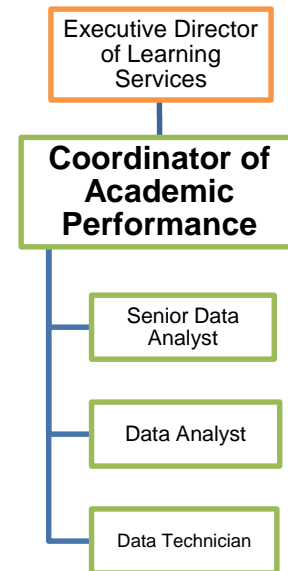


COORDINATOR OF ACADEMIC PERFORMANCE

Job Title:	Coordinator of Academic Performance
Initial:	May 12, 2016
Revised:	December 15, 2016
Work Year:	261
Office:	Education
Department:	Learning Services
Reports To:	Executive Director of Learning Services
FLSA Status:	Exempt
Pay Range:	Administrative Salary Range

Related Organization Chart



POSITION SUMMARY: The Coordinator of Academic Performance is responsible for supporting schools with developing and administering assessments, implementing standards, and researching and implementing best-instructional practices to improve student achievement. Specific duties of the coordinator include consulting with zones / schools with curriculum and assessment development in alignment with state standards, developing and facilitating professional development, and attending various district and regional curriculum and assessment related meetings.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Demonstrates advanced knowledge and skill in analyzing data and applying knowledge in classroom practice.
- Supports schools in the development and continual review and alignment of the written, taught and tested curriculum.
- Advises zones / schools in implementing changes in state standards into school curriculum maps, instructional units and assessments.
- Oversees ordering, storage, distribution and review of district-managed curriculum and assessment resources.
- Assumes the role of District Assessment Coordinator (DAC). Assures compliance with assessment integrity and applicable policies and laws.
- Coordinates with Individualized Education leaders to facilitate assessment administration (training, reporting, etc.).

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Leads the implementation of district / state mandates as related to curriculum and assessment practices (Colorado Academic Standards, CMAS, PARCC, SAT, etc.); develop, facilitate, and provide related training.
 - Leads district assessment committees in support of continual improvement in assessment practices.
 - Acts as a consultant to zones / schools in implementing standards-based curriculum.
 - Acts as a standards and assessment liaison between the Colorado Department of Education, Learning Services and the zones / schools.
 - Supervises data and assessment staff.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- The coordinator carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; addressing complaints and resolving problems.

Budget Responsibility:

- The coordinator is responsible for developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- A Master's degree in Curriculum and Instruction plus additional coursework for principal / administrator certification or licensure is required for this position.

Experience:

- Requirements for this position include a minimum of five (5) years teaching experience and/or building level administrator experience, experience with compliance requirements and grant funded programs

Knowledge Skills & Abilities:

- Knowledge of best-practices in curriculum and assessment development, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology are required
- ability to work well with others in a diverse educational community Advanced written and oral communication skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point

Certificates, Licenses, & Registrations:

- A Colorado Department of Education Principal or Administrator License is required
- Criminal background check required for hire

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.