

Fort Worth Independent School District

Job Description

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| Posting Duration | Open Year Round |
| Title | <u>High School Academic Coordinator - Various High Schools (0809-TEA-023)</u> |
| Building/Campus | 819 Advanced Academics |
| Job Type | Other |
| Duty Days | 187 |
| Salary: From | |
| Salary: To | |
| Job Duties | <ul style="list-style-type: none">· Develops and implements advanced academic programs.· Articulates and communicates the vision and goals of high academic achievement of students to a wide variety of audiences - local (parent and community), state, and national.· Assists teachers in meeting the needs of gifted and talented students and provides strong instructional leadership for PSAT/SAT/ACT, Pre AP/Advanced Placement (AP) courses, other advanced academic courses, and TAKS.· Assists curriculum directors in writing curriculum for Pre AP/AP courses.· Assists in the management of the on-site budget for advanced academics.· Works with church and community groups to assist in preparing, developing, and adjusting the structure of the school to accommodate innovative programs.· Counsels with students and their families in graduation requirements.· Monitors the aforementioned programs by collaborating with the Accountability and Data Quality Department to evaluate programs.· Performs other job related duties as assigned. |
| Job Qualifications | <ul style="list-style-type: none">· Bachelor's degree.· Master's degree preferred.· Valid Texas Teacher's certificate in core academic subject.· Valid gifted/talented local certification.· Three or more years as a Pre AP/AP or SIP classroom teacher.· Strong organizational skills.· Demonstrated ability in using data for informing and implementing instruction.· Demonstrated ability in designing and presenting professional development.· Ability to communicate effectively with audiences from multi-cultural and multi-ethnic backgrounds.· Ability to work effectively with students, teachers, administrators, counselors, parents, and community. |
| Application Requirements | <p>Complete the on-line application.</p> <p>Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.</p> <p>(Click here for equivocation list)</p> |
| Additional Job Information | <p>GENERAL SUMMARY</p> <p>Coordinates the advanced academic programs in the high school in collaboration with the feeder schools.</p> <p>Job Code:12T/187</p> <p>SALARY: Correct level of Teacher salary schedule and \$2,000 plus 15 additional days at daily rate of pay.</p> |