

Fort Worth Independent School District

Job Description

Posting Duration	Open Year Round
Title	<u>High School Academic/Special Interest Program Coordinator - (0809-TEA-027)</u>
Building/Campus	819 Advanced Academic Services
Job File Number	0809-TEA-027
Duty Days	187
Salary: From	
Salary: To	
Job Duties	<ul style="list-style-type: none">· Develops and implements special interest program and 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.· Coordinates the special interest program for and 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.· Serves as the immediate supervisor of the special interest staff under the direction of the school principal. Participates in selecting staff for the special interest program.· Assists curriculum directors in writing curriculum for the special interest program and Pre AP/AP courses. · Assists in the management of the on-site budget for the special interest program and advanced academics. · Assists in evaluation of the SIP and advanced academic staff and other as assigned by the principal.· Works with church and community groups to assist in preparing, developing, and adjusting the structure of the school to accommodate innovative programs.· Conducts tours of campus facilities for the special interest program.· Maintains inventory of resources and equipment.· Counsels with students and their families in program placement and 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 teaching 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 plus \$3000 stipend plus 23 days at daily rate of pay.</p>