



Vision Prep Job Description: Academic Coordinator

“Vision Preparatory Charter School prepares kindergarten through fifth grade scholars with the academic and ethical foundation necessary to excel in middle school, thrive in high school and graduate from college.”

Job Description: The Academic Coordinator (AC) works closely with the principal and teachers to ensure all scholars are making academic progress. The AC assists with curriculum development and alignment, instruction, and professional development of teaching staff. The AC will collect and analyze school-wide data in order to provide recommendations about assessment systems and instructional components. The AC will help design and execute professional development sessions for faculty and reports directly to the Principal.

Responsibilities:

Partner with Principal to oversee and monitor curriculum and instruction decisions at Vision Prep including, but not limited to the following. The Academic Coordinator will:

- Research, review and order all curriculum materials.
 - Coordinate teacher training on new curriculum materials.
 - Assist in a yearly curriculum review using scholar assessment results and teacher feedback.
 - Provide input when curriculum is changed.
- Coordinate the tracking of scholar achievement data in order to disaggregate and provide support where needed to ensure all scholars are achieving at high levels.
- Collect teacher or team lesson plans and materials and give meaningful feedback in time for teams of teachers to implement using feedback.
- Lead professional development sessions on data analysis, teaching taxonomies, rigorous instruction, and teaching techniques.
- Work with teachers to ensure they are delivering effective, high quality, rigorous instruction.
 - Complete regularly scheduled observations with teachers in order to give precise, clear, and measurable feedback with positive action steps.
 - When a teacher is struggling, these meetings will occur daily or weekly.
- Communicate frequently with the Principal to provide updates on the academic progress of all scholars and proactively problem solve.
- Communicate academic progress reporting systems for use with scholars, families, and instructional staff.
- Act as a resource for parents when scholar academic assessment data calls for prescriptive action (tutoring, home study tip, etc).
- Coordinate the ordering, scheduling, proctoring and reporting (to teachers, staff, parents and Board members) of all ability and achievement testing at Vision Prep.
- Work closely with the Principal and School Director to analyze scholar achievement data.
- Work with the Principal and School Director to produce and organize documents for AYP (Adequate Yearly Progress) and other district-related needs.

- Work with Principal to prepare academic assessment reports (narrative, charts and graphs) for presentation to Vision Prep Board and for display on the school website.