

EMPLOYEE NAME: _____

Created: 7/11 Revised: 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Ninth Grade Academy Coordinator	JOB CODE: 621F
DIVISION: Leadership	SALARY SCHEDULE: Coordinator Salary Schedule
DEPARTMENT: Leadership	WORK DAYS: 208
REPORTS TO: Principal	PAY GRADE: CC1
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Develops curriculum, philosophy, vision, and structure of the Ninth Grade Academy (NGA) program; plans programs to motivate and ensure the successful transition of the ninth grade student; provides leadership and support to the administration for the NGA.	

REQUIREMENTS:

1. Educational Level: Master Degree required.
2. Certification/License Required: Valid Georgia Teacher Certification
3. Experience: 3 years successful classroom experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Develops the curriculum, philosophy, vision, and structure of the NGA with the assistance of the principal and staff members.
3. Facilitates staff development, team building, vertical learning, data reflection, and instructional delivery models for NGA teachers; facilitates vertical team process between NGA and feeder middle schools.
4. Assists in screening and selecting NGA personnel; acclimates new personnel to department procedures as well as, orients and assists substitute teacher.
5. Coordinates department orders and system allocation procedures for textbooks and materials.
6. Plans annual department budget; reviews budget with appropriate personnel.
7. Utilizes state and system-wide test results and local school grade profiles for improving the instructional program.
8. Assists in the development of the departmental master schedule.
9. Maintains and retains academy files and resources.
10. Ensures proper student placement in classes.
11. Supplements the efforts of school administration in classroom visitation, teacher evaluations, and instructional leadership; supports administrative actions; attends local school and county meetings as assigned.
12. Makes the principal aware of any issues concerning building, security, morale, and student control.
13. Serves as the department chair for the NGA.
14. Plans programs and orientations for parents of ninth grade students.
15. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____