



American Indian Model Schools

DRAFT Educational Coordinator (College Bound Kids)

DESCRIPTION

Under the direction of the Superintendent or designee the Coordinator serves as an educational leader of the school. The Coordinator is accountable to the Superintendent or designee for the quality of teaching, curriculum, instruction, postsecondary preparation, and the achievement of students.

RESPONSIBILITIES

- Helps to ensure compliance with Ed. Code and Charter.
- Provides/supports training of new hires.
- Substitutes for school administrators as needed.
- Assists/plans Professional Development training for teachers.
- Collaborates with staff and offers AIMS aligned guidance to support teachers in decisions regarding curriculum and support for struggling students.
- Provides/arranges for direct coaching to teachers.
- Provides/arranges for College counseling
- Directs/Facilitates testing to students and training to teachers.
- Directs/advises on curriculum and assessment.
- Supports monthly Saturday School
- Pursues grant opportunities.
- Direct/prepare all required reports in accordance with legal requirements.
- Ensures high level of rigor for K-12 college program
- Performs other duties as assigned

EDUCATION AND EXPERIENCE:

- Masters' Degree in educational related field
- Possesses or eligible for Administrative Services Credential (desired)
- Minimum 3 years of successful teaching

QUALIFICATIONS

- 3 letters of recommendation (1 from a direct supervisor)
- Demonstrated observation and coaching ability in classroom
- Demonstrated success in student college acceptance and scholarship attainment.

This is an exempt position. The incumbent is not eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualification.

Board Approved: _____