Classification Specification for Unclassified Service

Title: Academic Coordinator

Pay Scale Group: 15-1

Essential Function

Under general supervision from a designated administrator, develop and implement academic programs, curriculum, needs assessment and supervise/coordinate academic staff.

Characteristic Duties

Develop and implement individualized curriculum for each student during summer and academic year; Develop needs assessment and prescribed activities to remedy academic needs.

Develop and implement cultural, social athletic and educational programs.

Supervise and coordinate teaching and tutoring staff.

Recruit, select train, and evaluate support staff.

Provide in-service training for all academic staff.

Monitor and report tutoring and academic staff attendance and performance for evaluative and payroll purposes.

Participation in professional activities as assigned.

Provide direct supervision to exempt and non-exempt staff.

Perform related duties based on departmental need.

Minimum Qualifications

Master's degree with three (3) years’ experience; degree must be in Education or related field. Experience must be in teaching and/or educational supervision. Some positions may require experience teaching minority and low-income students.