



Job Description

Job Title: Coordinator, Academic Recovery Center

Supervisor: Executive Director of Student Advancement

Pay Grade: 42SR

Contract Length: 245 days

Job Classification: Exempt

Job Summary

Position is responsible for the facilitation and management of Newport News Public Schools Academic Recovery Center and re-entry services.

Essential Duties

1. Provide support to all high schools as they identify students, market offerings, and enroll students in the Academic Recovery Center
2. Provide support to high schools to increase Service Learning and Internship opportunities and enrollment
3. Support the After School remediation program
4. Coordinate the staffing and delivery of services at the Academic Recovery Center to maximize access to instruction and testing for students
5. Coordinate the implementation and management for the Academic Recovery Center programs and services
6. Track and analyze data to improve the impact of the program and services in meeting school division goals and benchmarks
7. Ensure compliance with all regulations and laws related to assigned programs and services
8. Coordinate the placement of students with community charges
9. Monitor and evaluate, in coordination with ISAEP Program Specialist, ISAEP GED Teachers

Other Duties

1. Performs any other related duties as assigned by the Executive Director of Student Advancement or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree in education or related field. Public education (PreK-12) experience required with experience in secondary schools preferred. Thorough knowledge of student information systems, master scheduling, and student program planning; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date