

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ACCELERATED PROGRAMS COORDINATOR 9-12

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT WIDE

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited university, preferably in relevant education or instructional fields. Postgraduate degrees or equivalent experience are a plus.
- Valid Florida Professional Teaching Certificate and authorization to teach the assigned subject areas(s).
- Minimum of 3 years teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Builds positive relationships and collaborates effectively with administrators, faculty, district staff, students, and families.
- Possesses exceptional written and verbal communication skills to engage diverse audiences.
- Demonstrates strong interpersonal skills and excels at conflict resolution, stress management, and team collaboration.
- Holds in-depth knowledge of accelerated programs such as IB, AICE, AP, and Dual Enrollment as well as Florida Department of Education regulations.
- Experience translating data into clear, concise stories and recommendations for action.
- Ability to build consensus among accelerated program teachers and motivate others to act based on data-driven insights.
- Offer guidance and training in implementing effective grading practices for accurate assessment of student progress in accelerated programs.
- Delivers engaging professional learning, presentations and workshops tailored to various audiences, including content area teachers and administrators.
- Effectively interprets test results and communicates insights to diverse stakeholders.
- Maintains flexibility, independence, and efficient time management to consistently achieve goals.
- Commits to continuous personal and professional growth to stay abreast of best practices and innovations.

REPORTS TO:

School Principal

JOB OBJECTIVE:

To provide leadership, coordination, and support for development and implementation of quality and meaningful acceleration programs and activities to ensure college and career readiness. These programs include IB, AICE, AP, and Dual Enrollment.

SUPERVISES:

N/A

- **PERFORMANCE RESPONSIBILITIES:**
- Develop parent and community communications specifically focused on accelerated learning programs within secondary education, fostering understanding and engagement.

ACCELERATED PROGRAMS COORDINATOR 9-12 (Continued)

- Consult and collaborate with other departments to ensure a cohesive approach to secondary education programs, including accelerated learning pathways.
- Coordinate and support programs that prepare secondary students for college and career readiness, including Advanced Placement (AP), International Baccalaureate (IB), AICE, and Dual Enrollment programs.
- Partner with middle schools to create a comprehensive outreach plan that highlights the value and benefits of accelerated programs to prospective students.
- Build strong relationships with middle school counselors, teachers, and administrators to ensure a smooth transition for students interested in accelerated learning pathways.
- Develop informative brochures, videos, or online resources about the accelerated programs, in collaboration with middle schools for distribution to interested students.
- Actively participate in implementing college and career planning curriculum, engaging parents in these crucial conversations.
- Maintain an active presence within the school community to promote the accelerated programs offered by the school.
- Consistently delivers tasks on time and to a high standard.
- Willingly accepts and fulfills additional duties assigned by the Principal.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects. The demands of possible extended workdays for meetings, professional development, training, and/or community/school/district events require a high level of physical and mental endurance. This job requires the ability to handle and balance multiple demands simultaneously.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Hours of employment shall be those established by the district. ☹☹

EVALUATION:

The performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

Job Description Supplement No. 03