

Killeen Independent School District Job Description

Job Title: Advanced Academics Specialist
Reports To: Chief College, Career and Military Readiness Officer
FLSA Status: Exempt

SUMMARY

Works cooperatively with district personnel so that a consistently high standard is implemented and maintained in the area of college, career and military readiness.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates and provides support for the following 6-12 programs: Gifted and Talented (GT) program, Advanced Placement, Dual Credit and Early College programs, and the Advancement Via Individual Determination (AVID) Program.

Maintains participation and eligibility on district Gifted and Talented students in grades 6-12 for PEIMS.

Provides professional development that improves the knowledge of teachers, campus leadership and paraprofessionals in content knowledge and instructional practices that are scientifically based and aligned with district philosophy.

Provides professional development that improves the knowledge of teachers, counselors, registrars and administrators in college, career and military readiness, including accountability indicators, graduation planning and requirements, and post-secondary pathways and resources.

Maintains staff development records required for advanced programs, including Advanced Placement (AP), Dual Credit and Early College programs, Gifted and Talented program (GT) and Advancement Via Individual Determination (AVID).

Provides instructional leadership in the textbook adoption process by assisting in the organization of textbook task forces and the planning of textbook hearings for advanced programs.

Directs the student identification process for students as appropriate for each program.

Conducts annual program evaluations and program certification processes as required.

Coordinates support for AVID programs, grades 6-12.

Coordinates the collection of data as guided by the national AVID Center and/or the district using available regional resources.

Coordinates college, career and military readiness resources for students and parents to be accessed via print materials, webpages, and software platforms in alignment with district philosophy.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Oversee data collection and reporting of student/program information as directed.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Master's degree, five years teaching experience to include experience with AVID, AP or GT, and completion of state required 30 hours of gifted and talented staff development.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate required. Principal Certificate preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational periodicals, professional journals, business procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, parents, and students.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

Revised Date: May 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.