

JOB DESCRIPTION FOR FRESHMAN ACADEMY COORDINATOR

1. Coordinate the Freshmen Academy with the Freshmen Academy Assistant Principal
2. Counsel with students and parents concerning academic achievement and growth on a regular basis
3. Manage Small Learning Communities Budget (including purchase orders, ordering supplies, and process overview)
4. Gather, analyze, and share all data pertaining to freshmen
5. Monitor data trends among freshmen and Freshmen Academy teachers
6. Organize and/or hold parent conferences as needed
7. Communicate regularly with Academy Coordinators within the district and around the state
8. Contact community agencies for students needing support services
9. Coordinate tutoring and academic assistance programs for freshmen students
10. Coordinate Freshmen Academy teacher meetings
11. Assist/support Academy teachers in organizing materials for classroom instruction
12. Create and send Freshmen Academy Newsletter to teachers, students and parents
13. Contact parents of freshman with struggling grades through letters e-mails and phone calls
14. Work with the CRT to coordinate professional development opportunities for freshmen teachers
15. Meet twice a month with Freshmen Academy teachers and Assistant Principal to discuss student needs, activities, and concerns
16. Coordinate Future Generals Insight Night for rising freshmen with the Freshmen Academy Assistant Principal
17. Coordinate Academic Patch/Honors ceremony
18. Coordinate academic incentives for students
19. Visit middle schools and give on-site tours in order to promote the Freshmen Academy
20. Help recruit students to our school through the Freshmen Academy
21. Organize additional fundraising efforts in order to support the Academy
22. Coordinate monthly student luncheons with principal
23. 9GR Coordinator
24. Media liaison for WHHS (Oby Lyles 355-8871)
25. Credit Recovery Coordinator (Keep Records of Success)
26. Assume the responsibility for walkthrough and evaluative observations of teachers and staff assigned by the principal.
27. Attend Freshmen events and other events assigned by the principal
28. Other duties as assigned by principal