

POSITION:	Advanced Coursework Coordinator
POSITION SUMMARY:	<p>The Advanced Coursework Coordinator will lead the development, implementation, and oversight of advanced academic programming within an academy model high school, including Advanced Placement (AP), Dual Credit, and other rigorous coursework opportunities. This individual will work collaboratively with Academy principals, counselors, and teachers to expand student access, ensure program quality, and promote college and career readiness. The coordinator will also serve as a classroom teacher, delivering high-quality instruction in assigned advanced coursework.</p>
QUALIFICATIONS:	<ul style="list-style-type: none"> ● Valid Kentucky Teaching Certificate (appropriate content area) ● Master's Degree preferred ● Minimum of three (3) years of successful teaching experience, preferably including advanced coursework (AP, Dual Credit, etc.) ● Demonstrated knowledge of college and career readiness standards and advanced academic programming ● Strong organizational, leadership, and communication skills
REPORTS TO:	Executive Principal / Student Services Principal / Academy Principal
PERFORMANCE RESPONSIBILITIES:	<p>Program Leadership & Coordination</p> <ul style="list-style-type: none"> ● Coordinate and oversee all advanced coursework programming (AP, Dual Credit, industry-recognized credentials, and other rigorous offerings) ● Collaborate with Academy principals and counselors to ensure equitable student access to advanced coursework across all academies through ● Monitor enrollment, participation, and performance data to identify gaps and improve outcomes ● Support the development of a school-wide culture that promotes academic rigor and high expectations <p>Instructional Support & Compliance</p> <ul style="list-style-type: none"> ● Provide guidance and support to teachers delivering advanced coursework, including alignment to College Board, postsecondary, and state requirements

	<ul style="list-style-type: none"> ● Ensure compliance with AP, Dual Credit, and partnering postsecondary institution requirements ● Assist with scheduling, course offerings, and staffing recommendations related to advanced coursework ● Coordinate professional learning opportunities for staff related to advanced coursework <p>Student Support & Communication</p> <ul style="list-style-type: none"> ● Work with counselors and staff to promote advanced coursework opportunities to students and families ● Support student recruitment, advising, and readiness for advanced coursework participation ● Assist with parent and student communication regarding expectations, benefits, and outcomes of advanced coursework <p>Data Monitoring & Reporting</p> <ul style="list-style-type: none"> ● Analyze assessment results (AP scores, dual credit success rates, etc.) and share findings with administration ● Develop and implement strategies for continuous improvement in advanced coursework participation and success ● Maintain accurate records and prepare reports as required by the district, state, or postsecondary partners <p>Teaching Responsibilities</p> <ul style="list-style-type: none"> ● Serve as a classroom teacher in assigned advanced coursework classes ● Deliver high-quality, engaging instruction aligned to state standards and advanced coursework expectations ● Maintain all instructional and professional responsibilities required of classroom teachers <p>Other Duties</p> <ul style="list-style-type: none"> ● Participate in academy and school leadership teams as assigned ● Perform other duties as assigned by the Executive Principal or designee
TERMS OF EMPLOYMENT:	185-day contract (or extended days as approved by the Board) Salary based on certified salary schedule with applicable supplements as approved
EVALUATION:	Performance of this job will be evaluated in accordance with Board policy and the Christian County Evaluation Plan.