



**Job Title:** Academic Intervention Coordinator      **Wage/Hour Status:** Exempt, 226 days  
**Reports To:** Director of Campus Support      **Pay Grade:**  
**Dept. /School:** Curriculum/Instruction      **Date Revised:** 04/29/2011

---

**Primary Purpose:**

The primary responsibility of the Academic Intervention Coordinator is to perform administrative duties to implement effective student academic interventions.

**Qualifications:**

**Education/Certification:**

Master's Degree from an accredited institution and Professional mid-management or administrative certification issued by the Texas Education Agency preferred  
Valid Texas teacher's certificate

**Special Knowledge/Skills:**

Must possess strong leadership and communication skills and be knowledgeable in curriculum structure, instructional strategies, budgeting, and state laws and regulations affecting district policies.

**Experience:**

Experience must include a minimum of five years campus experience  
Additionally, two years of administrative/supervisory experience preferred

**Major Responsibilities and Duties:**

1. Coordinates District 504 program.
2. Coordinates District Response to Interventions (RTI).
3. Evaluates student success initiatives and recommends changes as needed.
4. Writes and coordinates grant programs related to student retention.
5. Assists staff in working with the dyslexic program.
6. Assists staff in working with economically disadvantaged.
7. Assists staff in working with homebound students.
8. Develops strategies and works with district truancy officers.
9. Coordinates at-risk identification coding and identification.
10. Assists in planning, implementing, and evaluating summer school programs.

**Manages, Administrates/Fiscal Duties and Facilities Responsibility:**

11. Maintains awareness of federal and state laws that impact drop-out prevention.
12. Projects, plans, and implements needed program revisions and program expansions.

**Provides Leadership in Professional Growth and Development:**

13. Participates in staff development programs and professional growth activities.
14. Exhibits flexibility in performance of assigned duties.
15. Strives to use time wisely and effectively.
16. Seeks and uses evaluative input of job performance from staff and peers.
17. Other duties as assigned.

**Supervisory Responsibilities:**

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control and stability under stress. Frequent district wide and statewide travel; occasional prolonged and irregular hours.

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