

**GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**  
**JOB TITLE: EXECUTIVE COORDINATOR**  
**ACADEMIC SERVICES**

**GENERAL STATEMENT OF JOB**

Under limited supervision performs a variety of administrative duties to support the Division of Academic Services. Work involves assisting the Chief Academic Officer in carrying out administrative activities to relieve him/her of operational detail. Employee coordinates and manages the implementation of plans and programs, monitors their effectiveness, and ensures adherence to federal, state and local policies and procedures. Employee is responsible for collecting, organizing and communicating confidential and routine correspondence, screening and independently handling a variety of inquiries and issues, and maintaining a variety of confidential records and files. Employee is also responsible for implementing program policies and procedures, and for disseminating information to the general public pertaining to the operation of the school system, specifically within Academic Services. Complex situations arise with frequency requiring discretionary judgment and independent action. Position serves as an administrative extension of the Chief Academic Officer and reports to the Chief Academic Officer.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Creates and executes district wide project work plans and revises as appropriate to meet changing needs and requirements.

Identifies resources needed and assigns individual responsibilities and reviews deliverables prepared by staff.

Manages day-to-day aspects of Academic Services including but not limited to support of regional offices and divisions reporting directly to the Chief Academic Officer. Responsibilities may include HR functions, department budget oversight, and external reporting.

Plans and coordinates meetings and events for 150+ participants, including planning, communicating, and executing.

Leads district projects such as school improvement planning and evaluation of academic processes and effectively applies Guilford County Schools' (GCS) methodology and project standards. Aligns project scope and outcomes with district goals and the district strategic plan.

Ensures project documents are complete, current, and stored appropriately. Also ensures documents are shared with stakeholders in a timely, efficient manner.

Plans, manages, and monitors the budget of specific projects and ensures appropriate paperwork is completed to meet deadlines.

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Manages and monitors the Academic Services budget and monitors all budgets that fall within Academic Services and takes action to correct any budget shortfalls and redirect funds as needed. Assists regional offices with budgetary matters.

Gathers and analyzes research data, such as statutes, decisions and legal articles, codes and documents. Summarizes information and briefs the Chief Academic Officer on legislative changes, educational research, and national education trends.

Prepares memorandums of understanding or other contractual documents, maintain document file and revise or prepare renewals as needed to support early/middle colleges and high school academies. May be required to negotiate terms of agreements.

Investigates facts and law of any grievances appealed to the Chief Academic Officer to determine causes of action and to prepare responses.

Maintains documents required by the North Carolina Department of Public Instruction and state legislation for early/middle college and academies including but not limited to Cooperative Innovative High School Agreements.

Assures legal documents are completed and fully executed.

Effectively conveys the goals and mission of GCS in both written and verbal business development discussions. Develops communication to apprise multiple parties of process, to solicit input and feedback, and to facilitate project tasks.

Holds regular status meetings with project teams and facilitates team meetings effectively.

Delivers engaging, informative and well-organized presentations to internal and external customers.

Understands how to communicate difficult/sensitive information tactfully.

Possesses general understanding in the areas of application programming, database and system design.

Understands Internet, Intranet, Extranet and client/server architectures.

Resolves and/or escalates issues in a timely fashion.

Suggests areas for improvement in internal processes along with possible solutions.

Leads internal teams/task forces.

Develops and supports short- and long-range goals and objectives for the improvement of academic achievement of students and parent participation within a district.

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Writes, edits and coordinates the preparation of reports, agenda items, minutes, or other printed materials; researches content items for precedents, correctness of presentation and applicability.

Screens and routes materials according to content of communications; routing duties require general knowledge of organizational operations and individual staff member's assignments and status of work.

Composes responses to incoming correspondence and composes letters and memorandums for the Chief Academic Officer's review; proofreads materials produced in the multiple departments with Academic Services.

Answers questions from employees or the public concerning policies, procedures or deadlines; explains the use of records or information.

Gathers materials and research for the Chief Academic Officer to use for presentations and attends meetings, hearings, or conferences as a participant or as staff.

Administers assigned special, recurring or regular projects; completes reports as needed.

Acts as a point of contact for the department served and provides information or refers inquiries to proper personnel. Assists in problem solving in the areas of project planning, implementation, monitoring, evaluation and other areas as assigned.

Performs or assists in the performance of administrative details as outlined by a superior.

**ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree preferred and/or 6 to 9 years of progressively responsible experience in administrative work, including office/project management, public contact, or education administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, facsimile machines, audio-visual equipment, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

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**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, billing statements, evaluations, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of federal, state and local requirements.

Considerable knowledge of the School Board policies, procedures and standards regarding education.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in before and after school programs.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in counseling and developing staff.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.

Ability to assess the effectiveness of programs and activities.

Ability to work with various community groups involved with implementation of the program.

Ability to interpret educational policies and procedures.

Ability to develop long-range plans and annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.