



Little Rock School District

JOB DESCRIPTION

Position Title: ALE/ACC Coordinator

Prepared Date: 06/09/2022

JOB GOAL:

To coordinate the operations of the Accelerated Learning Program so that students successfully complete their program of study. Serves as the administrator in charge of the program at all times.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 23, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Master's degree or higher with Arkansas certification as a Secondary High School Principal or Building Level Administrator.
2. At least five (5) years successful experience as a teacher and at least three (3) years successful experience as an administrator in an urban school district.
3. Demonstrated ability to effectively manage and administer an educational program.
4. Knowledge of high school curriculum; of current educational theory and practice; of cultural, socioeconomic, ethnic, and gender differences.
5. Demonstrated ability to effectively manage the behavior of urban youth.
6. Evidence of the successful creation of a safe, orderly, and secure school climate.
7. Evidence of successful involvement of parents and staff in problem solving.
8. Evidence of successful experience with parent and staff involvement in decision making.
9. Evidence of successful experience in dealing with students' problems.
10. Proficiency in Windows and word processing.
11. Strong interpersonal skills.
12. Evidence of strong organizational skills.
13. Evidence of strong oral and written communication skills.



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ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Serves as the administrator in charge of the Accelerated Learning Center during operating hours.
2. Coordinates the instructional program at the Center.
3. Coordinates and supervises the faculty and staff of the Center and evaluates all staff in the program.
4. Maintains a safe, orderly and secure school climate.
5. Maintains academic and behavioral records on assigned students.
6. Meets with parents to resolve issues with students.
7. Maintains a sound school instructional budget.
8. Assess the success and achievement of the overall goals of the Accelerated Learning Program.
9. Provides reports as directed.
10. Plans the quarterly awards assemblies and yearly graduation ceremony.
11. Assists in recruiting community partners to the program.
12. Maintains and enhances the operation of the parent center.
13. Coordinates all student assessments.
14. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent



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unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.