



Summer 2026 Academic Coordinator Job Description

Role Purpose:

The Academic Coordinator protects the quality of daily instruction and ensures learning time is well planned, well facilitated, and aligned to program goals. This role leads academic consistency across classrooms by supporting Lead Teachers and Summer Learning Group Leaders with planning rhythms, instructional readiness, and responsive adjustments. The Academic Coordinator builds strong conditions for learning so scholars experience growth, confidence, and momentum throughout the program.

What You Lead:

- Academic coherence across classrooms, routines, and learning blocks
- Instructional readiness through planning, materials, and clear expectations
- Classroom culture practices that protect learning time and scholar engagement
- A practical support system for teachers that improves execution without adding noise

Core Responsibilities:

Academic Planning And Instructional Alignment

- Coordinate academic schedules, pacing expectations, and daily instructional priorities in collaboration with the Program Director (Site Director).
- Support Lead Teachers in planning and preparation so learning blocks are ready, materials are available, and routines are consistent.
- Ensure academic time remains protected across the day through strong transitions, predictable expectations, and quick adjustments when disruptions occur.

Instructional Coaching And Teacher Support

- Provide day-to-day instructional support to Lead Teachers through walkthroughs, observation, and short feedback loops that improve practice.
- Model or co-facilitate lessons, small groups, and engagement strategies as needed to strengthen delivery.
- Support the use of high-impact routines that keep scholars focused, supported, and motivated during academic blocks.

Classroom Culture And Scholar Engagement

- Reinforce consistent classroom systems that support positive behavior, attention, and learning stamina.
- Support teachers in proactive behavior supports, including resetting routines and refining expectations to reduce repeated issues.
- Partner with the Academic Support Coordinator when academic struggles intersect with behavior, attention, or skill gaps that require targeted supports.

Coordination With Leadership Team

- Maintain a clear daily communication rhythm with the Program Director (Site Director), Academic Support Coordinator, and Enrichment And Operations Coordinator to ensure instruction, interventions, and program operations remain aligned.
- Share quick trend data and common barriers so the Leadership Team can address root causes, not symptoms.
- Support family-facing academic communication when asked, ensuring messages are clear and consistent with program goals.

Academic Quality Monitoring

- Monitor daily learning conditions through walkthroughs and teacher check-ins, then recommend practical changes to protect instructional time.
- Support the program's academic goals by ensuring the right supports are in place for instruction, remediation, and assessment readiness.

What Success Looks Like

- Teachers feel supported, not monitored, and classrooms run with clarity and purpose.
- Learning time starts on time, stays protected, and transitions do not erode instructional minutes.
- Instruction is consistent, engaging, and aligned across classrooms.
- Common problems are addressed early through coaching, routines, and planning adjustments.
- Scholars show growth in skill and confidence, and staff can clearly describe what students are learning and why.

Qualifications And Mindset

- Demonstrated experience in teaching, instructional coaching, academic leadership, or OST/summer learning instruction.
- Strong understanding of lesson design, classroom routines, and scholar engagement strategies.
- Calm, solutions-oriented leadership style with strong follow-through.
- Commitment to scholar-centered instruction and belief that learning is both rigorous and joyful.

Time: The 2026 program will run from Thursday, June 4th through Thursday, July 2nd with mandatory post planning on Wednesday, July 6th. Mandatory orientation, planning and classroom set-up is scheduled for Wednesday, June 3rd. Staff may be assigned to the Horizons Scholar Assessment Day on Saturday, May 2nd. The program will be closed on Thursday, June 19th.

Pay: Leadership Team members can earn up to \$5,500 (pay adjusted for time away from the program) for Spring Leadership Team meetings, pre-training, Scholar Assessment Day/Family Orientation, four-week program, and post planning.

What is Horizons at Georgia Tech? Horizons at Georgia Tech seeks to help children of limited financial means to find success in school and to set high goals for themselves including high school graduation and participation in post-secondary educational experiences. Horizons is committed to the development of the whole child through experiences that enhance confidence, foster awareness of community responsibility, build problem-solving skills, and encourage a life-long interest in learning. All Horizons students learn how to swim, making them safer and building confidence. We encourage children to take charge of their lives and realize their full potential. Come join our amazing program! For more information on Horizons at Georgia Tech please visit www.horizonsnational.org, www.horizonsatlanta.org or <https://expandedlearning.ceismc.gatech.edu/horizons/about>.

Academic Coordinator: Day-To-Day Jobs, Duties, And Responsibilities

Daily Non-Negotiables

- Attend and contribute to the morning staff huddle with academic priorities and key watch-fors.
- Confirm instructional readiness for the day (materials, schedule clarity, and teacher needs).
- Complete daily academic walkthroughs across classrooms and provide short feedback to teachers.
- Check in with Lead Teachers to identify barriers early and resolve them quickly.
- Support or model instruction in a classroom when a boost is needed to protect learning quality.
- Close the day with quick notes for follow-up, including trends, wins, and needs to flag for the Leadership Team.

Weekly And Milestone Duties

- Support weekly pacing alignment and planning touchpoints with Lead Teachers.
- Partner with the Academic Support Coordinator to ensure remediation supports and assessments are aligned to classroom instruction.
- Share instructional trends with the Program Director (Site Director) to drive program-level adjustments.
- Support preparation for key academic milestones such as assessment windows, showcases, or culminating learning moments.

Rapid-Response Responsibilities (As Needed)

- Step in to stabilize instruction when coverage shifts disrupt academic blocks.
- Provide quick coaching and routine resets when classroom culture issues are reducing learning time.
- Coordinate with the Academic Support Coordinator when scholars need targeted academic support beyond the classroom plan.