

Thornton Township High School District 205

Job Description

ACT Prep Coordinator Job Description

Title: ACT Prep Coordinator

Location: Thornwood High School

Reports Directly to: Principal/ Designated Building Administrator

Job Summary:

Support the effective implementation of ACT Prep after school and on Saturdays in preparation for the Fall and Spring (official) assessment administrations. This position will work closely with the AP over assessment to determine effective instruction to make gains on ACT grade level assessments on the Spring's All School Test Day. Coordinate ACT Prep instruction for 5 weeks during the Fall semester and 10 weeks during the Spring.

Qualifications:

- Master's Degree of Higher Required
- Currently hold a Type 75 endorsement from the state of Illinois and/or offer proof of enrollment in a program to meet above said endorsement.
- Minimum of five years of teaching experience.
- Possession of all appropriate licenses, certificates, and contracts for the 2024-2025 school year.
- Non-renewals, expiring certifications, separations will not be considered for summer school employment.
- Two or more years successful experience working with the instructional program in a lead teacher, administrative or supervisory capacity.
- Be able to use data to determine effectiveness of current process; apply best practices in data analysis; guide instructional response based on data in a blended learning environment.
- Be proficient in and/or learning management and content management systems – Power School.
- Develop a communication strategy and schedule to ensure students and parents are well informed of the program's goals and students' progress.

Timeframe:

- Date of Hire through Spring All School Test Day

Hours:

- After school hours and Saturdays

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Responsibilities

Responsibilities include, but are not limited to the following expectations:

- Oversee a team of teachers to develop an ACT prep framework, testing schedule, and collate and curate materials from existing and free resources.
- Collaborate with the ACT Prep coordinator as needed in the other building to develop a guaranteed and viable curriculum across the district.
- Recruit and support teachers to teach the ACT prep course, including instructor training meetings.
- Develop an ACT prep schedule and reserve appropriate building spaces.
- Draft and facilitate communication to families about the ACT program, including posters, mailings, emails, and flyers to inform students and families of the program's benefits.
- Oversee, implement and monitor the process of student registration into the program.
- Monitor student attendance during the class and communicate with families should concerns arise. Record attendance in a shared database.
- Develop a contingency plan should a class need to be cancelled due to weather or other unforeseen circumstances and communicate the contingency to enrolled families via email or blackboard.
- Communicate with families about student progress on ACT Prep performance through online and/or paper mechanisms to share student test performance. In addition, phone calls to parents regarding behavioral or attendance concerns are required if an issue arises.
- Facilitate and oversee practice tests given on weekends or evenings, including extended time for special education students. This includes, running and scoring test sheets, and distributing scores to ACT prep teachers and students.
- Generate student growth data and provide data to junior teachers and building administration about student progress in the ACT prep course.
- Solicit feedback from students and parents on the program in the form of surveys.
- Work with English/Reading, Math, and Science Division Leaders to purchase, prepare and distribute ACT Prep materials (binders, books, supplies, tests, paper etc.)

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- Develop class lists/sections for ACT Prep Program using previous assessment and grade performance data.
- Supervise and support ACT Prep instructors in the afternoons and, and on Saturdays, by visiting classrooms and being available on-site or on-call during all ACT Prep instructional times.
- Management, support and coordination of all students enrolled in program.
- Program management and coordination from fall mailing and registration, progress monitoring of program instruction and data analysis. A debriefing and data meeting will also occur in the spring of each year to review the program results.
- Log, calculate and create reports for all instructor pay. Submit pay requests to Assistant Principal of Assessment who will review the document and submit it to the district office.
- Other tasks as needed or assigned