

Coordinator, A+
School District Job Description

Position Title: A+ Coordinator

Department: Building

Reports To: Principal

SUMMARY:

Administers A+ program to help students receive tuition reimbursement for a two- year community college or technical school according to program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Insures program implementation to meet the requirements of the A+ goals and objectives. Works with students in the following areas of the A+ program requirements:

Tutoring:

1. Tutoring before and after school (One-on-One)
2. High School Study Group
3. Middle School Homework Club
4. Parents As Teachers tutoring opportunities
5. School district's daycare tutoring opportunities
6. Events at the Primary, Elementary, and Intermediate Schools

Attendance:

1. Send letters to parents/students at the end of each semester when attendance is below 95%.
2. Schedule and mediate appeals filed by parents for attendance issues.

Citizenship:

1. Send letters to parents/students at the end of each month when citizenship points are 8 or higher.
2. Schedule and mediate appeals filed by parents for citizenship issues.

Acknowledged _____

Date _____

Competencies:

1. Update and modify when needed.
- Prepares statistical evaluation documentation and submits required reports to DESE.
 - Monitors drop out rates, persistence to graduation rates, school attendance rates, success rate of alternative high school.
 - Develops budget and follows district approved accounting measures.
 - Plans programs and activities in accordance with the district mission and goals and statewide Show-Me Standards and curriculum frameworks in cooperation with Curriculum Director.
 - Conducts marketing and public relation activities for community awareness.
 - Implement and responsible for Job Shadow Day.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

EDUCATION and/or EXPERIENCE:

Appropriate certification for the State of Missouri. Teaching experience preferred.

EVALUATION:

Performance of this position will be evaluated by the Principal in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Nine-month employee, with two weeks extended contract. Salary to be established by the Board of Education.

Acknowledged _____

Date _____