

## **A+ Schools Program Coordinator**

*Reports to: Principal*

### **Qualifications**

Education: Master's Degree.

Certification: Appropriate Missouri Counselors Certification.

Experience: Five years teaching experience, preferred.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Functions**

The A+ Schools Program Coordinator is a .5 position. The Coordinator is expected to:

1. Implement the A+ partnership plan. Facilitate evaluation and revision of the program. Maintain all records and data related to evaluation of the A+ Schools Program.
2. Work with the administrators, faculty, counselors, parents, and the community to promote public relations concerning the program.
3. Work with the Department of Elementary and Secondary Education in following all A+ guidelines.
4. Acquaint the faculty and staff with the A+ Schools Program components through in-service training, workshops, and materials publication.
5. Fulfill the requirements for reporting on the required due dates.
6. Coordinate curriculum activities and revision to ensure an infusion of rigorous academic and technical materials.
7. Assist in the development of student portfolios; work with the counselors in helping students investigate funding sources for post-secondary education.
8. Develop administrative procedures to monitor students in the A+ Schools Program.

9. Establish fiscal disbursement in cooperation with the High School Principal and Superintendent. Maintain budget.
10. Attend all meetings concerning the A+ Schools Program.
11. Supervise the preparation of all materials related to the A+ Schools Program.
12. Supervise the A+ Secretary.
13. Complete any other duties outlined in the A+ Schools Program and/or assigned by district administration.
14. Develop and monitor adult literacy training in collaboration with the Assistant Superintendent and community members.
15. Maintain records including: student mastery of skills as identified by each course; approval of partnership plan by the Board of Education; information distribution to parents and students concerning financial incentives; student eligibility to participate in financial incentives to Missouri public community and post-secondary education; and procedures for reporting drop-out, persistence to graduation rate, performance standards, and follow-up data on graduates.
16. Evaluate the effectiveness of the Branson A+ Schools Program in meeting the three goals of the program.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

Ability to see close work such as typed or handwritten material

### **Attendance**

Must be available for consultations with parents and students during and outside of regular working hours

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The work environment is consistent with a typical office environment. Occasional travel and attendance at conferences is required.

**Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the Building Principal. The A+ Schools Program Coordinator will be considered for employment at the regular

March meeting of the Board of Education, as per the recommendation of the Building Principal.

**Length of Contract**

183+ days

**Type of Position**

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Branson Public Schools