
ST. JOSEPH

SCHOOL DISTRICT

Position Title: A+ Coordinator

Qualifications:

Required: Valid Secondary Missouri Counseling or Teaching or Administrative Certificate. Five years successful Counseling or Administrative Experience.

Preferred: Master's Degree

FLSA: Exempt

Salary Schedule: Appropriate Level on Salary Schedule

Direct Report: Building Principal and Coordinator of Counseling Services

Terms of Employment: 9 Month

Eligible for emergency telework: Yes

Purpose: The A+ Coordinator manages administrative functions of the A+ program and provides direct service to students with the goal of maximizing participation in and completion of the program by SJSD students.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- To "telework" when requested by the District.
- Coordinates and processes all A+ applications, paperwork, student files and advisory meetings for the A+ program.
- Communicates effectively with parents and students regarding the A+ program.
- Provides leadership for the A+ program within the school district and the community.
- Prepares all district, state, federal reports accurately and in a timely manner, as required.
- Serves as a liaison to community agencies.
- Oversees the A+ Tutoring/Mentoring Requirement

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- Attends all required A+ local and state meetings and/or keeps current on all updates from MDHE and informs other students and staff.
- Other duties assigned.

Skills:

- Ability to effectively present information and respond to questions from parents, students, staff, and the general public.
- Ability to add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Other Skills and Abilities:

- Must have strong communication, organizational, computer and interpersonal skills.
- Ability to establish and maintain effective working relationships with staff, and community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.