

Extra Duty - Advanced Placement Coordinator

Purpose Statement

The job of Extra Duty - Advanced Placement Coordinator is done for the purpose/s of orchestrating Advanced Placement (AP) exams per the College Board national schedule; conducting student and parent meetings to explain the benefits and advantages of participating in AP coursework; identifying high school students who could be eligible to take AP classes; disseminating and receiving information related to AP subject areas; working with high school principals to ensure that AP faculty receive appropriate training to be prepared to implement the College Board curriculum sufficiently; planning and implementing activities and/or special events; addressing operational issues related to their role as a coordinator of subject area activities at each school site; providing recommendations of expenditures for activities, equipment, and supplies that enhance the school programs; and serving as resource to school staff by providing support and guidance based on their subject area knowledge and experience.

This job reports to Principal - High School

Essential Functions

- Acts as liaison between staff and district administration for the purpose of providing communication to staff, reporting work of the team to administration, and assuring the team's work is aligned to the District's strategic plan.
- Collaborates with the principal and district administration to collect data, compile and submit reports and to communicate instructional or procedural concerns for the purpose of responding to audits, and complying with regulatory requirements and established guidelines.
- Communicates with appropriate personnel for the purpose of ensuring AP scores are entered into PowerSchool and onto student transcripts (as appropriate).
- Communicates with teachers and administrators regarding AP schedule, testing sites, etc. for the purpose of sharing pertinent information.
- Coordinates with district and building administrators to provide opportunities for AP faculty to participate in Advanced Placement Summer Institutes for the purpose of receiving content-specific training related to the AP exam in their subject field.
- Coordinates with instructors for the purpose of ensuring AP course audits are complete and courses are certified through The College Board.
- Establishes protocols for AP exam fees, waivers and registration deadlines for the purpose of ensuring the success of the program.
- Maintains a list of AP instructors and training schedules over time for the purpose of tracking information.
- Organizes and supervises student exam registration (e.g. selection of appropriate exams, collection of fees, communication with student and parents regarding registration process and deadlines, etc.) for the purpose of ensuring proper and timely registration.
- Oversees the logistics of AP examinations (e.g. orders exams; secures, trains, and pays proctors; prepares testing rooms; receives and returns exam shipments, etc.) for the purpose of maintaining fidelity to AP examination procedure.

- Participates in meetings, workshops, and seminars as assigned for the purpose of gathering and/or conveying information required to perform the functions.
- Plans and organizes departmental staff meetings for the purpose of communicating progress and work among staff within the department.
- Prepares a variety of written materials (e.g. student activities, correspondence, reports, internal audits, etc.) for the purpose of complying with regulatory requirements and established DESE guidelines.
- Prepares AP exam data analysis reports (e.g. AP scores, PSAT AP Potential report, comparison of AP enrollment demographics to building demographics, calculation of AP exam participation over time, comparison of AP enrollment versus AP exam participation over time, etc.) for the purpose of measuring the success and growth of the program as well as opportunities.
- Promotes AP courses via various methods (e.g. students and parents information sessions, marketing collateral, AP website, social media presence, etc.) for the purpose of driving student participation.
- Provides orientation for new staff for the purpose of understanding schedules and other district processes and procedures.
- Provides recommendations of expenditures for activities, equipment and supplies for the purpose of enhancing the school programs.
- Reviews with SSD Coordinators any specifics regarding nonstandard accommodations, and prints NAR forms for the purpose of providing accommodations to SPED and 504 students.
- Serves as a resource to AP instructors, administrators and other staff for the purpose of providing support and guidance based on subject area knowledge and experience.
- Shares AP Scholar and Five-Year Score reports with guidance counselors and principals to for the purpose of creating the school profile.
- Verifies completion and submission of Annual AP Survey & Participation form with College Board for the purpose of continuing participation in AP testing program.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: working with Microsoft Excel.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: understanding the Advanced Placement and Dual Credit programs.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies

required to satisfactorily perform the functions of the job include: analyzing data and leading meetings.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education (Minimum): Masters degree in job-related area.

Education (Preferred):

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

Missouri Teaching Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

5/10/2019

Salary Grade

See Misc Stipends Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.