

JOB TITLE: A+ COORDINATOR

QUALIFICATIONS:

1. Must hold a valid Missouri Teacher Certificate with certification in any 9-12 area.
2. Minimum of two years teaching experience.
3. Responsibility must be dedicated half-time to A+ responsibilities.

REPORTS TO: Building Principal

SUPERVISES: High School A+ Secretary

JOB GOAL: To administer the A+ program to provide opportunities for students to receive tuition reimbursement from a state supported Community Colleges, Technical Schools and Vocational Technical Schools according to program requirements.

PERFORMANCE RESPONSIBILITIES:

1. Insures program implementation to meet the requirements of the A+ goals and objectives. Monitor the eleven (11) requirements of the A+ program.
2. Prepares statistical evaluation documentation and submits required reports to DESE. Maintain statistical historical data for seven (7) years.
3. Monitors drop out rates, persistence to graduation rates, school attendance rates. Collects and analyzes district MSIP performance standards annually. Notifies students of GPA and attendance deficiencies.
4. Monitors teacher course competency development in conjunction with the state wide Show-Me standards.
5. Monitors A+ requirements for students participating in the A+ program.
6. Works closely with the A+ Community Advisory Committee to monitor the activities of the A+ program. Recruits members for this committee.
7. Attends required State and Regional A+ meetings and presents an annual report of the A+ program to the Board of Education.
8. Develops and coordinates tutoring programs for A+ students (during school, after school, and summer school).
9. Develops and maintains a local on-going evaluation system of the West Plains A+ program.
10. Attends 8th grade orientation sessions and provides information on the A+ program to parents and students.
11. Develops and updates A+ Participation Agreements, A+ Appeal Process Forms, A+ tutoring logs and A+ information pamphlets.
12. Develops a Partnership Plan within the community using local resources. Recruits businesses and business professionals to be part of this partnership plan.
13. Keeps current of all new developments in the A+ Schools Program and regularly disseminates relative information to administration, staff, students, and parents.

