

Advanced Placement Coordinator
Extracurricular Job Description

Qualifications:

1. Valid West Virginia teaching certificate.
2. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
3. Exhibits knowledge of the Advance Placement (AP) program.
4. Ability to communicate effectively and cooperate with students, school personnel, and parents.
5. Demonstrated ability to effectively organize and manage multiple tasks.
6. Willing to attend professional development sessions relating to the Advanced Placement program.

Immediate Supervisor: School Principal

Duties and Responsibilities:

1. Attend AP training as required by the principal.
2. Distribute AP materials and bulletins to students and teachers.
3. Collect information from AP teachers in order to compile the AP examination order.
4. Secure a purchase order for AP examinations through the Office of High Schools and Vocational Education.
5. Order all AP examination materials via AP website.
6. Confirm AP examination order and revise as appropriate.
7. Upon arrival of examination materials, check the accuracy of the shipment.
8. Organize examination materials in preparation for test administration.
9. Ensure security of the AP examinations by following prescribed test security measures.
10. Develop the AP examination schedule.
11. Conduct pre-examination sessions for students.
12. Administer AP examinations and make-up examinations.
13. Package and ship AP examinations for scoring in accordance with AP guidelines.
14. Disseminate AP examination scores, upon receipt, to appropriate students and school personnel.
15. File AP examination results in student files.
16. Perform other related duties as assigned by the principal.