

A+ Coordinator

Job Title: A+ Coordinator
Department: Instruction
Reports to: Principal
Classification: Exempt

Summary

The A+ Coordinator is responsible for implementing the district's A+ schools grant.

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 Duties and Responsibilities

The individual who holds this position must be able to:

Organize and participate in a local advisory committee

Gather and maintain all required data

Submit required reports to DESE

Monitor student compliance and notify students who become ineligible

Facilitate student appeals of eligibility to the board

Supervisory Duties

None

Qualifications

Education/Experience

Bachelor Degree

Certificates, Licenses, Registrations

Valid Missouri certificate of license to teach in secondary grade levels, an administrator certificate of license to teach or a counselor certificate of license to teach.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read, analyze and interpret documents such as professional journals and government guidance and regulations

Write reports, complete forms and correspond with parents and students

Speak effectively with other staff members, parents, and students

Computation

Ability to add, subtract, multiply, divide and compute percentages using whole numbers, common fractions and decimals

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

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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 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.