

Job Title:	A+ COORDINATOR
Department:	Student Services
Reports to:	Principal
Classification:	Exempt / Certified Staff
Employment:	9 months / Contract
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of certified personnel.

SUMMARY

The Logan-Rogersville R-VIII School District has designated a part-time A+ Schools Program Coordinator. The A+ Coordinator's position is an administrative position whose office will be located at the high school. The Coordinator shall be directly responsible for supervising the A+ School Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

1. Ensures that requirements of the A+ Schools Program necessary for sustainability are being implemented.
2. Serves as facilitator for the A+ Advisory Committee.
3. Provides program awareness and public relations for the A+ Program.
4. Coordinates/develops the LRHS A+ Handbook.
5. Coordinates/develops student schedules.
6. Works with the high school counselors to continually explore options for expanded career awareness and exploration opportunities for LRHS students.
7. Conducts an annual evaluation of the A+ Program to determine areas of strengths and concerns, and develop plans and strategies to address areas of concern.
8. Works with high school administrators and faculty to continually monitor and revise curriculum to ensure congruency and alignment to state standards.
9. Assists the Director of Academic Services as needed with revising and updating high school curriculum.
10. Performs other tasks and assumes other responsibilities as assigned by the by the principal or Superintendent.

SUPERVISORY DUTIES

Supervise students at all times.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

The A+ Coordinator shall have at least three years teaching, administrative, or supervisory experience and shall have a Master's degree from an accredited institution for high education.

Certificates, Licenses, Registrations

Appropriate certification in field

Valid Missouri Teaching Certificate

SKILLS AND ABILITIES

Language

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance. Complete forms, write reports and engage in written correspondence with parents. Present information effectively and respond to questions. Write clear and complete lesson plans.

Computation

Work with mathematical concepts such as probability and statistical inference. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Technology

Perform basic computer functions such as word processing and internet use. Use district software for recording grades and finding student information. Utilize smart boards, projectors and other instructional technology provided by the district.

Additional Skills and Abilities

Identify needs and abilities of individual students and to adapt instructional methods accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously.

PHYSICAL DEMANDS

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 Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential component of student learning. In district travel may be necessary.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.