

Cape Girardeau Public School District No. 63
Job Description

Job Title: A+ Schools Coordinator

Terms of Employment: 9 month contract; 171 days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The A+ Schools Coordinator is responsible for leading the school-based A+ Schools Program and is responsible for developing, implementing and supporting the program objectives.

Required Qualifications:

- Missouri Certification in Secondary Education or Secondary School Administration
- Excellent oral and written communication skills
- Skilled in human relations, leadership and conflict management
- Knowledgeable of teaching techniques that meet diverse needs of all students
- Sensitivity to the developmental stages and well-being of all students
- Proficiency in computer hardware and software, including word processing, spreadsheets, multimedia presentations, e-mail, internet, digital media and instructional delivery systems

Essential Duties and Responsibilities:

- Promote the Missouri A+ Schools Program among student body and parents
- Attend pertinent regional and state meetings in support of A+ Program
- Train and supervise A+ student mentors and cooperating teachers and hosts
- Monitor grades, attendance and citizenship of A+ students
- Build, maintain and lead the A+ Schools Advisory Board

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.

- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013