



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 400 Extra-Duty Assignments**  
**TITLE: 004 A+ Schools Coordinator**

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<b>TITLE:</b>	A+ Schools Coordinator
<b>QUALIFICATIONS</b>	* Valid teaching certificate in the State of Missouri
<b>REPORTS TO / EVALUATED BY:</b>	Building Principal, Assistant Superintendent, and/or Superintendent
<b>TERM OF POSITION:</b>	10 to 12 months, as required
<b>SALARY:</b>	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
<b>JOB GOAL:</b>	The goal of the A+ Schools Coordinator is to provide leadership, coordination, and communication to ensure that all participating students and the district meet the guidelines and requirements necessary to maintain and continue the A+ Schools Program so as to enhance and maximize the educational opportunities of each student.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* The A+ Schools Coordinator will serve as the head of the school district's A+ Schools Program.</li><li>* Establishes administrative procedures necessary to fully implement and maintain the A+ Schools Program status.</li><li>* Maintains and reviews the school district's partnership plan, and makes necessary revisions as directed by the Board of Education, with advice and input provided by the business persons, labor leaders, parents, students, community college, post-secondary vocational or technical school representatives, senior citizens, community leaders, and teachers.</li><li>* Maintains an accurate system of documentation to ensure students have met the qualifications of the A+ Schools program while in high school, and to provide information regarding student eligibility to appropriate Missouri public community colleges and vocational or technical schools as requested.</li><li>* Establishes, organizes, schedules, conducts, and attends all required staff inservice and committee meetings as required by the A+ Schools Program.</li><li>* Supervises and attends all committee meetings, keeps accurate records of all committee reports, and reports results of committee meetings to the building administration.</li><li>* Serves as liaison between staff, committees, building administrators, and Central Office administrators.</li><li>* Prepares and submits all reports as required by DESE.</li><li>* Prepares and submits all reports as requested by the school district's auditors, administrators, or the Board of Education.</li><li>* Makes formal presentations to the Board of Education as requested by the Central Office administrators.</li><li>* Responsible for maintaining accurate data as needed to meet the Missouri School Improvement Program standards.</li><li>* Perform all other duties as assigned by the Building Principal, Assistant Superintendent, or Superintendent.</li></ul>