

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Advanced Placement (AP) Coordinator	Department: Teaching and Learning
Reports to: Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining/Work Unit:
Tier/Lane:	Position Last Updated: June 2023

SECTION II: JOB SUMMARY

Support the implementation of Advanced Placement Program and testing

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Implement and support Advanced Placement testing in the building</i>
Percent of Time:	100%	

Tasks involved in fulfilling above duty/responsibility:

- Collaborate with building and district leadership to implement Advanced Placement testing.
- Assist teachers and students with their Advanced Placement course work and testing.
- Assist with community outreach to Advanced Placement in the building and to families
- Collaborate with personalized learning coaches to ensure Advanced Placement course and testing are implemented
- Acts as liaison between staff and district administration for the purpose of providing communication to staff, reporting work of the team to administration, and assuring the team's work is aligned to the district's strategic plan.
- Collaborates with the principal and district administration to collect data, compile and submit reports and to communicate instructional or procedural concerns for the purpose of responding to audits, and complying with regulatory requirements and established guidelines.
- Coordinates with district and building administrators to provide opportunities for AP faculty to participate in Advanced Placement Summer Institutes for the purpose of receiving content-specific training related to the AP exam in their subject field.
- Coordinates with instructors for the purpose of ensuring AP course audits are complete and courses are certified through The College Board. Establishes protocols for AP exam fees, waivers and registration deadlines for the purpose of ensuring the success of the program.
- Oversees the logistics of AP examinations (e.g. orders exams; secures, trains, and pays proctors; prepares testing rooms; receives and returns exam shipments, etc.) for the purpose of maintaining fidelity to AP examination procedure.
- Promotes AP courses via various methods (e.g. students and parents information sessions, marketing collateral, AP website, social media presence, etc.) for the purpose of driving student participation. Provides orientation for new staff for the purpose of understanding schedules and other district processes and procedures.

- Acts as SSD Coordinator any specifics regarding nonstandard accommodations, and prints NAR forms for the purpose of collaborating with SPED and 504 students.
- Serves as a resource to AP instructors, administrators, and other staff for the purpose of providing support and guidance based on subject area knowledge and experience.

Tasks involved in fulfilling above duty/responsibility:

- Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- An understanding of Advanced Placement program, training, and testing.
- The ability to plan and organize a school wide testing process.
- Evidence of an understanding of the school culture and environment, and commitment to carrying out the vision, mission and belief statement of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

Bachelor degree or equivalent education and experience in counseling, education, psychology, social work or related field.

SECTION VI: EXPERIENCE REQUIREMENTS

Administrative or technical experience in a secondary setting

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing		Up to 10 pounds		Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking		Up to 25 pounds			
Sitting		Up to 50 pounds		Toxic chemicals	
Talking in person/on the phone		Up to 75 pounds		Moving parts	
Pushing/Pulling		Up to 100 pounds		Electrical shock risk	
Hearing		More than 100 pounds		Explosives	
Feeling, grasping, finger dexterity		Noise Levels		Fumes	
Climbing, balancing		Quiet (i.e. private office)		Extreme cold (non-weather)	
Stooping (bend at waist)		Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme heat (non-weather)	
Crouching, crawling, kneeling, Squatting		Loud noise (i.e. many children laughing & playing, large earth moving equipment)		Varying weather conditions	
Stretching/reaching with hands & Arms				Sight	
Distinguishing smell		Very loud noise (i.e. jack hammer, front row rock concert)		Vision for close work/ability to adjust focus	
Distinguishing temperature				Looking at computer monitor	

Traveling by automobile				Color vision (identify & distinguish colors)	
				Peripheral, depth perception	

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.