



POSITION DESCRIPTION

JOB TITLE: Coordinator, AP/IB/GAT Programs Job Class: 1013		
DATE	DEPARTMENT OR SCHOOL Educational Services	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Aligns all position activities with district strategic plan “Working Together Achieving More” goals for Advanced Placement (AP), International Baccalaureate (IB) and programs for gifted and talented students and programs for the academically talented that build on district and school program development. Provides AP/IB course and exam awareness and curriculum links for elementary and middle school teachers. Supports program development in schools by providing texts and other AP resources that support goals. Manages textbook adoption/approvals and course approvals.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent’s time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Coordinates all aspects of Gifted & Talented Programs for Milwaukee Public Schools (MPS) to include the Advanced Placement (AP), International Baccalaureate (IB) and other programs and courses designed to improve student abilities.
2. Ensures AP classes are taught by licensed AP teachers. Supports new AP teacher development and provides networking opportunities through AP institutes and linking them with other AP teachers.
3. Coordinates student support through AP and IB Exam Reviews, AP and IB summer camps and AP summer school.
4. Oversees the annual audit process for district high schools teaching AP courses.
5. Maintains data for AP and IB enrollment, test, scores, etc. and provides various reports for the district, state, grants and other entities upon request.
6. Identifies best practices surrounding programs for gifted and talented students and monitors the identification of students at the school level. Provides oversight and input into modifying the curriculum for gifted and talented students.

7. Serves as the district contact and internal review for all international exchange student requests and enrollments, to include reviewing and approving requests and coordinating student enrollment with the Department of Parent and Student Services.
8. Provides fiscal oversight of Board and categorical funds allocated to the program(s).
9. Purchases and distributes curriculum and materials to schools. Approves requests for reimbursement for AP and/or IB exam costs.
10. Assists in the development of grant proposals for additional funding as necessary.
11. Serves on regional, state and federal committees that relate to serving the student population.
12. Actively supports the MPS strategic plan.
13. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives general direction from the Director, Curriculum and Instruction.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates the activities of staff who are fully funded through the Advanced Placement Incentive Program (APIP) U.S. Department of Education Grant.

JOB REQUIREMENTS: 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, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Incumbent must be a fully certified teacher with a Master's degree in Curriculum and Instruction or a similar field of study.

Experience Requirements

Five years of successful teaching experience, preferably at the high school level. Experience as an AP or IB teacher or as a school's AP Coordinator is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. A demonstrated knowledge of programming activities for gifted and talented students is required. Knowledge of modal academic content standards, state statutes and DPI regulations related to gifted and talented programs is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.