



St. Charles School District

400 North 6th Street – St. Charles, MO 63301
636-443-4004 or Fax 636-443-4066

April 14, 2025

MoCAP/Launch Coordinator Internal Candidates Only

JOB SUMMARY:

The MoCAP/Launch Coordinator manages administrative functions for the MoCAP/Launch program during the school year and summer terms and helps students find success in their MoCAP/Launch learning experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Coordinates and processes all MoCAP/Launch applications, paperwork, student files, eligibility meetings, and grade transcription.
- Communicates effectively with parents and students regarding the MoCAP/Launch program options.
- Communicates effectively with guidance counselors and administrators regarding the MoCAP/Launch programs.
- Coordinates with guidance counselors regarding current students, enrollment processes, and the guidance counselor role in communicating the program, ensuring appropriate course load, enrolling students, and monitoring student progress in MoCAP/Launch courses.
- Ensures students are tested in home district for EOC, MAP and AP courses.
- Coordinates distribution and collection of additional materials and/or devices as needed.
- Provides leadership for the MoCAP/Launch virtual programs within the District for all grade levels.
- Monitors enrollment and re-enrollment processes, student progress, pacing, and completion rates, ensuring that targets are met.
- Analyzes student performance data.
- Reviews teacher-student communication logs and/or other dashboard data as necessary.
- Prepares and submits enrollment and attendance reports as mandated by the District and/or State.
- Communicates with students about engagement, performance, and reaching goals.
- Communicates with parents about student engagement and commitment.
- Communicates with vendors and their staff about school performance and school district needs.
- Prepares all district, state, federal reports accurately and in a timely manner, as required.
- Serves as a liaison to community agencies.
- Attends all required MoCAP/Launch local and state meetings.
- Attends/Completes District PD and training.

QUALIFICATIONS: 2 year college, technical degree or equivalent-preferred; 5+ years related experience

SALARY: \$3000 Stipend

START DATE: July 1, 2025

APPLICATION: Only on-line applications. Visit the district's website at www.stcharlessd.org to apply.
Internal candidates are not required to submit letters of reference.

City of St. Charles School District is an Equal Opportunity Employer