

## **Thornton Township High School District 205**

### **Job Description: Advanced Placement Outreach Coordinator**

**Title:** Advanced Placement (AP) Outreach Coordinator

**Location:** TBD

**Reports to:** Director of Curriculum and Instruction, Building Principal, and all applicable Area Instructional Leaders

**Job Summary:** Organize and facilitate activities with Advanced Placement (AP) teachers and students in order to increase student involvement and success in Advanced Placement courses.

#### **Essential Duties and Responsibilities:**

##### *Teacher Support*

- Research and provide information about professional development opportunities for Advanced Placement teachers.
- Solicit input from Advanced Placement teachers to determine supplementary resources that may be needed to enhance instruction.
- Based on teacher input, recommend the purchase of supplementary materials to the Building Principal and/ or all applicable Area Instructional Leaders.
- Meet with Advanced Placement teachers as necessary to determine program needs.
- Coordinate recognition events for teachers.

##### *Student Support*

- Seek recommendations from teachers for students who may succeed and/ or benefit from Advanced Placement courses.
- Advise students in regards to Advanced Placement courses enrollment.
- Coordinate after school study sessions and other enrichment activities for Advanced Placement students.
- In collaboration with the after school tutoring program supervisor, arranges for tutors to be made available to Advanced Placement students during after school tutoring time.
- Communicate with students to determine types of enrichment activities during both the regular school year and summer school.
- Organize and facilitate enrichment activities during both the regular school year and summer school.
- Coordinate and facilitate recognition events for students.

##### *Parental Support*

- Coordinate communications with parents via email and quarterly newsletters.
- Arrange a parent information night, which may coincide with Back-to-School Night or Parent-Teacher conferences, in which expectations for Advanced Placement courses are clearly communicated.

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### Program Support and Expansion

- Meet yearly with Advanced Placement teachers and pertinent administrators to assess program development and discuss ways of improving and expanding the program.
- Building administrator will monitor test day procedures and the ordering of the Advanced Placement exams.

### **Additional Duties and Responsibilities:**

- The person in this position will be responsible for any additional duties and/ or responsibilities as assigned or required by the Director of Curriculum and Instruction, the Building Principal, or any applicable Area Instructional Leader.

### **Physical Activity:**

Work will require very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. Work may require frequent walking and standing.

### **Work Environment:**

Work is performed in an environment where unusual temperature, noise, and hazards are relatively nonexistent.

### **Qualifications:**

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, skills, and/ or abilities required.

- Illinois Type 09 or Type 73 Teaching Certificate
- Minimum of five (5) years teaching experience in Thornton Township High School District 205.
- Minimum of two (2) years teaching experience in an Advanced Placement course preferred.
- Effective communication skills, both written and oral communication.
- Ability to work collegially and collaboratively with other teachers and administrators.
- Possess excellent organizational skills.

### **Terms of Employment:**

This is an extra compensation position paid in alignment with the Extra Compensation Schedule (Appendix C). Both the salary and number of days (185) are in accordance with the Faculty Association contract agreement.

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**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Faculty Association contract agreement.