

Job Description
Tomahawk High School
Advanced Placement Coordinator

Position Title: Advanced Placement (AP) Coordinator

Qualifications: State of Wisconsin Teacher's Certification and/or Guidance Certification.
Ability to work with staff and students on a confidential basis.
Knowledge of the techniques necessary to coordinate the advanced placement process and the leadership skills necessary to administer policy.
Technology, editing and media relations skills and strategies.
Knowledge of College Board and the Advanced Placement program

Reports to: Tomahawk High School Principal

Job Goal: To administer and work closely with the guidance department and AP staff to promote the advanced placement program for Tomahawk High School students.

Performance Responsibilities:

1. Confirm that all AP Coordinator profile information is updated with AP College Board.
<https://www.collegeboard.org/>
2. Confirm that the school is registered with AP at the beginning of each school term.
3. Coordinate all meetings with the guidance department, administration and the AP staff, to include meeting agendas, meeting minutes, timeline directives and responsibility checklist.
4. Complete the ordering of all College Board resources, including the ordering and distribution of AP Booklets.
5. Establish communication and resources for students and staff to promote the involvement in AP testing and AP testing preparation.
6. Act as the AP public relations coordinator with all local media to provide current events and appropriate AP data.
7. Coordinate all AP testing requirements.
8. Coordinate all financial responsibilities related to AP testing.
9. Compile post-testing documentation, complete all post-testing data mining and communicate appropriate post-testing information.

Terms of Employment: School Term, with compensation to be determined by the Board of Education.