

Advanced Placement Program Coordinator (AP Coordinator)
Job Description

POSITION TITLE	Advanced Placement Program Coordinator
REPORTS TO:	Director of Internal Supports
Work Day:	Minimum 7.5 hours daily
Contract Days:	12 months/year, Number of contract days: TBD
Salary Schedule:	Degreed Preferred
Classification:	Exempt

ESSENTIAL FUNCTIONS:

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the REC9 employee policy manual, technology policy, and REC9 tracking system are required.
11. Communicates effectively and in a timely manner with the Director of Internal Supports.
12. Ability to prioritize assigned tasks and work effectively independently, as well as part of a team.

AP Coordinator 9.2023

REC 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

13. Ability to work effectively in a high pressure environment, manage time constraints and meet project deadlines.
14. Participates in intra-agency communications and reporting.
15. Is responsible and will manage all aspects of: AP IGA program plus additional events as designated. Event facilitation includes direct communication with contracting agencies, booking of facility, lodging and travel arrangements, ordering of food and beverage, ordering of AV & technology, ordering of AP supplies, ensures room set-up for presenter, setting up online registration site, submits attendance and survey reports, maintaining R9 calendar and meets high quality expectations for the client.
16. Provide support for all other event management work including direct communication with contracting agencies, booking of facility, lodging arrangements, ordering of food and beverage, ordering of AV & technology, ensures room set-up for presenter, setting up online registration site, submits attendance and survey reports, maintaining R9 calendar and meets high quality expectations for the client.
17. Ability to work collaboratively with College Board as well as learn the required platforms and systems associated with AP.
18. Maintains calendars in Google and Trumba for AP IGA additional programs as needed.
 - In Trumba, add the events with the registration links, along with other pertinent information.
19. Retain event recordings as referenced below:
 - All AP related events
 - Plus additional recordings as needed.
20. Manage event records as referenced below:
 - Download/upload to appropriate R9 Powerhouse folders
 - Maintain the Zoom account below 40 GBs.
 - Share the recordings as publicly available.
 - Communicate the posting of the recordings with School Webmaster
21. Manage the charge ticket process to include:
 - Create charge tickets for each event.
 - Add a link to the charge tickets in the IS Organizer.
 - Assure charge tickets are completed for the monthly charge ticket meeting.
22. Assist with up-to-date information within the IS Organizer.
23. On-Site event facilitation backup
24. Collaborates with the fiscal department as needed and follows established procedures for fiscal processing.
25. Coordinates and monitors project timelines to ensure deadlines are met and services are provided within requirements. Communicates professionally and effectively with NMPED Bureau Directors and staff.

AP Coordinator 9.2023

REC 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

26. Conducts research and visits sites as necessary, performs quality assurance reviews on department work as directed by the Internal Supports Director.
27. Maintains a high level of customer satisfaction.
28. Ability to facilitate and support online webinars.
29. Must be willing to travel throughout the State in a personal vehicle.
30. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Bachelor’s degree preferred. At least two years of experience in event management or similar field is preferred. Must have excellent communication skills, including writing, proofreading skills, and speaking. Ability to manage multiple projects and work on assignments from staff and other agencies. Emphasis on customer service and high expectations of quality. Must demonstrate accuracy and timeliness in completion of event planning activities. Demonstrate strong interpersonal skills and willingness to perform responsibilities given and carry out the tasks assigned. Computer expertise in the areas of word processing, database management, spreadsheet production, creating posters, mail merge, email and web searches.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Ability to work under minimal supervision. Must exercise initiative and judgment in performing job duties. Possess ability to understand oral and written instructions. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Must possess creativity and be innovative.

Working Environment

Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals. This job is performed in a generally clean and healthy environment. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. Lift up to 50 pounds.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **AP Program Coordinator**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

AP Coordinator 9.2023