



City of St. Charles School District

MoCAP/Launch Coordinator

Reports to:	Associate Superintendent of Curriculum & Instruction
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Contract- Reviewed and established annually by the Board of Education

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.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

QUALIFICATION 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree Preferred
- Valid Missouri Teaching, Counseling, and/or Administrative Certificate

COMMUNICATION SKILLS:

Ability to effectively present information and respond to questions from parents, students, staff, and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, and community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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