

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of the EDA: Advanced Placement (AP) Coordinator

School Level: High School

Description of Activity: The AP coordinator is a leader at the school site who coordinates efforts to improve the participation rate in AP courses and the pass rates on AP exams. The AP coordinator assists the School Improvement Team with analyzing data from previous years related to the accuracy of AP Potential

Link to the Blueprint for Progress:

The ability of a school to offer its students challenging coursework in the form of Advanced Placement courses contributes directly to ensuring that BCPS students reach high standards and achieve college readiness. The Blueprint for Progress calls for all high schools to meet or exceed the national average of 7% participations rate on the AP examinations.

Examples of Specific Duties of this EDA Sponsor:

The AP coordinator

- Works collaboratively with the school improvement team to plan and follow-up with professional development using current data and research. This collaboration includes engagement and discussions with a wide range of content-specific teachers at the school site.
- Informs AP teachers of professional development opportunities offered by College Board and area colleges.
- Shares College Board updates and changes with appropriate AP teachers. As part of the course registration process, the AP coordinator shares AP Potential data with faculty members so that PSAT scores are a factor in course recommendations.
- Works with counselors to encourage talented students to take AP courses.
- Distributes testing information to each student enrolled in an AP course.
- Orders AP exams, collects fees, updates teachers on which students have paid for the tests, and contacts parents if students who are well prepared do not register for the AP exams.
- Makes all arrangements for proctors and testing rooms, personally administers a number of AP exams, and organizes and prepares the exams for mailing.

Estimated Annual Hours that Teacher Might Spend to Sponsor this EDA: NA

Minimum Number of Students Require: NA

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Annual Compensation:

EDA compensation for each AP coordinator will be aligned to the number of AP course offerings that the each school provides. As indicated in the *Master Plan*, the BCPS standard is a minimum of 12 AP course offerings. The compensation rates are as follows:

- **schools with 12 or less AP courses - Level 3 compensation**
- **schools with 13 or more AP courses - Level 4 compensation.**

AVID/College Board Office

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