

# SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Pre-Collegiate Coordinator

**QUALIFICATIONS:** Valid Florida Educator's Certificate in appropriate subject area.

**REPORTS TO:** Principal

**SUPERVISES:** Students

**JOB GOAL:** To coordinate the counselors, teachers, occupational specialist, parents, administrators, students and community resource personnel in the development, planning and implementation of the pre-collegiate program.

The pre-collegiate program is designed to provide more support; instructional assistance; academic stimulation; and personal, educational and vocational counseling for selected African-American students so that their chances to become successful college students will be enhanced.

## PERFORMANCE REPOSIBILITIES:

- To involve parents, students, faculty members, and/or community resource personnel in at least one activity each month of the school term.
- To provide the participants of the program with incentives to aspire to a college education.
- To provide the participants of the program counseling and encouragement to convince them that they have the ability to complete college.
- To provide vocational and educational information in order to aid the participants in future decision making.
- To provide individual and group counseling to help each student develop a good self-image, self-realization and human relationships.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001

New Date: 5/19/14