

P L E A S E P O S T

EARLY COLLEGE ADMINISTRATOR

Date Posted: November 22, 2017
Closing Date: December 8, 2017 or Until Filled
Anticipated Start Date: January, 2018
Department: Learning Services
Work Year: 52 Weeks

Summary: The Jackson County Early College (JCEC) program is a collaborative program offered by county school districts and participating colleges, and the program governing body is the JCEC steering committee. The program will be designed to provide opportunities for Jackson county high school students to gain college credit preparing them for a career. The Early College Administrator will take program direction from the JCEC steering committee and assist in the development of the JCEC. The Administrator will then implement and manage the early/middle College program in Jackson County.

Essential Duties And Responsibilities: *An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)*

1. Collaborate with county school district administrators and counselors, and participating college administrators and representatives to develop, implement and maintain an early/middle college for Jackson county high school students that ensures students receive career and college admissions counseling and related services, that students will be able to meet all Michigan Merit Curriculum requirements, and that articulation/dual enrollment processes follow a career pathway toward a college degree, college certification, or up to 60 college credits that will transfer to a four year college or university.
2. Collaborate to develop initial program of studies pathways to be offered to county high school students and develop new programs of studies pathways. Review existing paths to verify their value and effectiveness. Make recommendations to the governance steering committee concerning the addition, deletion and refinement of available programs of studies pathways. Consider needs of the students and the Jackson community in decisions regarding program offerings.
3. Research and benchmark other successful early/middle college programs to learn the best practices in those programs. Actively participate in Michigan professional associations and state provided learning opportunities to enhance the Jackson County Early College program. Actively collaborate with staff of partner organizations to collect input, facilitate data collection, review data, and develop program-related recommendations. Make recommendations for program changes to the governance steering committee.
4. Lead in the development and implementation of early/middle college program countywide marketing efforts, involving all stakeholders. Develop early/middle college information and marketing materials for parents, students, counselors, school and college staff members, and interested community organizations. The governance steering committee may require that marketing materials and/or methods be approved by the committee.

5. Facilitate the recording and sharing of data needed to effectively communicate and operate the early/middle college program. Facilitate the mandated state data reporting applicable to participating students.
6. Measure program effectiveness and report annually to governance steering committee. Provide committee with other reports when and as directed, such as program finances. Recommend a budget for the upcoming year to the governance steering committee.
7. Work with local district staff and participating colleges to develop an enrollment process, and support the enrollment process.
8. Work with local district staff to ensure a common understanding of the program, support recruitment and scheduling of eligible early/middle college students, ensure interested students are assessed appropriately for eligibility, ensure enrolled students are participating in an approved career pathway.
9. Serve as a liaison between early/middle college students, administrators, instructors, counselors, student success navigators and other appropriate staff, as appropriate. Develop and facilitate linkages between participating schools, participating colleges, and other organizations to ensure early/middle college program coordination at all levels.
10. Support the governance steering committee. Work with chair to coordinate meetings, prepare agenda and minutes. Maintain program records. Recommends new and/or revised policies for committee approval. Submits for governing steering committee approval all matters that require committee action, along with supporting documentation.
11. Monitors and investigates issues related to program effectiveness and success, and reports findings to the governance steering committee, partner schools and colleges, parents and/or students as appropriate.
12. Administers the program budget.
13. Coordinates understanding of and compliance with regulations applicable to the program, dual enrollment instructors, etc.
14. As necessary, facilitates discussion with local district regarding the removal, suspension or expulsion of a student from the program. Investigates and attempts to resolve controversies between instructors and students, parents and/or guardians.
15. May be asked to seek out additional funding sources for program.
16. May be asked to participate in appropriate community organizations and functions to obtain support for the program's goals. May be asked to represent and advocate for the program with partner organizations, government agencies, community agencies and the larger community.
17. Transports self to various sites throughout the county to perform duties. May be required to transport self to job-related meetings or training throughout the state.
18. Performs related duties, as assigned.

Supervisory Responsibilities: May include secretarial staff.

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 in educational leadership, curriculum development, education administration or related field preferred. Minimum of three years of successful professional experience at high school level (administration, teaching, counseling) required; three years successful secondary administrative experience preferred. Candidates with successful experience in the following may be given preference: development, delivery and evaluation of curriculum; working with or in higher education; program creation and/or innovation.

Certificates, Licenses, Registrations: Valid State of Michigan teaching or counseling certificate preferred. Must satisfy state School Administrator certification requirements within three years of employment, and maintain throughout employment in this position. Candidates with valid MDE School Administrator certificate may be given preference. Must have and maintain a valid Michigan driver license and good driving record.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate effectively through multiple formats (phone, letter, email, person-to-person, videoconference, group presentation, etc.) to appropriate stakeholders. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, educators, program partners, and the general public; individually, in small groups and large groups.

Mathematical Skills: Proficient in performing basic mathematical computation and problem solving. Ability to perform extensive statistical analysis, such as point biserial, p-value, standard error of measurement, etc. as they relate to the administrator's program. Ability to apply principles of correlation and disaggregation of data appropriately and efficiently.

Reasoning Ability: Ability to gather appropriate data, to define problems, interpret data, establish facts, and draw valid conclusions. Ability to interpret and apply policies, rules and statutes as they may apply to program services. Ability to solve practical problems with a variety of concrete variables in situations where only limited standardization exists. Ability to make judicious decisions while under pressure. Ability to devise strategies to achieve program goals. Ability to determine when supervisory or peer input would benefit a project.

Other Skills And Abilities: Effective planning, time management and organizational skills. Ability to plan and implement programs based on need identified by data. Knowledgeable of recent trends in K-12 education, including curriculum, and ability to apply knowledge of current research and theory to assigned program. Possess a sound educational philosophy and a sincere desire to assist others. Ability to establish and maintain professional, collaborative and effective working relationships with students, staff, partner organizations, outside agencies and the community, including ability to be helpful, respectful, approachable and receptive to job-related feedback. Ability to work independently. Must be an active learner who can demonstrate growth to meet changing job needs. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to discern confidentiality issues and meet confidentiality expectations and requirements. Willingness to support program decisions and ability to make decisions using sound judgment in a timely manner. Ability to facilitate groups in the use of data for decision making. Knowledge of Michigan early and middle college mandates. Proficient in the use of word processing, presentation, publishing and spreadsheet software to efficiently produce correspondence, reports, marketing materials, tables and graphs as necessary. Proficient in the use of the internet and able to learn new software efficiently.

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 travel between locations, using his/her personal vehicle. The employee is continuously required to sit, hear and speak. The employee is occasionally required to reach with hands and arms. The employee will regularly use a personal computer with a keyboard to perform research and produce documents. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Must be able to work extended work days as needed. Employee will occasionally be required to travel in his/her personal vehicle between work sites.

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 this environment is quiet to moderate. The employee will intermittently spend short periods outdoors in a variety of weather conditions.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to

determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is January, 2018. This is a 52-week position. The salary range for this position is \$75,851 - \$88,111. Placement on the Administration Salary Schedule depends upon qualifications and experience. The anticipated new employee starting salary range is \$78,000 - \$85,000. This position includes a \$400 monthly mileage stipend. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL DECEMBER 8, 2017 OR UNTIL FILLED

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.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.