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Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

## **Educational Advising Coordinator**

*Based on experience/qualifications*

Annual Salary Range: DOE

NO STATE/LOCAL INCOME TAX

To obtain more information on this position go to: [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

**CLOSING DATE: Open Until Filled**

### **GENERAL PURPOSE OF THE POSITION**

Under the direction of the Nevada State High School administration, the Educational Advising Coordinator is responsible for instructional leadership, coordination of college preparation seminars, planning and implementation of college readiness and career development skills, and monitoring, guiding and counseling students toward their college goals.

### **DESCRIPTION OF SCHOOL**

Nevada State High School (NSHS) is a public charter school for 11th and 12th graders who attend nearly all college classes. The mission of the school is to support students in a college environment with personal, academic and social skills. The high school provides support for students in their college classes and establishes a clear path for college graduation and life long career skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Coordinating and providing high quality instructional lessons and strategies to assist in the development of student understanding of college level material and expectations to transition to college successfully; and
2. Coordinating and providing assistance and support to students in order to achieve optimum teaching/learning conditions at the college level; and
3. Coordinating and participating in advising student activities monitoring/documenting the overall progress of students in college; and
4. Coordinating and serving as a resource to the Principal and the Executive Director for instructional and fiscal decisions to support all programs; and
5. Coordinating and providing leadership in curriculum development and in the articulation of curriculum between high school and college; and
6. Coordinating and providing special academic activities specific to assigned areas including transitioning students to college; and
7. Coordinating and providing leadership in staying current on local, state, and federal initiatives including high stake tests and data collection; and
8. Coordinating and providing knowledge on advising students on a successful transition to college and the career services; and
9. Coordinating and developing school improvement plans to analyze data and develop and implement school improvement plans; and
10. Coordinating and providing direction and support for instructional strategies connected with the Nevada High School Assessments; and
11. Coordinating and representing the school through participation in professional organizations and at national, state, and regional conferences; and
12. Coordinating and developing systems to ensure successful and efficient operations with items that include, but are not limited to the following: contacting students using messaging boards, online platforms, and other technologies; and
13. Coordinating and providing informational meetings to potential new students at the school; and
14. Coordinating and providing resources and information to students and community in a variety of outreach efforts that include, but are not limited to newsletters, briefs, etc.; and

15. Coordinating and providing resources and information to new students during registration period at the school; and
16. Coordinating and providing counseling and development of student understanding of the specific curriculum requirements in high school and college to current/new students at the school; and
17. Coordinating and providing budgetary information for instruction and manages funds effectively and efficiently; and
18. Maintaining regular, on-time attendance; and
19. Reacting to change positively and productively; and
20. Performing other duties as assigned.

#### **MINIMUM REQUIREMENTS OF THE POSITION**

1. Has obtained or is eligible for a Nevada Secondary High School Substitute Teacher License and has a Bachelor's degree from an accredited institution; and
2. Has demonstrated leadership ability; and
3. Can demonstrate knowledge of child development, learning theories, and effective teaching techniques; and has knowledge of high school and college curricula; and
4. Is conversant with the current standards and instructional processes in core subject areas; and
5. Has good interpersonal communication skills; and
6. Has proficiency in desktop computer applications; and
7. Has a willingness and capability to work beyond the normal workday; and
8. Is available to begin employment on or before Thursday, May 16, 2013.

#### **SALARY**

The salary range for this 12-month position is commensurate with training and experience. Advanced preparation and longevity increments are in addition to the base salary. An attractive fringe benefit package includes: performance pay, health care, eye/dental, retirement plan, and leave benefits.

#### **PERQUISITES OF THE POSITION**

1. Annual performance pay; and
2. 3 personal days per month; and
3. Time off for nationally recognized holidays; and
4. Time off for winter and spring breaks (one week and three day's respectively); and
5. Longevity pay; and
6. 100% contribution from employer into State Retirement system (PERS)

#### **APPLICATION PROCESS**

New and experienced persons meeting the minimum qualifications are invited to complete the process including:

1. Completing an online questionnaire at the following:
  - a. <https://www.surveymonkey.com/s/TG5DGQQ> -- read each question carefully!
2. Emailing an a) NSHS application, b) letter of interest, c) resume, d) two letters of reference, and e) copy of college transcripts and/or any certifications to the following:
  - a. Dr. John Hawk, Chief Operations Officer  
Nevada State High School -- 233 North Stephanie Street //Henderson, NV 89074  
USE THIS EMAIL – No Hard Copies: [jhawk@earlycollegenv.com](mailto:jhawk@earlycollegenv.com)
3. Submitting information for a technical skills review. NOTE: After a committee from the school reviews the information above, it will select a group of potential candidates to continue along in the process to complete a technical skills review. The school will be notifying all candidates of their status via email.
4. Interviewing with a selection committee at the school. NOTE: The committee will only be interviewing a select group of candidates to continue along in the process based on the review of information above.

#### **EQUAL OPPORTUNITY EMPLOYER**

Nevada State High School is an equal opportunity employer and does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion or disability.

#### **START DATE**

Nevada State High School employment may begin immediately, but not later than Thursday, May 16, 2013

For details on applying, visit <http://earlycollegeNV.com>