
Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // www.earlycollegenv.com

Educational Advising Coordinator

Annual Salary Range: Based on experience/qualifications

Low: \$35–45K/year | Mid: \$55–65K/year | High: \$75–85K/year

NO STATE/LOCAL INCOME TAX

For more information about this position, visit www.earlycollegenv.com.

POSITION OPEN AT HENDERSON LOCATION

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 lifelong 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
2. Coordinating and providing assistance and support to students in order to achieve optimum teaching/learning conditions at the college level
3. Coordinating and participating in student activities and monitoring/documenting the overall progress of students in college
4. Coordinating and serving as a resource to the Director of Site Administration (principal) and the Executive Director for instructional and fiscal decisions to support all programs
5. Coordinating and providing leadership in curriculum development and in the articulation of curriculum between high school and college
6. Coordinating and providing special academic activities specific to assigned areas, including transitioning students to college
7. Coordinating and providing leadership in staying current on local, state, and federal initiatives, including high-stakes tests and data collection
8. Coordinating and providing knowledge on advising students on a successful transition to college and the career services
9. Coordinating and developing school improvement plans to analyze data and develop and implement school improvement plans
10. Coordinating and providing direction and support for instructional strategies connected with the Nevada High School Assessments
11. Coordinating and representing the school through participation in professional organizations and at national, state, and regional conferences
12. Coordinating and developing systems to ensure successful and efficient operations with items that include contacting students using messaging boards, online platforms, and other technologies
13. Coordinating and providing informational meetings to potential new students and families
14. Coordinating and providing resources and information to students and the community in a variety of outreach efforts, including newsletters, briefs, etc.

15. Coordinating and providing resources and information to new students during the registration period at the school
16. Coordinating and providing counseling and development of student understanding of the specific curriculum requirements in high school and college
17. Coordinating and providing budgetary information for instruction and managing funds effectively and efficiently
18. Maintaining regular, on-time attendance
19. Reacting to change positively and productively
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
2. Has demonstrated leadership ability
3. Can demonstrate knowledge of child development, learning theories, and effective teaching techniques and has knowledge of high school and college curricula
4. Is conversant with the current standards and instructional processes in core subject areas
5. Has good interpersonal communication skills
6. Has proficiency in desktop computer applications
7. Has a willingness and capability to work beyond the normal workday
8. Has a willingness to work at other NSHS locations

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, healthcare, vision/dental insurance, a retirement plan, and leave benefits.

PERQUISITES OF THE POSITION

1. Performance pay
2. Three (3) personal days per month
3. Time off for nationally recognized holidays
4. 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, which includes:

1. Submitting an a) NSHS application, b) letter of interest, c) resume, d) two letters of reference, and e) copy of college transcripts and/or any license information to the following:
 - a. Dr. John Hawk, Chief Operations Officer
Nevada State High School -- 233 North Stephanie Street // Henderson, NV 89074
LOG A HELP TICKET HERE – No Hard Copies: help.earlycollegenv.com
2. 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.
3. 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 is actively seeking to fill this position in a timely fashion. Initial review of applications, resumes and questionnaires will continue regularly until filled. For details on applying, review the application process above or visit <http://earlycollegenv.com>.