



Nevada State High School
★ Public Charter School ★

Educational Advising Coordinator – Meadowwood (Reno) Campus

This is a critical needs position and PERS retirees welcome to apply

Mission: To support students in a college environment with personal, academic, and social skills.

Vision: Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 950 11th and 12th grade students in eight (8) locations. We continue to meet the community’s demand of preparing high school students to attend college without having to take remedial coursework.

Under the direction of the Nevada State High School Director of Site 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. This position requires a high degree of accuracy, timeliness, and production across multiple functions including, but not limited to, implementing curriculum, student interventions, special programs, student progress, and overall duties, tasks, and support of the school.

Employee Value Proposition:

Table with 2 columns and 2 rows. Top-left: Cultural Fit (Core Values, Core Focus, Our Niche). Top-right: Total Compensation and Rewards (Pay and Benefits, Incentives). Bottom-left: Working Environment. Bottom-right: Professional Growth.

QUALIFICATIONS

- 1. Has obtained or is eligible for a Nevada Secondary High School Substitute Teacher License.
2. MUST be proficient with Microsoft Office (Word/Excel/Outlook).

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts and/or applicable diploma(s)/degree(s)/license(s)/endorsement(s). Please scan and submit all documents through the school’s help ticket portal here: http://help.earlycollegenv.com. NO HARD COPIES OR EMAILS.

Hiring Process and Timeline: NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: https://earlycollegenv.com/career-opportunities/.

CLOSING DATE: Open Until Filled