



**Nevada State High School**  
★ Public Charter School ★

**Educational Advising Coordinator - Southwest**

**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 11<sup>th</sup> and 12<sup>th</sup> 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 and/or Executive Director, 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:**

<p style="text-align: center;"><b>Cultural Fit</b></p> <p><b>Core Values:</b> OWN IT: Take responsibility; BE COMMITTED: High expectations and getting results; CONTINUOUS IMPROVEMENT: Motivation to improve self and others.</p> <p><b>Core Focus:</b> To provide opportunities for students’ success in a real college environment.</p> <p><b>Our Niche:</b> A Real College Experience</p>	<p style="text-align: center;"><b>Total Compensation and Rewards</b></p> <p><b>Pay and Benefits:</b> \$40,000 - \$55,000 annual salary. DOE healthcare, dental, vision, LTD. No state/local income tax and state retirement 100% paid (no SS deductions) savings of approx. 6% of net pay.</p> <p><b>Incentives:</b> Annual performance incentive from \$3,000 - \$10,000 that determines future base salary. <i>(Note: A \$40,000 salary can be \$67,000 in 6 years)</i></p>
<p style="text-align: center;"><b>Working Environment</b></p> <p>NSHS has strong leadership that develops a culture of high expectations and being open and honest. Staff follow simple core processes (progress not perfection) and tools to improve the health of the organization and get everyone pointing in the same direction using EOS®. Staff proposes their work schedule each month and are motivated by a “my kid standard.”</p>	<p style="text-align: center;"><b>Professional Growth</b></p> <p>Most Fridays, staff conduct collaboration, feedback, training, and professional growth. Departments have funds allotted for conferences and workshops to meet biannual training plans established by the employee and supervisor. Professional development is in the school’s DNA and we are motivated to figure out new ways to improve ourselves and others.</p>

**QUALIFICATIONS**

1. Has obtained or is eligible for a Nevada Secondary High School Substitute Teacher License.
2. Gold or Platinum ACT Workkeys NCRC preferred. If interested, applicants can register to test here: <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers.html>
3. **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**