



Nevada State High School
★ Public Charter School ★

Educational Advising Coordinator

This is a critical needs position and PERS retirees are 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 1,000 11th and 12th grade students in nine (9) locations.

Under the direction of the Nevada State High School Director of Site Administration, the Educational Advising Coordinator is responsible for Duties Tasks and Support, Implement Curriculum, Student Interventions, Special Programs Implementation, and Student Progress.

Employee Value Proposition:

Table with 2 columns and 2 rows. Columns: Cultural Fit, Total Compensation and Rewards, Working Environment, Professional Growth. Rows contain detailed descriptions of each category.

Qualifications:

- 1) Hold or be able to acquire, by time of appointment to the position, a Nevada Secondary High School Substitute Teacher License.
2) Demonstrated ability and advanced proficiency in keyboarding and Microsoft Office Suite
3) High degree of interpersonal, teaching, planning, organization, communication, and public speaking skills

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) resume, and 3) transcripts and/or applicable 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