

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

EARLY COLLEGE HIGH SCHOOL COORDINATOR

QUALIFICATIONS

1. Valid N.J. Instructional Certificate.
2. Expressed interest for an Early College High School Coordinator paid position.
3. Demonstrates excellent leadership and organizational skills and the ability to motivate.
4. Demonstrates positive people and communication skills.
5. Holds a valid driver's license.
6. Demonstrate knowledge and understanding of curriculum development, program evaluation, Gateway curriculum and program, effective instructional strategies, and classroom management.
7. Demonstrates the ability to develop, implement and evaluate a Gateway SERA Program for the ECHS at CRHS Program.
8. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal/Superintendent or their designee.

JOB GOAL

To lead, guide, instruct, and assist advisors and students of the respective ECHS cohort to promote student success. To provide leadership in helping each participating student to achieve a high level of achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the duties and responsibilities as stated in the primary instructional assignment and as stated below. Other duties may be assigned.

1. Recruit potential ECHS candidates.
2. Participate in the student selection process.
3. Participate in the annual Academy Showcase night program and Open House night program for parents and prospective students.
4. Coordinate, plan and lead summer training for ECHS Advisors, with other coordinators (if applicable).
5. Responsible for identified cohort of students. (One per contract)
6. Meet with each student at least once a month during SERA Program to conference regarding progress on Gateway assignments and progress indicators identified for the ECHS Program.
7. Review student work on Gateway Assignments, score and provide feedback using provided rubrics, and conference with students to provide feedback in a timely manner.

8. Schedule, promote and invite guests for student presentations at the end of each Gateway section.
9. Maintain effective communications with advisors, agencies, employers, and resources inside and outside the school
10. Offer input toward framing program improvement and/or enhancement. Assist with program revisions as needed.
11. Attend necessary local and state meetings for ECHS and grant programs.
12. Assist in preparing budgets, ordering supplies and materials and payment of ECHS Advisors for his/her ECHS cohort.
13. Participate in ECHS Advisor selection.
14. Participate in ECHS Planning and Implementation Team.
15. Update and publicize student recognition for completing Gateway section.
16. Perform such other tasks within the scope of certification as may be required by administration.

TERMS OF EMPLOYMENT

Twelve-month position

EVALUATION

Performance of the job will be evaluated by the Principal or his/her designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **July 26, 2018**
AMENDED: