Health Science Academy Coordinator
New Hanover County Schools

Job Description

Class: **Certified**
Division: **Curriculum and Instruction**
Dept: **Career and Technical Education**

TITLE: **Health Science Academy Coordinator**

QUALIFICATIONS:
1. Continuing CTE license Health Science RN or CDC
2. 3-5 years experience as a CTE teacher or CDC
3. RN License preferred

REPORTS TO: CTE Director

JOB GOAL: **The Health Science Academy Coordinator will oversee the daily operations, student engagement, and strategic growth of the Health Science Academy. This position is responsible for student recruitment, program management, teacher support, and ensuring meaningful career development opportunities for students pursuing health science pathways. The coordinator will also serve as a liaison between schools, healthcare partners, and the district CTE office.**

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Recruit middle school students to apply for admission into the Health Science Academy.
2. Coordinate the application and selection process for new students
3. Communicate with students and parents through the application and selection process
4. Plan and coordinate orientation for new academy students
5. Plan and facilitate monthly meetings with Health Science Academy students.
6. Plan and facilitate, lunch and learns, industry tours, skills workshops, job shadowing, etc. for academy students
7. Create individualized student plans based on career interests, postsecondary goals, and workforce readiness.
8. Plan and coordinate quarterly “whole group” Academy events
9. Plan and coordinate Summer Camp Med.
10. Plan and coordinate annual banquet for academy families
11. Serve as co-advisor for HOSA-Future Health Professionals as needed.

12. Attend and support student participation in regional, state, and national HOSA competitions.
13. Serve as Health Science PLC lead, guiding curriculum alignment and professional collaboration.
14. Mentor new health science teachers, providing instructional and classroom management support.
15. Assist in securing clinical placements for Nursing Fundamentals students.
16. Ensure Nursing Fundamentals labs at all traditional high schools are fully equipped and maintained for effective instruction and qualify as certified skills testing centers.
17. Teach Nursing Fundamentals (if licensed RN) as program needs arise.
18. Meet monthly (minimum) with the CTE Director to provide updates and align academy goals with district CTE priorities.
19. Develop and maintain partnerships with healthcare providers, community organizations, and postsecondary institutions to enhance academy opportunities.
20. Track and manage student participation in academy activities, including volunteer hours, points, and program requirements.
21. Gather data for The Endowment as necessary

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: NC Teaching Salary plus local supplement

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Strong organizational, communication, and leadership skills.
- Ability to collaborate effectively with school staff, students, parents, and community partners.
- Proficient with Microsoft Suite.