



HIGHLAND PARK ISD

Office of Human Resources

Job Title: MAPS Professional Engagement Administrator

Exemption Status/Test: Exempt/Admin

Reports to: Executive Director of Moody Innovation Institute

Pay Grade/Days: PR05/226 Days

Dept./School: Education Services

Date Revised: June 2023

PRIMARY PURPOSE:

Support the Moody Innovation Institute in the identification, recruitment, development, and maintenance of business and academic partnerships, programmatic implementation, fundraising support, and operations in relation to the Moody Advanced Professional Studies Program.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree

Master's degree preferred

Knowledge/Skills/Abilities:

Ability to interpret data

Strong organizational, communication, and interpersonal skills

Possesses an energetic, outgoing, and friendly demeanor

Persuasive and goal-oriented

Strong ability to set priorities, manage multiple projects, work independently, and demonstrate initiative Strong knowledge and connections with area businesses or professional individuals

Understanding of K-12 public education

Experience:

3 years experience in community relations and/or business development

MAJOR RESPONSIBILITIES AND DUTIES:

Program Development and Management

1. Evaluate all legislation, projects, and programs for MAPS relevant to the needs of the district and make recommendations.
2. Participate in the drafting of project proposals and reports, including the writing and development of program goals and objectives.
3. Identify businesses or individuals to serve as academic partners, guest instructors, and professional mentors for MAPS and STEAM programs.
4. Recruit businesses or individuals to work with faculty and students in areas determined within the MAPS curriculum.
5. Determine appropriate placement of businesses or individuals in alignment with programmatic and student goals with the MAPS program.



HIGHLAND PARK ISD

Office of Human Resources

6. Recruit professional experts to assist with the development and revisions to MAPS curriculum, with approval of the campus principal.
7. Ensure, manage, and determine appropriate documentation necessary to comply with campus, district, and grant requirements in collaboration with the Executive Director of the Moody Innovation Institute..

Communication

8. Develop information materials, marketing materials, presentations, and website materials in alignment with branding requirements.
9. Serve as liaison between district and business partnerships.
10. Serve as liaison between MAPS and HPHS Counseling department.
11. Implement opportunities for feedback and input by appropriate stakeholders, i.e. Moody/MAPS Sounding Board.
12. Develop, provide, and monitor training of guest instructors and professional mentors.
13. Create, manage, and facilitate MAPS recruitment, application, and admissions process.
14. Develop, manage, participate, and/or provide guidance for all Moody/MAPS events in collaboration with campus principal and district administration.
15. Collaborate with the HPHS Principal, Executive Director of Moody Innovation Institute, Deputy Superintendent, and Assistant Superintendent for Education Services on professional learning needs, Moody/MAPS awareness, Board and community presentations, and implementation of MAPS goals and objectives.
16. Collaborate and assist HP Education Foundation with fundraising efforts for Moody Innovation Institute programs.
17. Participate, attend, or schedule meetings or professional learning opportunities for Moody/MAPS stakeholders as well as other campus or district related meetings.

Policy, Reports, and Law

18. Compile, maintain, and file all reports, records, and other documents required for the campus, district, and Executive Director of the Moody Innovation Institute.
19. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines and ensure that programs are cost effective and managed wisely.
20. Develop and implement a continuing evaluation process and needs assessment of business development services/participation and implement changes based on the findings.
21. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
22. Follow district and campus safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)



HIGHLAND PARK ISD

Office of Human Resources

Environment: Frequent districtwide travel; occasional statewide travel; occasional extended work hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____