

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

Position Title: Health Sciences Academy Coordinator

Position Reports to: CTE Director

Salary Range: Based on experience, credentials, and NC Salary Scale

Skills Required: Comprehensive knowledge of the Health Sciences Academy mission and vision, 9-12 curriculum and pathways, and basic school administration practices. Must be an enthusiastic advocate for students and for the Academy. Strong interpersonal, communication, and presentation skills for interactions with parents, students, teachers, Academy partners, and the community are required. Must possess strong skills in planning, organization, and management and be willing to make presentations and interact with Academy partners and public groups. Required to develop or exhibit extensive knowledge of health careers and educational requirements. Must be competent in the use of Google and Office products.

Education/Experience Preferred: Bachelor's degree in Health Profession or Secondary NC teaching. Knowledge of the healthcare industry, Career and Technical Education pathways, or counseling preferred.

Terms of Employment: 12 months

General Duties/Responsibilities:

1. Actively recruit and promote retention of academy students.
2. Communicate with students, parents, and all other stakeholders on a regular basis.
3. Administer Academy Requirements
4. Plan, coordinate, and implement enrichment activities for academy students
5. Coordinate articulation programs with community colleges and universities.
6. Assist the district in maintaining certified Health Sciences teachers
7. Collaborate with the Curriculum, CTE, and Student Services Departments to create opportunities to elevate healthcare awareness in the community.
8. Pursue relevant grant opportunities

9. Carry out credible public communications and relations as well as nurture continuing relationships with partner organizations.
10. Provide continuous program evaluation, involving students, parents, teachers, post-secondary partners, and the health-care industry.
11. Maintain contact with and disseminate information from local, state, and federal sources, academy partners, and related agencies and stakeholders.
12. Coordinate and lead the Health Sciences Advisory Council.
13. Provide visionary support for initiating implementation of new program activities and expansion of existing programs for sustainability.
14. Foster and nurture continued relationships with business and industry on supplies, equipment, and resources that could be useful in the Academy programs.
15. Market and promote the BCS Health Sciences Academy to target audiences (students, parents, educators, and community)
16. Provide up to date program scholarship and general information for academy students and graduates
17. Manage Health Science Academy Resources
18. Maintain current applicable professional license
19. Engage in professional growth opportunities to remain current with trends, demands, and emerging careers in a changing healthcare industry.
20. Work collaboratively with BCS CTE Director, school administrators, career development coordinators, and school counselors.