

Early College High School Academic Advisor

Qualifications:

General Job Description: Facilitate all nontraditional education and advise students within programs that extend beyond the traditional provided courses.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. Minimum of seven years experience in the field of public education, including experience as a classroom teacher.
4. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues thoroughly and keep initiative to improve the quality of education in the community.
2. Demonstrate instructional leadership.
3. Effectively manage the resources for which he/she is responsible, including personnel, finances, facilities, programs and time.
4. Demonstrate knowledge of and manage state and federal programs to meet the special needs of all students.
5. Supervise staff on the use of computers/technology as instructional tools.
6. Uses supervision, staff development and performance evaluation to improve the overall educational program.
7. Embrace and encourage the acceptance of diversity.
8. Provide and maintain an environment where optimal student growth can take place.
9. Meet professional requirements and responsibilities.
10. Maintain familiarity with current educational issues through a process of ongoing personal development.
11. Demonstrate an understanding of the dynamics of the educational organization.
12. Use effective people skills to communicate.
13. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.
14. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.

Non-traditional Programs Include”

- **HEAR (Hobbs Eagle Academic Recovery)**
 - Meet w/counselors and identify kids in need
 - Recruit teachers and create schedules for students
 - Meet with parents/kids involved in program/contract
 - Facilitate monthly meetings with teachers
 - Track/chart progress
- **Unit recovery**
 - English
 - Science
 - Social Studies
 - Track progress/reports
- **Summer School**
 - Hiring
 - Create schedule
 - Duty schedule
 - Organize/Set up trainings for teacher
 - Reporting
- **Extended Day**
 - Hiring
 - Monitoring teachers
 - Work schedule
 - Organize/set up trainings for teachers
 - Reporting
- **APEX**
 - Trainings for teachers
 - Coordinate with apex onsite coordinator
 - Meet with apex people/coordinate trainings
 - Track progress

Early College High School:

- Parent meeting/Orientation
- Organize and participate in committees for ECHS
 - Contracts
 - Application
 - Selection of ECHS students
 - Notification of ECHS students
 - Coordination with NMJC regarding ECHS program
 - Student issues
 - Dual credit meetings
 - Time lines for registration/enrollment
 - Textbooks
 - Free and Reduced lunches for ECJS students
- Track placement scores
- Monthly meeting with ECHS students (we require these face to face meetings for all 37 participants-15 min per student)
- Notify students of events for HS
- Any issues that arise from ECHS
 - Concurrent enrollment
 - Dual credit
- Parent contacts for low and failing grades as a result of monthly meetings with students
- Collaboration with counselors regarding ECHS kids and schedule
- Schedule changes/drops/additions for ECHS
- Deal with conflicts regarding ECHS that arise

Perkins Grant:

Facilitate meetings-monthly

- Reports
- Notes for meetings
- Correspondence with PED
- Budget/Revisions
- Dual Credit-Culinary Arts
- Meetings with teachers in each department that falls under grant to ensure we are following the grant guidelines
- Liaison with ENMU/Hobbs School re: dual credit Culinary class
- Meeting with teachers to create classes and develop curriculum for Culinary Arts
 - Books
 - Materials
 - Trainings for teachers
 - curriculum
- Certifications now offered at HHS
 - Dual Credit-Culinary arts 2nd semester
 - NCCER
 - OSHA certifications-safety and construction
 - Serve Safe
 - Food Handlers
 - ACT-Work keys
 - Set up trainings for teachers
 - Track implementation
 - Floral Design
 - Food Safe-horticulture

Other Duties

- Graduation
 - Event center coordination
 - Tickets/distribution
 - Class meetings/Baccalaureate
 - Work orders
 - Set up of event
 - Work with Sr. principal

- Coordinate/assignments/duties with our staff
- Get quotes and order items needed for graduation
 - Breakfast
 - DVD orders
- Evaluations
 - Assist in yearly evaluations

Additional Duties and Responsibilities:

1. Supervise all other resource and ancillary personnel while functioning in assigned school.
2. Form and meet with or appoint individuals to meet with all committees (SAT, SIT, Parent Advisory, etc) in a consistent and timely manner.
3. Supervise extra-curricular activities.
4. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
5. Implement Professional Learning Communities collaborative practices throughout the school.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.