



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 6/29/2015

Early / Middle College Program Administrator

JobID: 2824

Position Type:

Administration

Closing Date:

07/16/2015

Date Posted:

6/29/2015

Location:

KRESA/Service Center

Division:

Education for Employment (EFE)

Position Type:

Full-time, 12-Month

Responsibilities:

- Network with successful early / middle college models
- Develop Program of Studies (POS) paths and review existing paths to verify their value and effectiveness
- Develop working relationships between school districts and post-secondary institutions
- Coordinate Superintendent Committee
- Lead student recruitment efforts
- Develop and implement enrollment processes
- Develop and facilitate linkage with KC COPS
- Develop and implement EFE college credit articulation
- Develop and implement dual enrollment processes leading to 13th grade certification/associate's degree
- Develop working relationship with district counselors and post-secondary admissions
- Develop working relationship with post-secondary deans, department chairs, and instructors
- Take an active role in MEMCA and statewide articulation/enhanced dual enrollment with MDE
- Facilitate the verification/authorization process for secondary educators with post-secondary delivery
- Oversight of post-secondary and school district support services for student success
- Develop and maintain communication with all stakeholders to include meetings with groups such as foundations, boards, committees, etc. to explain the early / middle college program
- Report out on student outcomes/results annually and measure program effectiveness
- Responsible for countywide marketing efforts
- Other duties as assigned

Qualifications:

Master's degree within the educational field. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Minimum of three years experience in administration preferred. Experience in working with or in higher education and LEA's. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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