

SPECIAL ASSIGNMENT POSITION DESCRIPTION

EARLY COLLEGE HIGH SCHOOL COUNSELOR- FA23

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:

REPORTS TO: Dean of Student Success and Director of College Readiness

SAMPLE DUTIES AND RESPONSIBILITIES:

- Participate in the planning of the Gonzales Early College High School program alongside College and GHS/GUSD partners
- Review/discuss curriculum and student learning outcomes associated with academic pathways for the ECHS with high school partners
- Identify courses and course sequence for early college high school students
- Identify and plan appropriate supports for ECHS students

DELIVERABLES EXPECTED

- ◇ Monthly reports to Dean and Director, including time and effort reports.
- ◇ Program maps that integrate high school and college coursework on 4-year student education plans
- ◇ In collaboration with High School partners, produce an outreach, recruitment, and onboarding plan to attract and enroll new program participants
- ◇ Chair and attend program meetings and liaison with Dual Enrollment Counselor and high school counterpart
- ◇ Track the course progress of new program participants and progression toward goal completion for continuing students
- ◇ Track and record utilization of program counseling services each semester
- ◇ Conduct program review, data collection and reporting
- ◇ Attend program professional development events
- ◇ Other duties as assigned

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- Experience in planning and coordinating college related activities
- Strong organizational skills, data-tracking and follow-through
- Knowledge of course revisions/curriculum development
- Demonstrated experience mentoring and supporting high school students and other diverse communities

TERMS OF APPOINTMENT

- ◇ The term of the assignment will be FA23 semester (Sep 18 - Dec 16, 13 weeks), however, the project may continue as program needs dictate. Continuation in the assignment from one semester to the next will be dependent upon showing of satisfactory performance, progress, and if there is additional work needed to be completed.

- ◇ Time commitment is expected to be approximately 35 hours per semester. Exact hours per week will vary. A timesheet of all hours worked will be required.
- ◇ Compensation will be through a SPA. Compensation will be paid at the hourly NIC rate.

APPLICATION PROCEDURE

All applicants must email their letter of interest and a current resume to hr@hartnell.edu by 4:00p.m. on Thursday, September 14, 2023.