

## **DIRECTOR OF EARLY COLLEGE AND CAREER READINESS**

### **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** Ensure MSD Wayne students are ready for college and career by maintaining high quality dual credit programming, advanced placement (AP) courses, and assisting students in navigating the transition from high school to college and/or career

#### **PERFORMANCE RESPONSIBILITIES:**

1. Manage the implementation of high quality dual credit programming for students at Area 31, BDU, AVE, NGC, and BDHS
2. Market the dual programming to internal and external stakeholders
3. Expand dual credit offerings to meet the changing needs of higher education and which appropriately coordinate with all degree tracks
4. Ensure the Accuplacer test is appropriately administered
5. Work with BDHS principal and the Director of Area 31, implement secondary redesign including the Capstone Project and Internships
6. Manage the credentialing process for all faculty teaching dual credits
7. Implement the College/Career Guidance Program (Naviance)
8. Ensure high rates of FAFSA Completion, Post-Secondary Applications, Scholarship Applications, Career Cluster Inventories, 21st Century Applications & Affirmations and College/Technical School Selection
9. Act as NCI trainer
10. Maintain data and identification of students who are College/Career Ready upon graduation
11. Consult with all schools, except WPA and AVE, on maintaining STEM Certification.
12. Serve as resident college advisor at alternate programs WPA, SAE, BDED, and AVE
13. Represent the District with IACAC, NACAC, and College Board organizations
14. Provide Professional Development on College/Career Guidance
15. Advise athletic department/students on NCAA eligibility
16. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: November 13, 2018