



Job Description Classification

**Associate Director of Secondary Education Initiatives, CCV
Non-Bargaining Unit**

**Grade 15
Exempt**

BASIC FUNCTION

Develop and direct the Readiness Certificate Program for high school aged students. Build strong relationships with high schools and technical center personnel to assure the “middle majority” students participate in the Rise to the Challenge programs throughout the state.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Develop and implement the Readiness Certificate Program for high school aged students.
- Work with CCV Academic Coordinators to build responsible partnerships between CCV and Vermont high schools by identifying key teachers and administrators in secondary schools and facilitating connections between the schools and local CCV sites in designated geographic areas in the state.
- Provide resources, information, and professional development opportunities for high school personnel to create investment and build enrollment in the program, including: Introduction to College Studies, the Readiness Certificate, Rise to the Challenge Voucher, and the Next Generation Scholarship.
- Work with the Secondary Education Leadership Team to develop the Readiness Skills certificate; design and offer instructor training including the identification and implementation of diagnostic tools for assessing student skills and developing the support systems necessary to promote student success.
- Coordinate both pilots of the readiness skills certificate program and make modifications to the program.
- Recruit students for the readiness program from designated high schools and working closely with partnering schools, students and parents to ensure students transition easily into the program.
- Develop a marketing plan and materials for the readiness certificate as part of the Intro to College Studies/Rise to the Challenge/Next Generation program.
- Collect and analyze data related to the Rise to the Challenge program and prepare reports for grant awarding agencies.
- Work with Secondary Education Leadership Team, high schools and technical centers on transcribing college credits and assure statewide acceptance of Intro to College Studies and dual enrollment courses towards high school graduation requirements.
- Build relationships with home school associations.

- Serve on the statewide leadership dual enrollment advisory board.
- Provide support for all initiatives associated with high school aged students.

SUPERVISION RECEIVED

General supervision is received from the Director of Secondary Education Initiatives.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Masters degree required plus two to four years experience in one of the following: a secondary or post-secondary setting, education administration, teaching or alternative education programs.

- Strong planning, organizational and administrative skills.
- Strong writing, speaking and problem-solving skills.
- Self-directed and takes initiative.
- Very strong interpersonal and relationship building skills.
- Ability to deal effectively with instructors, students, and a wide variety of agencies and individuals outside of the college.
- Enjoys working with a diverse population.
- Experience in teaching and/or curriculum development, particularly in the areas of basic skill development and college readiness.
- Is passionate about creating opportunities for low-income, first generation students throughout the state.
- Prior marketing and public speaking experience helpful.
- Must have solid computer skills.
- Ability to exercise confidentiality in all matters a must.
- Must exhibit grace under pressure and handle stressful situations with tact.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.