



Position Announcement September 2019

This position is open to current, active CGTC employees only

Position: High School Coordinator

Position Status: Full time

Application Deadline: September 23, 2019

Job Responsibilities:

The High School Coordinator assists state, secondary, and postsecondary instructional leadership in the planning and development of career programs of study, including dual, joint, enrollment opportunities to high school student in the service delivery area that lead to either an industry recognized credential, postsecondary certificate of credit, diploma or associate's degree. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve travel to any of the locations within the College's service area and other travel as needed.

Major Job responsibilities include, but are not limited to the following:

- Develops and implements career and technical programs of study
- Tracks data for dual, joint, Move on When Ready and articulated credit enrollees and graduates for completion/graduation from the technical college
- Coordinates the development and implementation of dual, joint, Move On When Ready enrollment programs at college;
- Serves as primary point of contact for and collaborates with high school administrators, counselors, and staff to promote Career and Technical Education, dual enrollment, etc. between high schools within the service delivery area and the college;
- Maintains up-to-date written procedures for dual, joint, Move On When Ready enrollment;
- Coordinates articulation testing with local high schools within service delivery area
- Coordinates with appropriate high school management and college management to finalize dual enrollment and articulation agreements within service delivery area;
- Coordinates with all appropriate personnel at high schools in service delivery area regarding the registration and withdrawal of students in dual enrollment program;
- Provides information to potential students and their parents on dual enrollment program offerings at the college to ensure they have adequate information to make informed decisions;
- Coordinates placement testing for dual, joint, Move On When Ready students;
- Coordinates with college personnel regarding placement testing, admissions, and financial aid to assure seamless enrollment of dual enrollment students to college;
- Coordinates between dual enrollment students and high schools when there is an issue regarding testing, registration, schedules, and/or grades;
- Assists in attaining text books for dual-enrolled students; to include coordinating book orders with campus bookstore and ensuring student accounts remain accurate, and delivering text books for dual-enrolled students;

- Serves as liaison with educational, industrial, and community partners to encourage cooperation and partnerships for dual enrollment within service delivery area
- Coordinates efforts with college Director of Marketing to provide information on dual enrollment opportunities within service delivery area;
- Coordinates requests for articulation credit

Job Competencies:

- Knowledge of college's admission and financial aid guidelines and procedures
- Knowledge and understanding of how high school and college calendars, registration, graduation requirements, and schedules work together
- Skill in the operation of computers and job-related software programs
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public and program stakeholders
- Oral and written communication skills

Minimum Qualifications:

- Earned Bachelor's degree from a regionally accredited institution
- Documented two (2) years of work experience in a secondary or post-secondary setting

Preferred Qualifications, in addition to minimum qualifications:

- Documented work experience in a student service roles such as admissions, financial aid, recruitment, or related areas
- Documented experience working with K-12 partnerships

Projected Work Hours/Location:

This position generally works 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings will be required as needed. The primary location for this position is the Warner Robins campus. Travel will be required as needed throughout the college's service area, and other travel as needed. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

Salary / Benefits:

Annual gross annual salary range of high 30's; actual gross annual salary will be determined by the candidate's qualifications based on meeting published minimum and preferred qualifications. This is a 12-month position and is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements

- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.