



*Strength in diversity
Quality through collaboration*

JOB POSTING

Position Title: New England High School Equivalency (HEP) State Coordinator
Work Schedule: Full-Time, 40 hours/week, occasional weekend and overnight work
Work Location: Home-based
Salary: \$45,000-\$45,900/year
Reports to: New England High School Equivalency (HEP) Director

PROGRAM DESCRIPTION:

EDCO Collaborative, in partnership with the University of Vermont Extension and World Education, Inc. with support from the Maine, Massachusetts, New Hampshire and Vermont Migrant Education programs, META Associates and in collaboration with other state and local community agencies have established the New England High School Equivalency Program (HEP). The five-year project (July 2016-June 2021) will serve 335 migrant and seasonal farmworkers in the acquisition of their secondary school diploma by passing the HiSET or GED examination. The New England HEP will also ensure that project graduates enter postsecondary education or training programs, advanced employment or military service. This project, if successful, may receive additional funding after June 2021.

POSITION DESCRIPTION:

Coordinate, and implement the local State High School Equivalency Program in Maine and Eastern New Hampshire. Recruit, assess, enroll and case manage individual HEP caseload. Provide program orientation and initial set up of blended online learning program. Create a Personal Learning Plan (PLP) for student caseload and provide direct outreach to support the individual's successful completion of their secondary education. Monitor student progress, identify and support necessary educational and supplemental services as needed. Perform local needs assessment and implement initiatives in support of program objectives. Evaluate outcomes and make recommendations to enhance services to ensure compliance with program objectives. Disseminate information about local community resources, and agencies to increase opportunities for HEP students such as; visits to colleges and universities, National Farmworker Job Program trainings, career fairs, cultural and local community events in support of targeted audience/migrant student's goals.

QUALIFICATIONS:

- Bachelor's Degree in education, counseling, or related field required;
- Fluency in oral and written communication in English and Spanish;
- Minimum of three years of educational outreach experience or; equivalent
- Experience with migrant or other minority, under-represented populations;
- Proficient in Microsoft Office and File Maker Pro or similar database software;
- Clear and concise written and oral communication;
- Ability to complete grant data collection and reporting requirements in an accurate and timely manner;
- Personal skills that include: ability to work independently and as part of a team, collaborative networking abilities, and sensitivity and efficacy to the nature of the population served;
- Requires a valid driver's license and have a reliable vehicle available on a daily, regular basis for both planned and spontaneous work related travel. *Students reside throughout the state but the majority of the students reside in the Northeastern (Presque Isle, Caribou, Machias) region. Coordinator will travel with regular frequency to the areas where students reside.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support programming towards meeting the goals and objectives set forth by New England HEP's application, Federal guidelines of the Office of Migrant Education and the U.S. Department of Education;
- Provide the daily oversight and management of the local project as well as facilitate good relations among the project partners, collaborators and communities served;
- Participate in HEP staff meetings and maintain good communication with the HEP Project Director;
- Ensure each student is properly assessed and has a developed Personal Learning Plan (PLP)
- Monitor progress towards achievement of student outcomes, identify barriers to success, proactively address
- Other duties as assigned by supervisor.

TO APPLY:

Please submit a completed application including resume, cover letter and three letters of reference to:

Chris Damon
New England HEP Director
36 Middlesex Turnpike
Bedford, MA 01730
cdamon@edcollab.org

Only complete applications will be reviewed.
Position ideally would start September 1, 2017

E.O.E.