



## Kalamazoo Regional Educational Service Agency Job Description

---

**Job Title:** Assistant Superintendent and Associate Vice President of Secondary and Early/Middle College Programming

**Reports to:** Superintendent of Kalamazoo RESA and Vice President of Academic Services for Kalamazoo Valley Community College. In addition there will be at least monthly meetings with the Early/Middle College Advisory Council, which includes: KRESA Superintendent, KVCC President, a Local District Superintendent, KVCC Vice President of Academic Services, and a Business Representative

**FLSA Status:** Exempt

**Prepared by:** TZ

**Approved by:** Human Resources

**Prepared Date:** 09/2015

**Last Revised Date:** 09/2015

**Summary:** The purpose of this position is to significantly increase the number of students graduating year after year from high school with Associate Degrees or Skills Certificates from KVCC by participating in Guided Pathways in conjunction with EFA, EFE, YOU, and Early/Middle College programming. The Assistant Superintendent of Secondary and Early/Middle College Programming will be responsible for designing, implementing, and oversight of secondary instructional programs including Education for Employment (EFE), Education for the Arts (EFA), Youth Opportunity Unlimited (YOU), and Early/Middle College (EMC) for the Kalamazoo region. The Middle College is a streamlined educational bridge from regional secondary education partners to careers in business and industry. Collaboration with the Kalamazoo Regional Educational Service Agency (KRESA) school districts utilizing educational programs is essential in the design of an Early/Middle College that effectively prepares students for careers and/or ongoing education.

### **Essential Duties and Responsibilities:**

- Responsible for creation of timelines and implementation of steps to further expand the Early/Middle College program
- Develop a competency and outcome based Middle College program. The program must follow state mandates, accreditation expectations, and standards of excellence. The program must comply with policies and procedures at KVCC and KRESA
- Develop specific Programs of Study using KVCC's Guided Pathways model and align with CTE, Education for Employment (EFE), and Education for the Arts (EFA) as appropriate
- Develop and implement strategies to address recruitment, marketing, enrollment, curriculum alignment, advising, and certificate and/or degree completion
- Coordinate advisory teams to include representatives from local industry, education, legal, management, and business
- Collaborate with the KRESA school districts to ensure high school graduation and college entrance requirements are aligned and consistent
- Collaborate and coordinate KRESA and KVCC Academic and Student Services to ensure effective alignment with college success strategies and guided pathway integration

**Job Title: Asst. Superintendent & Assoc. Vice President of Secondary & EMC Programming**

**Essential Duties and Responsibilities (cont.):**

- Align and develop articulation agreements to secondary and post-secondary institutions using guided pathway programs of study
- Develop business and industry commitment to internships and full time employment opportunities consistent with EFE program structures and with guided pathway programs of study
- Develop Early/Middle College program dual enrollment processes leading to 13<sup>th</sup> grade certification/Associates degree integrating the K-12 Core Curriculum
- Ensure an active participation of local resources in the Michigan Early/Middle College Association (MEMCA) and statewide articulation/enhanced dual enrollment initiative with the Michigan Department of Education
- Facilitate faculty credential and qualification verification for secondary educators teaching college approved offerings
- Provide oversight of post-secondary and school district support services for student success
- Develop and maintain effective communication strategies with stakeholders to include, but not limited to, meeting with groups, foundations, boards, committees, and business partners
- Develop an “Annual Report” of all programs under areas of responsibility to include EFE, EFA, YOU, and Early/Middle College
- Facilitate the hiring and contracting of human and physical resources for EFE, EFA, YOU, and the Early/Middle College
- Explore alternative funding opportunities that align with the KRESA secondary programs and the KVCC Early/Middle College program
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

- Master’s Degree in career and technical education or secondary instruction/educational leadership or a related degree
- Experience as a secondary or postsecondary teacher and an administrator
- A commitment to student success and outcomes based education
- Demonstrated skill in fiscal management and policy & program development
- Strong interpersonal skills
- A demonstrated passion and training for working with diverse populations
- Demonstrated organizational skills
- Working knowledge and experience with guided pathways and middle colleges preferred

**Certificates, License, Registration:**

All necessary certifications necessary to meet State of Michigan requirements.

**Job Title: Asst. Superintendent & Assoc. Vice President of Secondary & EMC Programming**

**Other Skills & Abilities:**

- Effectively present information in front of groups and engage the audience
- Communicate effectively through speaking, listening, and writing
- Work in a team-oriented fashion as well as independently
- Keep Superintendent abreast of division activity
- Develop strategies to achieve program goals
- Complete hours of work as workload necessitates
- Ability to efficiently use computer and applicable software
- Use problem solving skills and sound judgment in the dispatch of duties
- Ability to read, analyze and interpret data
- Facilitate groups in the use of data for decision making
- Write reports, correspondence clearly and concisely
- Maintain confidentiality
- Adapt to frequent changes in the work environment
- Practice safe work habits

**Supervisory Responsibilities:**

- Directly supervises employees within the Secondary and Early/Middle College Programs, including the Early/Middle College Coordinator and other related staff.
- Oversees KRESA directors/administrators who manage multiple employees within the Education for Arts, Education for Employment and Michigan Works!/Youth Opportunities Unlimited programs.
- Responsible for the overall direction, coordination, and evaluation of these units.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, developing and training employees; planning, assigning and directing work; evaluating direct reports' performance; recognizing and disciplining employees; addressing complaints and resolving problems.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.