



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Early / Middle College Coordinator  
**Reports To:** Assistant Superintendent of Secondary Programming and EMC  
**FLSA Status:** Exempt  
**Prepared By:** Assistant Supt of Secondary Programming and EMC -DM  
**Approved By:** Human Resources  
**Prepared Date:** 10/2015  
**Last Revised Date:** 10/2015

**Summary:** The Early Middle College Coordinator, in collaboration with school districts, will continue to develop an Early/Middle College Program in Kalamazoo County. The Program will be designed to provide opportunities to Kalamazoo County high school students and high school graduates to gain college credit preparing them for a career.

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

- Will explore and benchmark successful early / middle college models
- Based on research of other successful programs, develop an early / middle college program
- Develop Program of Studies (POS) paths and reviews existing paths to verify their value and effectiveness
- Develop working relationships between school districts and post-secondary institutions
- Coordinate Superintendent Committee
- Lead student recruitment efforts
- Develop and implement enrollment processes
- Develop and facilitate linkage with KC COPS
- Develop and implement articulation / dual enrollment processes leading to 13<sup>th</sup> grade certification / Associate's degree
- Develop working relationship with district counselors and post-secondary admissions
- Develop working relationship with post-secondary deans, department chairs, and instructors
- Take an active role in MEMCA and statewide articulation/enhanced dual enrollment with MDE
- Work collaboratively with community organizations such as the Learning Network and Southwest Michigan First to develop programs that meet the needs of students and the community
- Facilitate the verification / authorization process for secondary educators with post-secondary delivery
- Develop and maintain communication with all stakeholders to include meetings with groups such as foundations, boards, committees, etc., to explain the Early / Middle College Program
- Report out on student outcomes / results annually and measure program effectiveness
- Oversight of post-secondary and school district support services for student success
- Responsible for countywide marketing efforts
- 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 within the educational field. Minimum of three years' experience in administration preferred. Experience in working with or in higher education and LEA's.

**Certificates, License, Registration:**

If applicable.

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience

Communicate effectively through speaking, listening, and writing

Work in a team-oriented fashion as well as independently

Keep administrator abreast of department activity

Delegate work assignments when appropriate

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

Write reports, correspondence clearly and concisely

Maintain confidentiality

Display willingness to support and make decisions with sound judgment in timely manner

Adapt to frequent changes in the work environment

Use equipment and materials properly

Practice safe work habits

Facilitate groups in the use of data for decision making

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**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.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.