



SOUTHERN VIRGINIA HIGHER EDUCATION CENTER
VIRGINIA ADVANCED STUDIES STRATEGIES

www.svhed.org

HIRING ANNOUNCEMENT

Job Title: Co-Director of English

Role Title: Education Coordinator I
Role Code: 29131
Pay Band: 05
Position Number: 00031
Position Location: South Boston, Virginia or Telework options available in alternate areas of the Commonwealth

Salary Range: Hiring Range \$50,000 - \$60,000 comm. w/experience

Closing Date: Open until Filled

Online Employment Application: <http://jobs.virginia.gov/emp/HowToApply.html>

Job Open Date: 2-10-2010

Job Type: Full-Time. Classified, Restricted to Grant Funding

Type of Recruitment: General Public

Position Description: This position is a classified, grant-funded position whereby the incumbent will perform job duties directly for Virginia Advanced Study Strategies (VASS), a non-profit corporation created to implement and manage the National Math and Science Initiative's statewide Advanced Placement training and incentive program for teachers and students in Virginia. (The Southern Virginia Higher Education Center acts as the payroll fiscal agent for VASS.) The successful candidate will be responsible for co-managing the VASS English program across the state performing many roles including: coordinating the English program to ensure consistency of subject area delivery across the state, developing intellectual capital, and advocating for the training and incentive program. The Co-Director of English must be committed to the success of the program and will be responsible for driving progress and managing toward intended outcomes. Specific responsibilities include but are not limited to the following: Working with the VASS team members in developing and constantly improving a strategic plan for delivering the VASS training and incentive program for English; ensuring that each program school is adhering to that strategic plan through frequent, data-driven reports and observations on performance and progress; providing curricular support as needed to all program teachers; assisting Lead Teachers with Vertical Team meetings, prep sessions, and class observations/feedback; mentoring subject teachers and conducting training sessions as needed; developing and leveraging service offerings, methodologies, and tools to ensure that each school division's program is bringing the best and most current thinking to schools; supporting the training of teachers involved in the programs across the state; remaining an expert in the subject and attending relevant state and national gatherings; advocating for VASS and the National Math and Science Initiative (NMSI) by representing the organizations at meetings

in his/her field and communicating proactively with the school community, press, and various stakeholders.

Minimum Qualifications: The Co-Director of English must demonstrate significant credibility within the Virginia AP teacher community and must be capable of managing a constantly growing program. He/she must be willing to work hard, to manage many different aspects of the program, and to be flexible. The ideal candidate will possess significant classroom experience with outstanding results as an AP English teacher demonstrated by trends of increasing classroom enrollment and student scores of 3 or higher on AP English and/or AP Literature exams; experience conducting local, state, regional, or national workshops ; relevant experience in managing multiple projects or clients; excellent written and oral communication skills with the ability to relate well to a diverse client population; ability to work effectively on several projects, to prioritize, and to delegate; demonstrate strong analytical skills and tendency toward data-based decision making; a problem-solving attitude, including being flexible, positive, and service-oriented; a proven ability to produce instructional and training materials requiring proficiency in Microsoft Office (including Excel) and other computer software. This position requires travel at least 50% of time and will require working on several Saturdays per year. Candidates must meet the educational and licensing endorsement requirements established for English as established in §VAC20-22-340. English detailed at http://www.doe.virginia.gov/teaching/licensure/licensure_regs.pdf A valid Virginia's Driver's License is required. Successful candidate must complete a criminal background check.

Special Instructions to Applicants: If the qualified candidate is currently under contract with a school division or other entity, VASS will consider a consultant arrangement for several months (until the candidate's contract ends).

The Southern Virginia Higher Education Center will accept ONLY online applications for all SVHEC and VASS employment opportunities. Computers are available for applying for jobs in the DHRM Career Center, public libraries, and the Virginia Employment Commission offices. DHRM will provide, if requested, reasonable accommodation to applicants in need of accommodation in order to provide access to the application and/or interview process. If any assistance is needed when applying online, please contact DHRM at 804-225-2131. EEO/AA