

OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED

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**Position COLLEGE & CAREER READY LEAD COORDINATOR
(PENDING BOARD APPROVAL)**

Department / Site DO - SECONDARY EDUCATION

Qualifications

High school diploma or equivalent required.
Ability to live and work in a cross-cultural, rural Alaskan environment.
Must pass a criminal background check.

1. B. A. in Education or related field required. Master's in Education and/or Counseling is preferred.
2. Four years experience working with students in grades 4-12 in a school setting, higher education or GEAR UP Programs required.
3. Experience with tutoring, academic and counseling programming preferred.
4. Knowledge of target community and community services required.
5. Experience in working with youth and adults required.
6. At least three years demonstrated successful experience in grant management or program maintenance preferred.
7. Demonstrated background in the development and administration of program budgets.
8. Willingness to travel to remote locations.
9. Ability to live and work in a cross-cultural, rural Alaskan environment.

Duties:

1. Responsible for implementation of GEAR UP grant, including implementation of all instructional and college readiness school site activities to ensure they are implemented according to program requirements.
2. Assist in any required data collection and analysis for program evaluation.
3. Offer training and development for program staff.
4. Disseminates necessary information to all relevant district personnel concerning grant program management.

Terms of Employment Full-Time, Permanent

Salary Range 20/P \$35.65 Hourly, 200 days/year

Closing Date Open Until Filled

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, Ak 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at www.lksd.org. The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00pm on the closing date.