We are pleased to announce that we are seeking qualified applicants for the position of

STUDENT NAVIGATOR/PROGRAM COORDINATOR

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1

Student Navigator/Program Coordinator

40 hrs/week, Mon-Fri, 250 days per year (pro-rated for remainder of 2019-20)

LOCATION:

High Desert Regional Education Center, Redmond

START DATE:

As soon as possible

SALARY RANGE:

As established by bargaining agreement, Classified Wage Schedule, no less than $20.82/hr

Benefits include family insurance package, sick leave and vacation, paid holidays, generous PERS contribution

QUALIFICATIONS:

DEFINITION

The High School Equivalency Program (HEP) is funded by the U.S. Department of Education. It is secondary migrant education program designed to assist migrant and seasonal farm workers to earn their General Education Development (GED) certificate. HEP’s goal is to help students further their education and knowledge so they may qualify for more rewarding employment or enroll in vocational or technical schools, two-year community colleges, four-year universities or military services.

Better Together in partnership with HDESD seeks a Student Navigator who will identify, recruit, support, and advise students in regards to academic and career advising in order to enhance the success and retention of students in the High School Equivalency. The incumbent will conduct follow up visits and interviews to help students to track placement data, develop, and implement the annual retention plan and calendar.

QUALIFICATIONS

Bachelor’s degree in Education or a related field from a regionally accredited college or university; one year of experience in academic advising and/or educational setting. Prefer experience working with migrant/seasonal farm workers and/or diverse populations of varied ethnicities, ages, backgrounds, and abilities in an educational, nonprofit, or social services setting. Must be bilingual in English/Spanish. Applicant should understand the role of retention and academic and career advising within the program scope and the population it serves. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for more information and position responsibilities.

APPLICATION PERIOD:

Open until filled

CONTACT:

DIRECT YOUR INQUIRIES REGARDING THIS POSITION TO
Karina Smith, 541.693.5633 or karina.smith@hdesd.org

A COMPLETE APPLICATION INCLUDES

• Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
• Current résumé
• Completed application form (may be downloaded from HDESD website www.hdesd.org) or via Recruit & Hire https://highdesert.tedk12.com/hire/Index.aspx
• Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO
Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 11/14/19

DIRECTOR OF HUMAN RESOURCES
Posting # C19-20/114
STUDENT NAVIGATOR/PROGRAM COORDINATOR

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Qualifications
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Classification Classified

Reports To Director of HEP

Performance Responsibilities
1. Identify migrant students and/or seasonal farm workers that will qualify for the HEP program, including recruiting, screening, and registering students to the program. The identification and recruitment process may require evening and/or weekend work responsibilities.
2. Accurately and completely document information that establishes eligibility
3. Work in partnership with local growers, crew leaders, and social services agencies to promote and recruit students for HEP
4. Collaborate with MEP staff to determine students eligibility and assist with student needs
5. Assist students with the admission/registration process and other student intake
6. Under the direction of HEP Director, lead HEP tutors
7. Periodically assist with HEP event and outreach efforts
8. Monitor attendance and implement HEP retention plan for all participants, specially at-risk students
9. Conduct data collection and maintain database for student evaluation purposes, including but not limited to GED practice test and official GED tests for each student
10. Gather and submit the information required for program’s report
11. Establish and maintain an orderly system of records and ensure the security of all confidential information
12. Maintain and keep on file a daily log of all activities and time dedicated/involved with each activity related to the home visitations and recruitment process
13. Prepare and maintain Personalized Education Plans for GED program participants
14. Collaborate with the HEP Director and other staff to implement the goals and objectives of the program as established by the federal grant and assist to ensure implemented goals and objectives are being met
15. Provide and participate in advising, programming, and interventions aimed to promote student retention and completion, including home visits and addressing barriers to success;
16. Facilitate orientation to new students, educational planning workshops or appointments; connecting with students nearing completion to ensure academic goals are accomplished
17. Develop and maintain an updated regional educational/employment and training social service directory
18. Conduct participant exit interview, follow-up and accomplish placement goals as required by HEP performance standards
19. Coordinate cultural and academic enrichment activities; organize other support activities to increase student success
20. In collaboration with the Student Success Coach, develop and implement a HEP student transition plan to post-secondary area focus
21. Link students to appropriate campus and community services and resources
22. Attend regional, state, and national HEP events
23. Comply with HDESD Performance Standards
24. Perform other duties as assigned

Terms of Employment
Salary, benefits and vacation are established by policy and collective bargaining agreement.