

Lucerne Valley Career Academy

(LVCA)

Educational Specialist Advisor Duties

Reports To: IEM

FLSA Status: 215 day position

Revised date: November 30, 2007

Position Location: Home Office/FTE

Annual salary range based on experience: \$69,500- 78,000.

www.lvcacs.org

Summary : Responsible for training, tracking, and mentoring all assigned LVCA Educational Specialists, who are serving up to 675 concurrent enrollment high school students collectively. Provide leadership, mentoring, and coaching in all aspects of the ES job. Assists with ES/advisor/school handbook as needed. Assist the LVCA Director with ES discipline issues as requested. Process, review, track, advise and store various ES paperwork as assigned.

Attend all LVUSD District Board meetings or arrange for LVCA Director-approved substitute to be represented at each meeting.

Conduct full assessments and all related admin services re: all required state assessments and testing sites for all LVCA students with assistance and support from LVCA office manager.

Support LVCA Education Specialists in the areas of assessment, curriculum, parent support, and high school and community college guidance.

Responsible for the development, budgeting and administration of the assessment, curriculum, ES support and high school/community college guidance in consultation with LVCA Director.

Respond to school and community college departments, CDE, contractors, and outside entities regarding educational issues in the above named areas.

Research and consult with LVCA Director and then apply state regulations regarding education issues for concurrent enrollment students and ESs in the realm of the above named areas.

Job shadow and received hourly compensation for instruction and mentoring from both the current LVCA ES Advisor and the LVCA Director for a part-time period not to exceed six weeks and prior to full-time employment.

Mission Statement: Ensure that each ES knows her/his job and is able to perform it professionally and effectively.

Essential duties and responsibilities: include but are not limited to the following:

1. Instructs and coaches Educational Specialists in the application of current school policies and procedures, including District ES payroll process and concurrent enrollment issues,
2. Provides process training and educational advice to ESs on attendance rollsheets, high school graduation issues, student course content, assigning appropriate Carnegie units, portfolios, report cards, learning records, curriculum selection, ordering and receiving, educational philosophies, support for concurrent enrollment students and basic IT support database and e-mail.
3. Oversees new ES initial training, then contacts new Educational Specialist a minimum of

twice a month until they are meeting performance standards.

4. Oversees (in cooperation with LVCA Director) monthly ES group meetings, responding promptly to questions from ESs. Provides additional trainings at all ES meetings as requested by LVCA Director.

5. Attends monthly Advisor/LVCA Director consultation meetings and LVCA-assigned professional growth conferences.

6. Meets individually with Educational Specialists to reinforce training concepts as needed by email, telephone, or in person. Can arrange small group meetings for those needing help on the same issues.

7. Maintains records of parent complaints, resolving conflicts between parent/Education Specialist/student in continuous communication with LVCA Director, including cc: all emails, etc. between affected parties. Immediately routes via email school complaints from parents, students or ESs to the LVCA Director and then consults with Director about how to handle each complaint.

8. Observes and formally evaluates the performance of new ESs once after 6 months of service, and continuing Educational Specialists yearly. Documents ongoing performance, progress towards goals, and behavioral issues, and provides information to the LVCA Director for ES student count/caseload recommendations.

9. Meets with each Education Specialist to develop a professional growth plan and to serve as their Professional Growth Advisor.

10. Develops new and additional training materials and other projects requested by LVCA Director (such as reviewing/rewriting ES handbook sections, creating training powerpoints, etc).

11. Collects and randomly monitors various school specific documents and especially attendance accounting form documents from ESs that are due monthly to ensure accuracy and completeness.

12. Mediates, processes, and then monitors ES Student Transfers to newly assigned ESs.

13. Advises and processes ES transcript change requests and mediates transcript issues involving current ESs.

14. Collects, assesses, and processes Graduation Packet Paperwork, approving graduation of qualified candidates, then forwarding grad packets to the LVCA office.

15. Completes year end checkout of each assigned Education Specialist, ensuring accuracy and completeness of records.

16. Completes required paperwork in a timely manner and responds to all emails within school policy guidelines and/or LVCA Director requests.

17. Coordinate with the LVCA office concerning ES employment issues; credential issues, TB tests, substitute approvals, etc.

18. Coordinate, compile and submit ITSDR paperwork, track for certificates the professional growth hours of Education Specialists and handle all BTSA requirements for applicable ESs.

19. Oversee entry of new student's high school transcripts by LVCA data entry clerk, research problem transcripts, and import school report cards into the school database as needed.

20 .Works with LVCA Director to create training powerpoints/presentations as needed for ESS monthly in-servicing/group meetings and then posts these new ES info/bulletins/powerpoints via the IEM IT contact person for placement onto the LVCA website.