



Position Title: **Early College Specialist**

Department: Student Support Services, Lowell High School

Reports To: Coordinator of Student Support Services

Funding Source: Grant Funded

General Summary:

The Early College Specialist is responsible for the support, development, and implementation of the Early College Program at Lowell High School. Under the direction of the Assistant Superintendent of Curriculum and the Lowell High Coordinator of Student Support Services, the specialist will recruit, admit, and advise students interested in Early College and Dual Enrollment, and build staff, student, and family understanding and capacity to ensure equitable participation in the programs. The specialist is also responsible for the oversight and implementation of program goals and initiatives related to all aspects of the Early College Designation and Dual Enrollment.

Roles and Responsibilities Include:

- Serve as Lowell High School's primary coordinator for Early College programming and liaison with partners, including Middlesex Community College and Project LEARN.
- Plan and organize related recruitment, outreach, and orientation events for current/prospective students and families.
- Work with Data Processing department to ensure students in Early College Program are coded for SIMS and all other reports.
- Track student and family interactions to maintain a pulse on student needs and progress
- Review Early College admission applications, high school transcripts, placement test scores, and transferring dual enrollment credits.
- Provide support with registration and enrollment process, assessment testing as needed for current and prospective students.
- Attend meetings and events, serve on committees as needed, and create presentations to report out on student achievement in assigned programs.
- Perform administrative tasks such as collecting, organizing, and disseminating statistical data; maintain and updates student files.
- Design and conduct Early College, Dual Enrollment informational sessions, workshops and end of year exhibits.
- Collect and maintain accurate student records for evaluation and reporting purposes specific to enrollment and attrition.
- Meet bi-weekly with the Assistant Superintendent of Curriculum and LHS Coordinator of Student Support Services on student enrollment, recruitment strategies, data/tracking, and deliverables of grants.
- Maintain a working knowledge of Early College, Dual Enrollment and Career Pathway initiatives .
- Participate in attends workshops and training sessions with Community College, University partners and DESE.



- Develop, coordinate, and/or execute online and print marketing and promotion strategies intended to raise awareness and understanding of the Early College program among staff, students, families, and community members.
- Collaborate with the Head of School, Coordinator of Student Support Services and Department Chairs in the creation and expansion of dual enrollment, concurrent enrollment and early college process.
- Establish and maintain positive relationships with teachers, education staff, district personnel, and community-based organizations
- Collaborate with Middlesex Community College teams to facilitate in a timely manner the purchase and distribution of course materials including books, Chromebooks, and calculators
- Perform related duties as directed by the Head of School and/or Coordinator of Student Services

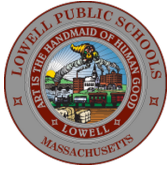
Qualifications:

- Bachelor's Degree in Education or related field required; Master's Degree in a related field preferred.
- Experience coordinating early college, dual enrollment, or related programs preferred.
- Licensed by the Massachusetts Department of Elementary and Secondary Education as a school guidance counselor (5-12) or teacher (9-12) preferred.
- Minimum of two (2) years of experience in the field of education, college advising and admission, school guidance counseling, or related field in a school setting is preferred.
- Demonstrated experience working with a diverse population or community and strong cross-cultural skills.
- Ability to work with youth and deliver services in an individual, small group, and large group setting
- Strong skills in presentation, designing, planning, implementing, and monitoring projects/programs are required.
- Excellent oral and written communication skills are required.
- Experience with grant management, grant reporting, budgetary development, and project management and implementation.
- Ability to use technology platforms for data analysis, scheduling, and communications (i.e., Naviance, Aspen X2, and Blackboard Connect).
- Basic proficiency in online communication tools—such as website content-management systems, social-media platforms, and/or email-newsletter systems—is advantageous but not required.
- Basic proficiency in graphic-design applications such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) is advantageous but not required.
- Basic proficiency in digital photography, videography, and/or photo and video editing is advantageous but not required.

Additional Information:



- Full-time, 12-month position
- Benefits Eligible
- The regular work schedule for this position is Monday through Friday 8:00a.m.-4p.m.
- Availability to work some adjusted work hours, including a few evenings or weekend days for various family and recruitment events throughout the year as needed.
- The annual salary range for this position is \$60,000 to \$70,000. Salary commensurate with education and experience.
- This position will be open until filled.
- Interested applicants are encouraged to apply as soon as possible.
- Grant funded for three years.



Position Title: **Early College Coach**

Department: Student Support Services, Lowell High School

Reports To: Coordinator of Student Support Services

Funding Source: Grant Funded

General Summary:

The Early College Coach is responsible for the student and family outreach, student recruitment and support services for the implementation of the Early College at Lowell High School. Under the direction of the Early College Specialist, Assistant Superintendent of Curriculum and/or the Lowell High Coordinator of Student Support Services, the coach will recruit, admit, and advise students interested in the Early College pathway, and develop additional support services to equitably meet student needs. The coach is also responsible for meeting deliverables for student recruitment, retention and initiatives related to all aspects of the Early College Designation.

Roles and Responsibilities Include:

- Recruit, admit, and advise students interested in the Early College pathway.
- Work with Early College Specialist to develop recruitment and retention initiatives, and additional support services to equitably meet student needs.
- Encourage and promote dual enrollment opportunities and advance coursework with students and staff.
- Conducts Early College, Dual Enrollment informational sessions, student and family workshops and end of year exhibits.
- Track student and family interactions to maintain a pulse on student needs and progress.
- Work with Early College Specialist to review Early College admission applications, high school transcripts, placement test scores, and transferring dual enrollment credits.
- Provide support with registration and enrollment process, assessment testing as needed for current and prospective students.
- Performs administrative tasks such as collecting, organizing, and disseminating statistical data; maintains and updates student files.
- Collect and maintain accurate students records for evaluation and reporting purposes specific to enrollment and attrition.
- Meets weekly with the project team on student enrollment, recruitment strategies, data/tracking, and deliverables of grant(s).
- Maintains a working knowledge of Early College, Dual Enrollment and Career Pathway initiatives.
- Participates in attends workshops and training sessions with Community College, University partners and DESE.
- Establish and maintain positive relationships with teachers, education staff, district personnel, and community-based organizations.



- Performs related duties as directed by the Early College Specialist, Assistant Superintendent of Curriculum, and Lowell High Coordinator of Student Support Services

Required Qualifications:

- Bachelor's Degree in Education or related field required, Master's Degree in a related field preferred.
- Experience in coordinating early college, dual enrollment or related programming is preferred.
- Licensed by the Massachusetts Department of Elementary and Secondary Education as a school guidance counselor (5-12) or teacher (9-12) preferred.
- Minimum of two (2) years of experience in the field of education, college advising and admission, school guidance counseling, or related field in a school setting is preferred.
- Demonstrated experience working with a diverse population or community and strong cross-cultural skills.
- Ability to work with youth and deliver services in an individual, small group, and large group setting
- Strong skills in presentation, designing, planning, implementing, and monitoring projects/programs; excellent oral and written communication skills required.
- Experience with grant management, grant reporting, budgetary development, project management and implementation
- Ability to use technology for data analysis, scheduling, communication (i.e. Naviance, Aspen X2)

Additional Information:

- Full-time, 12-month position
- Benefits Eligible
- The regular work schedule for this position is Monday through Friday 8:00a.m.-4p.m.
- Availability to work some adjusted work hours, including a few evenings or weekend days for various family and recruitment events throughout the year as needed.
- The annual salary range for this position is \$45,000 to \$50,000. Salary commensurate with education and experience.
- This position will be open until filled.
- Interested applicants are encouraged to apply as soon as possible.
- Grant funded for three years.