



Native American Community Academy College Engagement Director

Organization Background: The Native American Community Academy (NACA) is a tuition-free public charter school serving students in grades K-12. NACA's student body is diverse with many cultural and ethnic backgrounds represented, including students from more than 60 different tribes. NACA integrates culture, wellness, language, community, family, and preparation for college into each child's education. Its philosophy is grounded in Indigenous Education as a rigorous, modern approach to college-preparatory education. NACA is seeking a College Engagement Director to lead its College Engagement Program. NACA is a highly collaborative and community-led school grounded in Excellent and Relevant Indigenous Education.

Position Title: College Engagement Director

General Functions of the Position: The College Engagement Director will lead a small team to implement the College Engagement Program at NACA in grades K-12 and with NACA Alumni programs through College Engagement activities and school/community outreach activities. The College Engagement team works closely with students and families to help plan the student's next education path to college and to successfully complete a college education. The Director will serve on the Instructional Leadership Team and work to ensure that all program and department goals are met.

Responsibilities:

- Lead and oversee College Engagement Program
- Engage in high level advisement with students and families to promote college engagement.
- Streamline dual enrollment processes and advise students on dual enrollment options for all eligible NACA high school students
- Ensure high quality and effective Test Prep is timely and provided to all NACA high school students for the state assessments, college entrance exams and college placement exams.
- Monitor and assure college application processes and financial planning for students.
- Coordinate college engagement initiatives including college nights, college tours, college fair, FASFA workshops and college visitations.
- Conduct curriculum review and development for both senior and junior seminars; implement/supervise senior seminar.
- Monitor and ensure quality Next Step plans for students 8-12th grade annually with advisor and families as aligned with NACA Wellness Philosophy.
- Assist in planning and implementing school wide Educational Strategic Plan aligned with overall school goals, mission, and vision.
- Manage a database to track student performance on College Readiness Assessments and communicate results to families and advisors grades 9-12.

- Develop an alumni engagement strategy and plan to track the process of NACA alumni and re-engage any alumni who are not in college or higher education.
- Collaborate with partnering organizations and schools to establish and implement key goals around college engagement activities.
- Attend required meetings, including Instructional and Operational Leadership Teams, and other meetings pertaining to core position and school responsibilities.
- Publish all college engagement activities and events on NACA social media outlets.
- Facilitate and work with external Partners and community relations.
- Demonstrate and embody NACA Core Values

Competencies:

- Experience with college entrance processes including FAFSA, Common App, Naviance, ACT, SAT, PSAT,
- Data analysis experience.
- Group facilitation experience.
- Knowledge related to college going and first generation college going students
- Effective communication skills
- Experience working with Native American and communities of color is preferred
- K-12/higher education administrative and leadership experience preferred

Salary: Range depends on experience. Full benefits included.

Qualifications: Master's degree preferred with 5 years of experience in education, either in K-12 school leadership or post-secondary institutions.

Preferred Start Date: July 15, 2018

Certificates and licenses: K-12 Education or Administrative licensure. If not currently certified as an educator in New Mexico, eligibility for certification is preferred but not required.

Supervision received: Is under the direction of the Senior Director of Academics and School Performance.

Supervision exercised: College Engagement Coordinator and Tutors (2)

Apply by submitting your resume, cover letter, and three references to Katarina Sandoval, Senior Director of Academics & School Performance, at sandoval@nacaschool.org. Please contact Katarina if you have further questions regarding the position.