OVERVIEW

Overall Responsibility
• At the direction of Executive Director, the Program Director (PD) is responsible for the operational success of HSI Academies program ensuring seamless team management and development, program delivery, quality control, evaluation and metrics for success.

• In collaboration with Valley High School administration and VHS/HSI Programs Focus Coordinator, SAUSD administration, and Academy business partners, PD develops and implements strategies, as well as, metrics that will maximize the synergies among program participants to benefit students in the High School Inc. Academies.

Reports To
• PD reports directly to the Executive Director, HSI Academies.

REPORTING RELATIONSHIPS

PD works in collaboration and support of various stakeholders in the HSI program, namely:

• HSI Academies Foundation Board of Directors

• HSI Academies Advisory Committee

• Santa Ana Unified School District (SAUSD) personnel, including Career Technical Education and Valley High School administration and staff.

• Work closely with the SAUSD/VHS Focus Coordinator

• Santa Ana Chamber of Commerce

• Business Partners involved in HSI and Business Community at Large

• Other HSI Staff and Independent Consultants

• Parents / Community
KEY RESPONSIBILITIES

To Executive Director, High School Inc. Academies (or HS Inc. Academies Foundation Board of Directors and/or appointee)

- Perform the work of HSI program under the guidance and direction of HSI Program Board and in accordance with MOU
- Create and plan the HSI Program.
- Provide updates of Academy activities.
- Provide and collect information for the purpose of marketing initiatives.
- Act as liaison between business community
- Perform other duties and activities as assigned
- Create KPI (Key Performance Indicators) and report on a regular basis
- Provide KPI’s for grant development
- Interface with key stakeholders, including potential funders
- Perform other duties and activities as assigned

To SAUSD, Valley High School (VHS) Administration

- Under direction and guidance, collaborate and coordinate with VHS/HSI Programs Focus Coordinator, Career Technical Education administration and staff, and other District personnel in all matters pertaining to the work of HSI Academies.
- Collaborate and coordinate with Advisory Committee, the administration of Valley High School, Santa Ana Chamber, and SAUSD to establish program and calendar of activities to support the learning principles set forth in the MOU.
- Attend Advisory Committee meetings and provide updated reports on HSI activities and events.
- In collaboration with each Academy, prepare and submit for approval annual business plan and budget.

To Santa Ana Chamber of Commerce

- Maintain close working relationship with staff, Board of Directors, and members of the Chamber.
- Provide periodic updates to the Chamber and its Board of Directors as to the progress of HS Inc.

To Advisory Committee

- Attend all advisory committee meetings.
- Prepare the agenda for advisory committee meetings.
- Provide update on all academy activities at advisory committee meetings.
KEY RESPONSIBILITIES

To Academies

- Attend all academy meetings.
- Provide assistance in running academy meetings.
- Take minutes and attendance at academy meetings.
- Assist in the development of annual academy budgets for field trips, competitions and assure expense requests and reports are submitted in a timely manner.
- Coordinate activities and events set forth by each Academy.
- Liaison with HSI teachers and develop teacher interaction.
- Provide updates and calendar items to VHS/HSI Programs Focus Coordinator for inclusion on the HSI website.
- Research and develop industry certification programs
- Work to develop internship sites with VHS/CTE
- Develop with VHS Staff project outcome reports and metrics that support the overall objectives of HS Inc Academies
- Plans and promotes media exposure for all academy activities. This is coordinated with the Focus Coordinator & outside sources
- Establish a Student Centric tracking system to report student performance post graduation. Determine the cost effective approach to tracking student success after graduation

To Business Community

- Act as HSI goodwill ambassador / liaison, serve as advocate and spokesperson of HSI in the community
- Work to develop internship opportunities with the business community, public and education sectors
- Develop and implement a recruiting plan for potential business partners to participate in the Academies.
- Provide structure and guidance for the business partners that support the various academies and provides retention of the partners
- Plans and coordinates Tours (engage visitors), as well as, provide follow-up of all visitors. Reports on tour results and future involvement for those who have completed the tour
- Develop a comprehensive participants plan to establishing the relationship, tracking and monitoring ultimate participation in the academies
- Establish a tracking program for business partners’ participation in the Academies. Determine the key tasks to track and reporting process

To Other HSI Staff and Independent Consultants

- Under direction and guidance, collaborate and assist other HSI personnel and independent consultants.
QUALIFICATIONS

This is an extraordinary opportunity for an individual with team management expertise to assist in growing and further developing the HSI Academies program. The successful candidate will lead programs, partner with the ED, and work collaboratively with various stakeholders as previously identified.

Desired requirements include, but are not limited to:

- Minimum BA
- Five years experience in a project and team management role.
- Proficient in using technology as a management reporting tool, including project management and database management programs.
- Strong project management skills managing multi-faceted projects resulting in measurable successes and program growth.
- Experience having worked with high-performance, collaborative, constructive peer group.
- Strength in recruiting, managing, developing, coaching, and retaining business volunteers and other Academy participants.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, positive attitude, self-direction, and a commitment to and passion for HSI Academies’ mission.
- Experience having worked in community and educational environments, fund raising and / or grant development / writing.
- Leadership skills, visible, dependable, student supportive, and results driven.

Please email cover letter and resume to Mary Tran, High School Inc., Executive Director @ mary@highschoolinc.info