



Health Science Elective Program HSEP Coordinator Position Description

Program Overview

The Health Science Elective Program is a new program to be launched in the fall of 2017. CCSA's Health Sciences Elective Program will be a selective program for CCSA high school students in grades 9-12, taking place during school hours, on Saturdays, and over the summer. The standard high school science curriculum will be augmented by the acquisition of healthcare related skills in the classroom setting and internships led by mentors in the local healthcare community. Participating students will be exposed to a range of health sciences career settings and will interact closely with professionals including those involved with direct patient care and those in administrative and support positions. The goal of the program is to expose students to the diverse employment opportunities in the healthcare industry and to equip them with the academic knowledge, practical and interpersonal skills required for success if they choose to pursue careers in this field. The program, more broadly, will provide students with an enriching educational and leadership experience that will be valuable even to graduates who decide not to follow a path into healthcare.

HSEP Coordinator Role

The Health Sciences Elective Program Coordinator will ensure day-to-day implementation of the instructional and internship components. The Program Coordinator will perform professional student support services in the areas of engaging, mentoring, advising, and retaining students in HSEP. The Coordinator will lead the day-to-day operations of the program and will exercise direct and general supervision over program volunteers, staff, and partners. The coordinator will be a qualified science teacher who will teach many of the core science curriculum components of the program.

Essential Responsibilities include:

- Recognizing specific program needs and developing approaches for implementation to meet program goals.
- Instructing specific health science elective courses as assigned.
- Serving as liaison to partner organizations and volunteers.
- Working closely with other school staff to identify program-eligible students and to address policy and process issues that are impacting students.
- Performing professional academic counseling to participants, providing services and/or resources for health sciences career exploration.
- Developing, evaluating, and evolving the program as needed.
- Using good judgment to resolve problems where guidelines and precedents do not yet exist.

Qualifications:

- At least 5 years successful experience in education with 1 or more years of leadership experience preferred.
- Experience working in an urban school environment required.
- Experience in the medical or health sciences field preferred.
- Strong interpersonal and presentation skills.
- Collaborative leadership style.
- Bachelors Degree required and Masters Degree strongly preferred.
- Holds or is eligible for Pennsylvania Instructional Certification.
- Satisfactory criminal, child abuse, and FBI clearances.

Salary: Commensurate with experience.

To Apply: Using the subject "HSEP Coordinator" email resume to Akosua Watts, Head of School/CEO at awatts@chestercharterschoolforthearts.org