

San Miguel High School
Job Description

Job Title: Education Specialist

Exemption Status: Administrative Exempt

Department: Corporate Internship Program

Primary Function: Under the direction of the Director of Corporate Internship, the Education Specialist contributes to the overall effectiveness of the work-study program by ensuring that our student employees are well trained to meet or exceed the employment needs of our partner businesses and organizations.

Essential Duties and Responsibilities:

- Perform in support of the spiritual and educational mission of San Miguel High School and the Catholic Church
- Responsible for the day-to-day operations and program objectives relating to the needs of the student employees
- Collaborates closely with the Principal in the administration of the total educational program
- With responsibility for a portion of our partners and student employees, he/she serves as the primary contact for the managers and supervisors at the partner worksite and the work-study supervisor of the student employees assigned to those sites.
 - Administration of the student workforce
 - Direction of the San Miguel Institute
 - Collaboration with the Principal in administering an integrated educational program
 - Development of the instructional/training program for all student employees
 - Leads the efforts of the SMCI team in areas pertaining to student performance
 - Coordination of the worksite relationship for a portion of our business partners
 - Communication with parents, student employees, and school
 - Other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability, ability to lift as required in a normal office environment

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding

Basic Qualifications:

- Desire to work for the mission of San Miguel High School and San Miguel Corporate Internship
- Demonstrated leadership in the development of curriculum, instruction and assessment methods
- Proficiency in commonly-used business software (MS Office Components), and other digital tools used in business

- Strong organizational and communication habits

Education and Experience:

- Successful teaching experience in an educational or youth development environment with young people of high school age
- Previous experience working in a faith-based environment
- Prior experience in school administration
- Previous training and/or experience in HR practices and issues
- Prior leadership experience in the field of education, business education, business or related field
- Bachelor's degree required
- Master's level degree or higher preferred in the field of education, business education, business, or related field

Other Skills and Abilities:

- Proficiency in Spanish helpful

TO APPLY:

Download a Staff Application from the San Miguel Web Site,
<http://www.sanmiguelhigh.org/WS2/employment/employment.html>.
Submit a cover letter, application, resume, and three letters of reference to:

Mark Niemeyer, Director of Corporate Internship
San Miguel High School
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