

San Miguel High School Tucson, AZ

Education Specialist

As a leader on the San Miguel Corporate Internship (SMCI) Team, 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. The Education Specialist collaborates closely with the SMHS Principal in the administration of the total educational program. With responsibilities for a specific 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. The Education Specialist reports to and is supervised by the Director.

Given the unique combination of qualifications and skills needed for success, there are several career paths to this position including previous experience in education, business, or ideally a combination both thereof.

Major Areas of Responsibility

- Administration of the student workforce
- Direction of the San Miguel Institute
- Collaboration with the School Principal in administering an integrated educational program
- Development of the instructional/training program for all student employees
- Lead 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

Required Qualifications and Skills

- Desire to work for the mission of San Miguel High School and San Miguel Corporate Internship
- Prior leadership experience in the field of education, business education, business or related field w/ accompanying Bachelor's degree (graduate degree strongly preferred)
- Demonstrated leadership in the development of curriculum, instruction and assessment methods
- Successful teaching experience in an educational or youth development environment with young people of high school age
- Proficiency in commonly-used business software (MS Office Components), and other digital tools used in business
- Strong organizational and communication habits

Desired Qualifications and Skills

- Previous experience working in a faith-based environment
- Prior experience in school administration
- Earned degree at the Master's level or higher in the field of education, business education, business, or related field
- Previous training and/or experience in HR practices and issues

Commencement: Position to begin 1 March, 2012
Salary/Benefits: Competitive salary with full benefits
Job Description: Please visit www.sanmiguelcristorey.org/apps/jobs/ for a complete job description
Application: Candidates will be interviewed until the position is filled. Please submit: Staff Application (download from school website), résumé, letter of intent demonstrating qualifications for the position per job description, and three letters of reference with complete contact information.

Dr. Beth Scott, Director
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