



**Position Title:** Program Manager, Early Postsecondary Opportunities

**Department:** College, Career & Technical Education (CCTE)

**Reports To:** Jerre Maynor, Senior Director, Career Pathways

**Last Revised Date:** November 5, 2020

**Department of Education Vision:** *We will set all students on a path to success.*

**Priorities:** **Academics:** All Tennessee students will have access to a high-quality education, no matter where they live. • **Whole Child:** Tennessee public schools will be equipped to serve the academic and non-academic needs of all students. • **Educators:** Tennessee will set a new path for the education profession and be the top state to become and remain a teacher and leader.

**Position Description:**

Early postsecondary opportunities (EPSOs) are courses and/or exams that give students a chance to obtain postsecondary credit while still in high school. The Program Manager is responsible for supporting the development, implementation, and monitoring of the department's early postsecondary opportunities so that all Tennessee students have access to high-quality, credit-bearing opportunities. The Program Manager is responsible for working closely with division leadership, higher education partners, and vendors to execute and monitor progress on ongoing initiatives to meet the department's goals to grow the amount of students who have access, enroll, and succeed in earning postsecondary credit during high school. This position works at the intersection of the K-12 and higher education systems and is vital to ensuring students successfully transition from high school graduation to college and career.

**Minimum Qualifications:**

1. Bachelor's degree required
2. At least 3 years of experience as a high school teacher or counselor or postsecondary advising, admissions, or career counseling.
3. Ability to balance vision setting, content expertise, and systems-building in a realistic and authentic way
4. Ability to use data to make decisions, with a performance management orientation
5. Excellent communication skills and the ability to work effectively with others
6. Ability to speak to and hold the line on the critical importance of high expectations through rigorous accountability

**Specific Position Responsibilities:**

1. Manage project plans and deliverables of ongoing divisional, cross divisional, and cross agency strategies, projects, and grants for early postsecondary opportunities.
2. Develop and manage coordinated communications for internal (division and department) and external (various stakeholders) audiences.
3. Conduct and/or facilitate relevant research and data analyses to support identified deliverables and monitor the effectiveness of initiatives, including understanding and interpreting information from available databases and qualitative surveys
4. Plan external stakeholder engagement, including identified visits to school districts and the execution of early postsecondary week
5. Organizes professional development logistics, meeting preparation, and follow-up reports with key stakeholder groups in K-12 and higher education

**Knowledge, Skills, & Abilities**

1. Strong understanding of K-12 accountability, operations, and data systems
2. Ability to initiate, grow, and maintain stakeholder engagement at an individual and institutional level in order to facilitate authentic input from stakeholders at all levels and to promote effective coordination and collaboration
3. Familiarity with the postsecondary admission, financial aid, and enrollment process at the community, technical, and university college levels
4. Proven ability to manage large-scale projects from concept to implementation through effective planning, clear communication, risk mitigation, and strong stakeholder management
5. Proven ability to organize, track, and apply key data
6. Excellent written and verbal communication skills
7. Confident public speaking, presentation, and facilitation skills

**Supervisory Responsibility**

May require supervision over graduate interns or fellows

**Work Environment**

The duties will primarily be carried out indoors, in environmentally controlled conditions. The employee will be required to perform general physical abilities and handle and move objects.

**Physical Demands**

Physical demands include walking, standing, bending, lifting, climbing stairs, and moving during working hours.

**Position Type and Expected Hours of Work**

This is a full-time position. Expected work hours are 37.5 hours per week, from 8 a.m.-4:30 p.m. with an hour lunch break.

**Travel**

This position requires monthly in-state travel and occasional out-of-state travel.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

**To Apply:**

Please send resume, cover letter, and contact information for three professional references to: [Education.jobs@tn.gov](mailto:Education.jobs@tn.gov)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*

*Tennessee Department of Education also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the Human Capital team at 615-741-5158. You can also direct your request for accommodation in writing to the Tennessee Department of Education, Attn: Human Capital Division, 710 James Robertson Pkwy., Nashville, TN 37243.*