

# **PAGE Employment Opportunity**

## **Position**

Coordinator High School Redesign Initiative (HSRI)

## **Application**

Send letter of interest, resume, and three work-related letters of recommendation to Gayle Wooten, Director of Human Resources, Professional Association of Georgia Educators (PAGE), P O Box 942270, Atlanta, GA 31141-2270. Deadline for receipt is close of business on ***JUNE 10, 2008***.

## **Job Description**

Facilitates the HSRI process and coordinates activities, professional learning, and documentation of schools participating in the PAGE High School Redesign Initiative.

## **Terms of Employment**

Position is full-time; home office based; reports to Assistant Director for High School Redesign Initiative

## **Essential Duties**

The coordinator:

- oversees HSRI professional learning for assigned schools and districts located in eastern, southeastern and south Georgia
- works with school staffs to support the HSRI in assigned schools
- coordinates teacher and school induction process into HSRI
- assists in managing program budget
- coordinates district and school documentation
- travels frequently to assigned schools and conferences

## **Experience and Skill Requirements**

- Prior successful experience in teaching and learning and/or school administration
- Ability to speak publicly and effectively present information to colleagues, parents and stakeholders
- Strong oral and written communication skills
- Strong interpersonal skills for working with diverse schools and their respective facilities and communities
- Competency in Word, Excel and PowerPoint
- Effective skills in defining problems and solutions, organizing ideas, time and resources to accomplish goals
- Ability to be independent worker and learner; collaborative team member

## **Contact Information**

Contact Ricky Clemmons if more information is needed.

[Rclemmons@pageinc.org](mailto:Rclemmons@pageinc.org); 770/216-8555, Ext 161; 800/334-6861, Ext 161