

TITLE: POSTSECONDARY SCHOLARSHIP PROGRAM DEVELOPMENT

QUALIFICATIONS:

- Bachelor's degree in a related field
- Demonstrated experience in college and career readiness, scholarship navigation, and/or postsecondary planning
- Strong organizational, research, and communication skills
- Ability to collaborate with K–12 stakeholders and postsecondary institutions
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO:

High School Principal

GOAL:

To research and develop a comprehensive, sustainable plan that supports Beechwood students and families in identifying and acquiring postsecondary scholarships—particularly opportunities in athletics and the arts—through a structured middle to high school support system.

PERFORMANCE EXPECTATIONS:

- Research best practices in postsecondary scholarship programming in other high performing school systems
- Develop a continuum of scholarship readiness services from middle school through graduation
- Establish connections with university admissions teams, athletic coaches, and arts program directors
- Design a scholarship awareness and support plan that includes:
 - Parent information nights
 - Student workshops
 - Education and training for counselors, coaches, and administrators
 - Communications plan for students and families
- Create tangible outcomes and deliverables on a timeline, including a short-term (1–2 year) and long-term (3–5 year) implementation plan
- Provide tools and resources for Beechwood High School staff to implement the plan

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Postsecondary scholarship processes
- College recruiting trends in athletics and the arts as well as university partnership strategies
- Effective communication and family engagement practices

ABILITY TO:

- Research and synthesize best practices into actionable strategies
- Develop clear and practical planning documents
- Collaborate with school and district teams
- Communicate effectively with diverse audiences

TERMS OF EMPLOYMENT:

This is a short-term, project-based position with a defined scope of work to be completed within a determined time frame. Length of contract and wage rate to be established by the Board.

EVALUATION:

Performance will be evaluated based on the completion and quality of the final scholarship program plan and associated deliverables.

Employee Name (please print): _____

Reviewed and agreed to by: _____ Date: _____

(Employee Signature)