

## Shoals Community School Corporation

Dr. Candace Roush  
Superintendent

Lisa C. Elliott  
Treasurer

Amanda Heckard  
Corporation Secretary  
Deputy Treasurer

11741 Ironton Road  
Shoals, Indiana 47581  
Telephone (812)247-2060  
Fax (812)247-2278  
<http://shoals.k12.in.us>

Drexel Turpin  
President

Eva George  
Vice President

Jenell Hoffman  
Secretary

Samantha Boyd  
Member

Jerry Braun  
Member

Mitchell Community Schools, Shoals Community School Corporation, & Orleans Community Schools Director of COSMOS partnership

Salary and wage benefits will be split between the three corporations.

### Job Requirements

1. Preferred administrator license
2. Previous teaching experience

### Job Description

#### **COSMOS**

1. Supports the strategic plan and initiatives of The Collaboration of Shoals, Mitchell, and Orleans Schools (COSMOS) including but not limited to:
  1. STEM, Inquiry-Based Learning, PBL, and Digital Fabrication
  2. Advisory
  3. Profile of a Graduate
  4. Career Navigation & Majors
2. Utilizes best practices and the needs of each school, school district, and community to suggest actions that will impact student learning
3. Provides opportunities for all stakeholders to discuss and share ideas that support continuous improvement
4. Supports building leaders, K-12, in implementing systems of support for all COSMOS initiatives
5. Leverages partnerships with local, regional, and national partners to increase opportunities for students and community
6. Utilizes data in decision-making and goal-setting
7. Facilitates a board of key stakeholders
8. All other duties assigned by the Superintendent

### **College and Career Readiness Coordinator**

1. Assists all schools in developing a college and career readiness (CCR) culture where students at all grade levels develop skills that prepare them for postsecondary success

2. Develops and implements a system of pathways, K-12, that assures vertical alignment of college and career including AP, dual credit, career exploration, job shadowing, and internships
3. Serves as the point of contact for business, industry, community, and postsecondary engagement related to college and career readiness
4. Supports CTE instructors in implementing advisory boards in accordance with the advisory board bylaws
5. Collaborates with stakeholders to determine program goals and best practices
6. Collects, analyzes and communicates data (including enrollment, experiential learning, industry certifications, CTE dual credit / dual enrollment, attendance, and graduation rate, among others)
7. Assists with data collection for INTERS and 30A funding

### **Grants Specialist**

1. Supports the strategic plans of The Collaboration of Shoals, Mitchell, and Orleans Schools (COSMOS), Shoals Community School Corporation, Mitchell Community Schools, and Orleans Community Schools
2. Identifies and disseminate grant information and opportunities to schools and/or districts
3. Develops and submits proposals for external funds for the districts
4. Works with each district's treasurer to ensure appropriate grant spending and reporting
5. Complies with all grant reporting requirements as required by the grant provider

Apply To: Candace Roush  
11741 Ironton Road  
Shoals IN 47581  
Phone: 812-247-2060  
Email: roushc@shoals.k12.in.us

Date: Until Filled