



TO: ProTeam Instructors, Teacher Cadet Instructors, College Partners, Teaching Fellows Campus Directors, Mentoring and Induction Coordinators, District Teachers of the Year, National Board Certified Teachers, and other interested educators

FROM: Jenna Hallman, Executive Director
Marcella Wine-Snyder, Director of Pre-Collegiate Programs

DATE: July 19, 2021

SUBJECT: Part-Time Pre-Collegiate Program Facilitator Position

The Center for Educator Recruitment, Retention, & Advancement (CERRA) is seeking an exemplary educator for a 10-month, part-time position on the CERRA staff as a Pre-Collegiate Program Facilitator **for region four of the state**. This region includes the following school districts: Clarendon (1, 2, 3), Darlington, Dillon (3, 4), Florence (1, 2, 3, 4, 5), Georgetown, Horry, Lee, Marion, Marlboro, Sumter, and Williamsburg. The educator selected for this position will carry out various pre-collegiate program activities sponsored by CERRA.

This announcement is an open invitation to members of the CERRA network to consider applying for this position. Please keep in mind that **only applicants who reside in the region outlined by the districts listed above will be considered**, and preference will be given to applicants who have been heavily involved with CERRA programs. Selection will be based on judgments about the educator's commitment, initiative, enthusiasm, interpersonal, organizational, and public relations skills. This position is a part-time position with twenty-nine (29) hours of work per week during the academic school year (August through May). The position will require day travel within the region and moderate travel outside the region, including overnight stays when warranted. Travel costs will be reimbursed by CERRA under the guidelines established by the State of South Carolina.

Attached is an outline of the responsibilities associated with the Pre-Collegiate Program Facilitator position. In addition to direct involvement with the ProTeam and Teacher Cadet sites, Pre-Collegiate Program Facilitators make site visits to district level administrators who lead and support pre-collegiate efforts for districts and College Partners that work with pre-collegiate programs. Increased emphasis is placed on districts with specific needs, such as those participating in the rural recruitment initiative.

No application form is required. Interested educators should submit a **letter of interest and a r sum  to Marcella Wine-Snyder no later than August 2, 2021**. Those selected

for the next phase of the application process will be contacted for interviews, which will take place at the CERRA office in Rock Hill. Interviews will be scheduled shortly thereafter, with an anticipated start date of **August 16, 2021** or **September 1, 2021**.

If you have questions or need further information, we encourage you to talk to one of the current Program Facilitators to learn more. You may reach us (hallmanj@cerra.org, winesnyderm@cerra.org), and the Pre-Collegiate Program Facilitators, Rona Neely (rona@cerra.org), Rachel Toole (rachel@cerra.org), Arthur Pinckney (pinckneya@cerra.org), or Kelly Browder (kelly@cerra.org) via email. Phone numbers for each of us are also listed on our Web site (www.cerra.org).

Thank you for the many contributions you make to the teaching profession and CERRA's programs. We look forward to hearing from you by **August 2, 2021**.

Please submit your letter of interest and r sum  via electronic submission or hard copy, no later than August 2, 2021 to:

Dr. Marcella Wine-Snyder, Director of Pre-Collegiate Programs
CERRA – South Carolina
Stewart House at Winthrop University
Rock Hill, SC 29733
800.476.2387, x6062
winesnyderm@cerra.org

PRE-COLLEGIATE PROGRAM FACILITATOR

Essential Job Functions

Job Function	Percentage of Time
Communicate expectations and provide on-going feedback and support to existing pre-collegiate program sites, to include regular site visits and contact with instructors, guidance counselors, and principals	50%
Recruit new pre-collegiate program sites and assist in all aspects of site establishment and program implementation, to include instructor preparation and student recruitment	20%
Participate in all pre-collegiate program marketing and development activities	10%
Assist with the development and execution of pre-collegiate instructor and student conferences, college days, career events, etc.	10%
Assist the College Partners with planning and program site support	5%
Performs other related duties as requested	5%

Major Responsibilities

- Provide support to pre-collegiate sites by visiting assigned sites, working with educators and students, and completing correspondences and reports, as needed.
- Work with College Partners in planning and site support.
- Develop contacts with school guidance counselors and principals by arranging meetings with them during site visits.
- Serve as a CERRA representative at receptions, meetings, workshops, regional college days, local forums, workshops, and conferences, as requested.
- Plan and carry out conferences for students, working in collaboration with partner colleges and universities.
- Attend career days and educational opportunity days, as requested.
- Make presentations to CERRA stakeholders, as requested.
- Assist in publishing the College Financial Newsletter, as needed.
- Work with staff involved in evaluating the programs to facilitate the research and evaluation process.
- Participate in staff meetings held at CERRA's office in Rock Hill and other announced locations across the state, periodically.