

**Job Title:** Partner Program Manager

**Supervisor:** Administrator for Learning Systems

**Employment Terms:** 12 Months

**Salary Range:** \$75,750 - \$96,535.80

**Location:** West-MEC  
5487 N 99<sup>th</sup> Ave  
Glendale, AZ 85305

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Monitor the goals of the West-MEC and Maricopa Colleges Partner Program partnerships, policy and procedures to ensure compliance with college and school district policies
- Manage all aspects of West-MEC Partner Programs
- Maintain knowledge of current CTE postsecondary trends
- Support excellence in the achievement, leadership and professional development of students by advising NTHS chapters for Partner Programs
- Lead essential Partner Program touchpoints: Open Houses, College Enrollment Days, Follow-your-Arrow events, Tours, Recognition Ceremony and Orientations
- Ensure student advocacy process for IEP/504/health conditions with the College Disability Office (s)
- Enhance a working relationship with postsecondary partners, member district counselors and CTE Directors, and other stakeholders to expand a positive West-MEC presence
- Co-facilitate student workshops including resume, cover letter, job interviews, employment resources, financial and career literacy
- Attend College Partner Program Advisory meetings
- Co-facilitate College Partners quarterly meetings for program management, communication and improvement
- Serve as liaison and maintain timely communication between West-MEC and Maricopa College partners; maintain working relationships with stakeholders
- Collaborate with colleagues to achieve District and department goals; assist in long-range planning and systemic advocacy
- Provide application and registration support for students in Partner Programs

- Facilitate communication between personnel, students and or/ parents for the purpose of evaluating situations, solving problems, and/ or resolving conflicts
- Co-facilitate Orientation, Open House, Follow-your-Arrow and College Enrollment events to support students and their families in West-MEC Partner Programs
- Other duties as assigned

**Knowledge and Skills:**

- Knowledge of West-MEC district and campus policies and procedures
- Knowledge of early college postsecondary pathway opportunities in Arizona
- Possess skills and training in managing school response to a crisis
- Possess project management skills in an educational environment
- Ability to prioritize
- Excellent problem-solving skills
- Skill in establishing and maintain effective working relationships with all stakeholders
- Skill in operating a personal computer utilizing a variety of software applications
- Knowledge of Career and Technical Education programs and associations
- Ability to be self-reliant and self-motivated

**Requirements:**

- 5 plus years' experience of secondary CTE leadership, school career/ college counselor or other relevant experience.
- Arizona Principal Certificate is preferred
- Ability to maintain a high level of ethical behavior and confidentiality
- Ability to work outside normal working hours
- Travel between West-MEC District Office and Partner Programs to perform job functions
- Must pass a fingerprint clearance and background check
- Obtain an Arizona Driver's License
- Active involvement in professional organizations (ACTE, ACTEAZ)
- Must be able to lift 50 lbs

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:**

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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