

**Official Job Posting – Coordinator of the MAVA Extended Campus Program  
Massachusetts Association of Vocational Administrators (MAVA)  
October 13, 2021**

Title

Coordinator of the MAVA Extended Campus Program

Job Summary

Coordinate and execute all activities related to the MAVA Extended Campus Program, including selection and sequencing of undergraduate, graduate, and postgraduate courses; recruiting, selection, oversight, and evaluation of instructors; creation and billing of “cohorts” of schools to pay for instructors; coordination of all activities with Fitchburg State and Westfield State University; submission of Invoices; monitoring of timely payment; accurate financial and course recordkeeping; regular reporting to the Executive Director, MAVA Officers, and MAVA Board of Directors; and serving as the program’s public “face” and official spokesperson.

Brief History and Overview of the Extended Campus Program

The Extended Campus Program is run by the Massachusetts Association of Vocational Administrators (MAVA) for its members. It offers graduate and undergraduate courses for vocational licensing for teachers and administrators. It may also offer postgraduate courses.

Courses are offered during the fall, spring, and summer. On average, MAVA offers 10-17 courses per semester, with an enrollment ranging from 200-350 students per semester.

The Extended Campus Program complements the work of MAVA Leadership Academy I and Leadership Academy II as well as other professional development activities offered through MAVA.

Duties

*Program Planning and Logistics*

- Regularly advertise the availability of instructor jobs and encourage highly skilled teachers to apply.
- Identify highly skilled and effective instructors for each course, facilitate their hiring in accordance with procedures established by the Executive Director and MAVA Officers, ensure that they execute contracts, and collect and review their course curriculum.
- Secure classroom accommodations that best support high quality instruction in each course.
- Develop “cohorts” of schools that pay fees to cover the costs of instructors each semester and make sure they are billed in a timely manner.

- Coordinate and contract with various facilities, vendors, and Universities to provide the services needed for each semester.
- Provide regular enrollment and financial projections so the Executive Director is aware of all upcoming financial obligations to state Universities, course instructors, and other vendors.
- Stay in regular contact with the Executive Director, MAVA Bookkeeper, and Accounts Receivable personnel and designated administrators at the state Universities.
- Respond to student inquiries about the program, specific courses, and licensing.

### *Curriculum Planning*

- Schedule the Extended Campus Program as one Fall, one Spring, and two Summer semesters.
- Work closely with the instructors and state Universities to coordinate schedules.
- Work with the MAVA Technology support person each semester to update the MAVA website and to create new registration systems for online payment.

### *Budgeting and Finance*

- Establish student tuition rates with the approval of the Executive Director and MAVA Officers, with lower rates for cohort schools who help reduce overall costs of the program.
- Work with MAVA leadership and the Universities to ensure that all students are properly registered and paid.
- Work within the program budget provided by the Executive Director and approved by the MAVA Officers.
- Collect, review, and properly submit for payment all invoices related to the Extended Campus Program.
- Ensure that all instructors submit W-9 forms and other documentation to allow for timely payment upon completion of their courses.
- Submit accurate lists of instructors who have completed their work and require payment.

### *Instructional Leadership*

- Lead MAVA's effort to become an official PDP Provider through the Massachusetts Department of Elementary and Secondary Education.
- Work with the Coordinators of Leadership Academy I and Leadership Academy II to determine participants' licensure needs and to inform them of opportunities available through the Extended Campus Program.
- Work with the Coordinators of Leadership Academy I and Leadership Academy II to coordinate curriculum.

- Identify emerging professional development needs in MAVA schools address them, working with the Executive Director and MAVA Officers.

### *Instructional Oversight*

- Observe and evaluate all Instructors to ensure program quality and continuity.
- Counsel and advise students, as needed, regarding the latest laws and regulations on vocational licensure.
- Develop, in conjunction with the Executive Director and MAVA Officers, a MAVA Cohort Semester Survey for all students.
- Distribute the MAVA Cohort Semester Survey to all students before the conclusion of each course.

### *Record Keeping and Reporting*

- Match MAVA enrollment records with those from the two Universities to ensure there is no duplicate billing.
- Provide reports to the Executive Director, Officers, and Board of Directors, as requested by the Executive Director.

### *Long-Term Planning*

- Work with the MAVA Board of Directors to determine and address upcoming course needs throughout MAVA member schools.
- Seek to create new cohorts for undergraduate, graduate, and postgraduate courses.
- Regularly seek to broaden the number of Instructors who are qualified and able to teach in the Program.
- Work with Fitchburg State University and Westfield State University to modify the Extended Campus Program to better meet the needs of students and MAVA schools.
- Regularly evaluate course content and, where necessary, initiate efforts to modify existing courses or establish new courses required for vocational licensure.
- Stay current on knowledge of vocational licensing and regulations.

### Requirements

The successful candidate must have previously served in a Massachusetts public high school offering Chapter 74-approved programs. At least ten years of experience in Massachusetts vocational-technical education is preferred.

The successful candidate must have sufficient administrative, budgeting, and technological experience to run the program without any outside assistance.

### Technical Requirements

The successful applicant must be adept at electronic communications, including email, Microsoft Word, Excel, and PowerPoint, Google Docs, PDFs, Microsoft Teams, and the like.

The successful applicant will be responsible for collecting and inputting invoices for the Extended Campus Program into MAVAs electronic bookkeeping system.

### Compensation

While training with the incumbent during the months of November and December 2021, the successful candidate will be paid \$2,000 per month.

Thereafter, the successful candidate will be paid an annual stipend of \$48,000, to be disbursed in increments of \$4,000 per month.

Upon the filing of sufficient documentation with the Executive Director, the Coordinator will be reimbursed for reasonable mileage required to fulfill the duties of this position.

### Job Status

The Coordinator of the Extended Campus Program is an independent contractor.

No employment benefits attach to this position.

### Contract Status

This is a one-year position, but the length of the contract may be extended at the sole discretion of the MAVA Officers. Absent such prior agreement, the position will be posted annually.

### Selection Process

Candidates must submit a cover letter and current resume to Steven C. Sharek, MAVA Executive Director, at [stevesharek@MAVA.us](mailto:stevesharek@MAVA.us), by Wednesday, November 3, 2021, at 3:00 p.m.

Selection of the successful candidate will be made by the MAVA Officers, upon recommendation of the Executive Director.

### Start Date

The successful applicant is expected to begin transitioning into the job immediately upon selection.

The incumbent in this job is currently scheduled to retire no later than January 1, 2022. He has agreed to work alongside the candidate selected to succeed him, as needed, until that date. He will also remain available for occasional phone calls, as his schedule permits, after that date.

### Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity Employer. MAVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.