

Job Title:	CCMR Advsiior	Wage/Hour Status:	Exempt
Reports to:	Principal	Pay Grade:	TBA
Dept/School:	Campus Assigned	Date Revised:	May 22, 2023

Primary Purpose

Serve as the primary College, Career, and Military Readiness (CCMR) campus advisor who assists campus administration and staff with strategic systems planning and implementation to achieve the campus' annual CCMR goals.

Qualifications**Education/Certification**

Valid Texas School Teacher Certificate
Bachelor's Degree

Special Knowledge/Skills

- Knowledge of CCMR outcome measures
- Ability to communicate effectively (verbal and written) and deliver persuasive presentations
- Ability to organize and set priorities to manage workload and complete projects in a timely manner
- Ability to work well with others, proficient in software programs, websites, and the internet
- Must be able to communicate, listen, read, write, and comprehend the English language

Experience

Three (3) years experience in education

Major Responsibilities and Duties

1. Provide beginning of the year (BOY) campus staff development on state CCMR accountability guidelines (outcome bonuses).
2. Review campus CCMR outcomes from the previous year and assist in setting new annual campus goals.
3. Collaborate with counseling staff to establish a CCMR student monitoring system.
4. Maintain a detailed record of all student EPCC numbers for Texas Success Initiative Assessment (TSIA2) testing and student TSIA2 progress.
5. Assist counselors in utilizing college readiness indicators to identify students for Career and Technology Education (CTE), Advanced Placement (AP) and dual credit courses.
6. Assist CTE counselors and other campus staff to maintain records of student progress towards the completion of Programs of Study and Industry Based Certification.
7. Support testing coordinator in the development of the testing procedures for AP, PSAT and SAT.
8. Provide staff development on testing procedures for TSIA2.
9. Review and update TSIA2 teacher proctoring list annually.
10. Organize campus staff to administer the EPCC Pre-Assessment Activity Module (PAAM).
11. Maintain student PAAM documentation.
12. Organize campus staff to conduct TSIA2 testing.
13. Provide staff development on instructional resources for AP, PSAT, SAT, and TSIA2.
14. Collaborate with campus administration to implement a monitoring system that meets the district established standard for teacher classroom use of AP, PSAT, SAT, and TSIA2 supplemental resources.
15. Provide beginning of the year (BOY) staff development for campus staff on dual credit enrollment procedures.
16. Assist counselors to plan and implement dual credit courses.
17. Validate and ensure the completion and submission of the required dual credit forms to enroll students (Regular DC, ECHS and P-TECH) each semester (Fall, Spring and Summer).
18. Assist with campus College and Career Readiness School Model (CCRSM - P-TECH and ECHS) website development and maintenance.
19. Coordinate with the district CTE counselor to establish Work-Based Learning Sites and experiences.

20. Assist the CCRSM Coordinator with the program recruitment and application process.
21. Assist the CCRSM Coordinator in monitoring and maintaining all Affiliation Agreements/MOUs.
22. Assist the CCRSM Coordinator in monitoring the PEIMS process and ensuring all program students are coded correctly for all PEIMS submissions.
23. Assist the CCRSM Coordinator in monitoring student DC academic progress at EPCC.
24. Assist CCRSM Coordinator with all student issues including but not limited to: EPCC transportation, EPCC summer school, EPCC transcripts.
25. Compile, maintain, and present reports as assigned, including but not limited to AP, CTE, PSAT, SAT, and TSIA2.
26. Assist district and campus staff to plan orientations, coordinate instructional nights for parents, to include but not limited to; college admission workshops, college weeks, career fairs, and House Bill 5 (HB5) nights.
27. Collaborate with counselors to plan and operate the campus college readiness program.
28. Collaborate with counselors to complete TASFA, FASFA, and scholarship tasks.
29. Collaborate with counselors to communicate the campus CCRSM Program information and application timelines.

Budget and Inventory:

30. Coordinate the fall, spring, and summer campus dual credit textbook ordering process.
31. Assist administration in monitoring CCMR campus spending (PIC 38).
32. Monitor TSIA2 units for testing.

School/Organizational Climate:

33. Establish and maintain a standard of conduct that supports the college readiness programs.
34. Communicate the district vision and implementation status of CCRSM programs to the community.
35. Foster favorable relationships in the community to solicit support for campus CCRSM programs.

Policy, Reports and Law:

36. Interpret Board policies and administrative directives.
37. Follow established safety procedures and techniques to perform job duties and support the goals of the district/department and follow district policies and procedures.
38. Maintain a professional code of ethics and perform other duties as assigned.
39. Maintain a professional level of confidentiality concerning personnel and students.

Communication and Community Relations:

40. Attend and participate in meetings before and after regular school hours.
41. Serve as liaison for campus-based programs or other college readiness initiatives.
42. Serve as a representative for the school district in the division community as a communications and decision-making extension of the Associate Superintendent.
43. Perform other duties as assigned by supervisor.

Professional Growth and Development:

44. Collaborate with the P-TECH/ECHS Coordinator to plan and implement staff development for academic and P-TECH/ECHS teachers on best practices for the P-TECH/ECHS students.
45. Participate in professional development activities as required by the district.
46. Keep informed on the latest research trends and developments in all areas of education.
47. Promote professional improvement through Board approved activities.

Supervisory Responsibilities:

None

Physical and Mental Job Requirements:

Maintain emotional control under stress; frequent Districtwide travel; frequent prolonged working hours.

Terms of Employment:

203 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee:

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.