

JOB DESCRIPTION

Job Title	College Success Advisor (CSA)	Job Title Code	219155
Reports to	Principal	Wage/Hour Status	Exempt
Dept/School	Young Women's STEAM Research & Preparatory Academy	Pay Grade	TBAM
		Date Revised	January 23, 2025

Primary Purpose

The College Success Advisor (CSA) position fulfills a requirement of the partnership between the El Paso Independent School District and the Young Women's Preparatory Network. The CSA provides the Young Women's STEAM Research & Preparatory Academy students with personalized and age-appropriate college advising services. The CSA's primary role is to foster a college-bound environment, guiding our students and their families through the college admissions, financial aid, and matriculation processes—to place each student in a good-fit college where she will thrive. In addition, the CSA assists and supports students' successful transition to college and works to ensure that all students are college eligible.

Education/Certification

- Valid Texas School Teachers Certificate
- Bachelor's Degree

Special Knowledge/Skills

- Knowledge of CCMR outcome measures
- Knowledge of barriers faced by low-income, first-generation, college-bound students
- Extensive knowledge of college admissions and the financial aid process
- Ability to organize and set priorities to manage workload and complete projects in a timely manner
- Ability to work well with others and collaborate effectively with the high school's administration, faculty, and staff
- Strong interpersonal, planning, and organizational skills
- Ability to work independently and collaboratively with others to achieve overall goals and objectives

Experience

- Five (5) years' experience in education at the high school or college level

Major Responsibilities and Duties

1. Understand the pathways of secondary education and higher education.
2. Build and sustain a school-wide culture of attending college.
3. Coordinate and provide staff professional development, student workshops and parent orientations/meetings focused on college readiness programming, guidelines, and enrollment for each grade level.
4. Engage parents and adult supporters in the college planning, admissions, and college selection processes.
5. Assist students in navigating the college search and application process, including working with students in groups and one-on-one to ensure college applications, admissions essays, financial aid, and enrollment processes are completed with adherence to timelines.
6. Facilitate college admission and financial aid workshops for students and parents.
7. Support scholarship and award search processes for students.
8. Providing one-on-one college advisement and assist counselors in utilizing college readiness indicators to identify students for Advanced Placement and dual credit courses.
9. Facilitate access to college counseling networks and other service providers and organizations to meet the needs of students.

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10. Collaborate with the Young Women's Preparatory Network staff and the Young Women's STEAM Research and Preparatory Academy to define and implement age-appropriate college programming and guidance throughout the grade levels (6th-12th grade).
11. Support college preparation experiences through classes and special events (guest speakers, college fairs/visits from colleges, college visits, summer programs, SAT preparation courses).
12. Facilitate or collaborate with appropriate campus staff to ensure standardized testing and test preparation for (PAAM/TSIA2/SAT/ACT/PSAT/AP) occurs at the appropriate time for each grade level and the development of correct testing processes are implemented.
13. Track and report key student performance indicators to school leadership and YWPN (e.g., CCMR accountability outcomes, student credits, progress toward graduation, college eligibility, college/program applications, college/program acceptances, scholarships).
14. Partners with the counselor to establish a monitoring system to maintain records of progress towards the completion of Programs of Study and ensure graduation.
15. Collaborate with campus administration and the YWPN to implement a monitoring system that meets district and YWPN established standards for teacher classroom use of TSIA2, PSAT, AP, SAT, and ACT supplemental resources.
16. Prepare periodic reports on programming and outcomes for the school, the YWPN, and School leadership.
17. Review campus CCMR and college readiness outcomes from the previous year and assist in setting new annual goals.
18. Support and facilitate enrollment with local colleges, as appropriate.
19. Support graduates in college with periodic personal check-ins, mentoring, and social networking to identify and problem-solve barriers to college matriculation with the help of YWPN Executive Director of College Success.
20. Support YWPN post-graduate tracking studies - matriculation, persistence, and graduation with help from YWPN Executive Director of College Success.
21. Support the mission of the Young Women's STEAM Research & Preparatory Academy and affiliation with the Young Women's Preparatory Network.
22. Implement other duties necessary to carry out the YWPN College Success Initiative Model successfully.

Policy, Reports, and Law

23. Interpret and follow Board and YWPN policies, procedures, and administrative directives.
24. Follow established safety procedures and techniques to perform job duties and support the goals of the district, school, and YWPN.
25. Maintain a professional code of ethics and level of confidentiality concerning personnel and students
26. Assist with related responsibilities during and after school and perform other duties as assigned by supervisor.

Communication and Community Relations

27. Maintain external relationships to bring college-bound opportunities to the school.
28. Cultivate relationships with community organizations and supporters as their interests relate to college admissions and success, including establishing opportunities for internships.
29. Serve as a liaison to community organizations and supporters—as their interests relate to college admissions and success.
30. Network with college admissions professionals to improve the school's visibility and reputation, thereby encouraging the active recruitment of the school's students.
31. Advocate with college admissions and financial officers on behalf of the school's students during the college admission and enrollment processes.
32. Attend and participate in meetings before and after regular school hours.
33. Serve as liaison to YWPN and the school.
34. Serve as a representative for the school and YWPN.

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Professional Growth and Development

35. Participate in professional development activities as required by the district.
36. Keep informed of the latest research trends and developments in all areas of education.
37. Maintain current knowledge of the admissions and financial processes through relevant reading, memberships, and conferences.
38. Promote professional improvement through Board approved activities.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Frequent districtwide, and occasional out-of-city travel
- Frequent prolonged and irregular working hours
- Ability to lift, carry, and otherwise move up to 10 pounds regularly
- Prolonged use of the computer; repetitive hand motions
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Terms of Employment

217 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: _____

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Date: _____

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

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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



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referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.