

Job Title: Facilitator Advanced Academics	Wage/Hour Status: Exempt
Reports to: Executive Director, Advanced Academics	Pay Grade: 105
Dept. /School: Advanced Academics	Date Revised: November 1, 2024

Primary Purpose:

The Facilitator for Advanced Academics will promote and support advanced academic opportunities and academically rigorous coursework to include but not limited to Early College High Schools (ECHS), Pathways in Technology Early College High Schools (P-TECHS) and specialty programs.

Qualifications

Education/Certification:

Master's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills:

- Knowledge in design, development, and implementation of CCMR programs
- Knowledge and understanding of the district's high school programs, advanced coursework, and other CCMR opportunities
- Ability to interpret policy, procedure, and data
- Strong organizational, communication, presentation, and interpersonal skills
- Ability to work collaboratively with administrators, teachers, students, parents, and partner institutions
- Strong organizational, communication, presentation, and interpersonal skills
- Ability to set priorities, organize time efficiently, and meet deadlines

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

Instructional and Program Management:

1. Gather, analyze, and report data to the Executive Director Early College, P-TECHS and Specialty Programs.
2. Prepare reports and presentations for the Early College, P-TECHS and specialty programs.
3. Work with school administrators, counselors, teachers, and other facilitators on issues to include but not limited to Early Colleges, P-TECHS, and specialty programs.
4. Coordinate with the El Paso Community College (EPCC), the University of Texas at El Paso (UTEP), the University of Texas at Austin (UT), the International Baccalaureate Organization (IBO), and other entities on instructional initiatives, materials, and planning, assessment, and training.
5. Work with school administrators, counselors, and instructional facilitators on CCMR issues.
6. Plan and organize initiatives for middle to high school CCMR transition.
7. Coordinate professional development opportunities for teachers, counselors and administrators.
8. Research and communicate trends and developments in CCMR programs

Budget and Inventory:

9. Assist with the allocation of resources and materials necessary to promote and support the District's CCMR goals.

School/Organizational Climate:

10. Utilize the District and community services in developing the most effective program for each campus.
11. Coordinate activities with other facilitators related to ECHS, P-TECHS and specialty programs
12. Work closely with the EPCC and the UT on issues related to dual credit/enrollment courses.
13. Participate in stakeholder meetings related to ECHS, P-TECHS and specialty programs as needed.
14. Participate in the planning and coordination of College Readiness Advisory Committee meetings.

- 15. Utilize the District and community services in developing the most effective program for each campus.
- 16. Coordinate activities with Curriculum and Instruction related to Advanced Placement.

Policy, Reports and Law:

- 17. Compile and maintain records and reports as assigned.
- 18. Assume responsibilities for implementing the policies and directives of the Board of Trustees (BOT), Texas Education Agency (TEA) and the Department of Education.
- 19. Proofread and edit policies/regulations related to ECHS, P-TECHS and specialty programs for continuity and accuracy.

Student Management:

- 20. Coach administrators, coordinators counselors and teachers on student recruitment and applications for specialty programs.
- 21. Establish and maintain a standard of conduct that is supportive of CCMR programs.

Communication and Community Relations:

- 22. Communicate the district vision and implementation status of CCMR programs to stakeholders and the community.
- 23. Employ collaborative decision-making processes and fosters team building.
- 24. Participate in District and community activities.
- 25. Establish and maintain favorable relationships with stakeholders to communicate about and solicit support for the district’s CCMR initiatives.
- 26. Interpret BOT policies and administrative directives.
- 27. Serve as liaison for campus CCMR initiatives.
- 28. Perform other duties as assigned by supervisor.

Supervisory Responsibilities:

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district-wide travel and occasional out of city travel. Occasional prolonged and irregular hours. Prolonged use of the computer; repetitive hand motions.

Terms of Employment:

226 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: _____

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