

<b>Job Title</b>	Facilitator, Advanced Academics	<b>Job Title Code</b>	130190
<b>Reports to</b>	Coordinator, Advanced Academics	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	College and Career Readiness, Innovation	<b>Pay Grade</b>	105
		<b>Date Revised</b>	January 24, 2025

## Primary Purpose

The Facilitator for Advanced Academics will promote equitable advanced academic opportunities and academically rigorous coursework to include but not limited to Advanced Placement, Dual credit, Dual Enrollment, Pre-Advanced Placement, and College and Career, Military Readiness (CCMR) activities.

## 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 Dual Credit, Dual Enrollment, Advanced Placement(AP), International Baccalaureate (IB), College Prep courses, SAT, PSAT/NMSQT, Texas Success Initiative Assessment 2.0 (TSIA2) and other CCMR opportunities
- Knowledge of CCMR assessments and College prep courses
- Ability to work collaboratively with co-workers, administrators, teachers, parents, students, and partner institutions
- 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. Work with school administrators, counselors, teachers, and other facilitators on issues related to advanced courses.
2. Coordinate with outside entities on instructional initiatives, materials, planning, assessment, and training.
3. Work with school administrators, counselors, and instructional facilitators on CCMR issues.
4. Coordinate professional development opportunities for teachers, counselors and administrators.
5. Research and communicate trends and developments in CCMR programs
6. Assist staff to increase student participation and performance in Honors, PAP, AP, Dual Credit and Dual Enrollment Courses.
7. Participate in the selection of all adopted textbooks and materials.
8. Stay informed of national, state, and district program data trends.

### 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 advanced courses.
12. Work closely with Institutions of Higher Education (IHE) on issues related to dual credit/enrollment courses.
13. Participate in stakeholder meetings as needed.
14. Participate in the planning and coordination of College Career Readiness Advisory meetings.
15. Utilize the District and community services in developing the most effective program for each campus.

**Policy, Reports and Law:**

16. Compile and maintain records and reports as assigned.
17. Assume responsibilities for implementing the policies and directives of the Board of Trustees (BOT), Texas Education Agency (TEA) and the Department of Education.
18. Proofread and edit policies/regulations related to advanced courses, for continuity and accuracy.

**Student Management:**

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

**Communication and Community Relations:**

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

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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: \_\_\_\_\_



# JOB DESCRIPTION

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
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 referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.