
Job Title	Coordinator, Advanced Academic	Job Title Code	127108
Reports to	Executive Director, College and Career Readiness, Innovation	Wage/Hour Status	Exempt
Dept/School	College and Career Readiness Innovation	Pay Grade	107
		Date Revised	January 24, 2025

Primary Purpose

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

Education/Certification

- Master's Degree
- Valid Texas Principal Certificate

Special Knowledge/Skills

- Knowledge in design, development, and implementation of CCMR programs
- In-depth knowledge of the Texas State Plan for the Education of Gifted/Talented Students
- In-depth knowledge of differentiated and scaffolded instruction in active, project/problem/ inquiry-based, computational thinking, and blended learning environments to enhance instruction
- Assist schools to increase student participation and success in GT Program offerings
- Assist with the annual evaluation of GT Program
- Knowledge and understanding of GT, 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 accountability, and CCMR outcome bonuses
- Knowledge of CCMR assessments and College prep courses
- Provide training on the delivery, documentation and reporting of GT Program screening and testing process
- Assist in the development of needs assessment for the identification of GT students
- Supervise the district GT Program training (original and updates) for teachers and administrators
- Supervise the monitoring of district staff GT Program training levels (original and updates) and generate reports upon request
- Supervise the maintenance of the district staff GT Program training records
- Ability to work collaboratively with co-workers, administrators, teachers, parents, students, and partner institutions
- Ability to prioritize, organize time efficiently, and meet deadlines
- Ability to interpret data and identify root causes
- Strong organizational, communication, presentation and interpersonal skills

Experience

- Three (3) years' experience as a public-school teacher
- Three (3) years' experience as a public-school administrator

Major Responsibilities and Duties

Instructional and Program Management:

1. Gather, analyze, and report data to administration at Central Office and High Schools.
2. Generate data report for leadership review.
3. Gather and analyze program data to identify opportunities for program alignment, continuous improvement and needs assessment.

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4. Create manuals, guides, processes, professional development and strategies to facilitate communication and operational clarity regarding GT and CCMR.
5. Conduct periodic reviews of policies, web pages and district manuals and generate proposed revisions that facilitate program and policy alignment.
6. Collaborate with EPISD stakeholders, Institutions of Higher education (IHE) to develop, implement and maintain District/regional Dual Credit crosswalks.
7. Coordinate professional development opportunities for teachers, counselors, and administrators.
8. Research and communicate trends and developments in CCMR programs.
9. Collaborate with EPISD departments to develop, implement and update various GT and CCMR Dashboard tools to monitor student progression at each EPISD high school.
10. Monitor all GT and CCMR activities at each campus and keep all stakeholders informed.
11. Keep informed of and comply with state, district, and school regulations and policies.
12. Support district initiatives and serve on assigned committees.
13. Conduct timely professional learning on CCMR activities and CCMR assessments.
14. Perform other duties as assigned by supervisor.
15. Develop, maintain and communicate with District stakeholders (Fall/Spring/Summer) district-wide dual credit textbook ordering process.

Budget and Inventory:

16. Assist with the allocation of resources and materials necessary to promote and support the GT Program and the District's CCMR MOU's and CCMR goals.

School/Organizational Climate:

17. Utilize the District and community services in developing the most effective programs for each campus.
18. Coordinate activities and instruction with central office co-workers related to GT and CCMR
19. Work with outside entities on issues related to CCMR.

Policy, Reports and Law:

20. Compile and maintain records and reports as assigned.
21. Assume responsibilities for implementing the policies and directives of the Board of Trustees (BOT), Texas Education Agency (TEA) and the Department of Education.
22. Interpret BOT policies and administrative directives.

Communication and Community Relations

23. Communicate the district vision and implementation status of the GT and CCMR programs to stakeholders and the community.
24. Employ collaborative decision-making processes and foster team building.
25. Establish and maintain favorable relationships with stakeholders to communicate about and solicit support for the District's GT and CCMR initiatives.
26. Serve as a liaison for campus GT and CCMR initiatives.

Supervisory Responsibilities

Supervise staff as listed on the organizational chart

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Occasional prolonged and irregular hours. Occasional districtwide travel. Occasional out-of-town travel.



JOB DESCRIPTION

Terms of Employment

226 days; salary to be established by 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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Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.