

<b>Job Title:</b>	CCMR Advisor/Student Activities Manager	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Principal	<b>Pay Grade</b>	TBA
<b>Dept/School:</b>	Campus Assigned	<b>Date Revised:</b>	May 22, 2023

**Primary Purpose**

Coordinate student activities and 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 campus' annual CCMR goals.

**Qualifications****Education/Certification'**

Bachelor's Degree  
Valid Texas School Teacher Certificate

**Special Knowledge/Skills**

1. Knowledge of CCMR outcome measures.
2. Ability to communicate effectively (verbal and written) and deliver persuasive presentations.
3. Ability to organize and set priorities to manage workload and complete projects in a timely manner
4. Ability to work well with others, proficient in software programs, websites, and the internet.
5. 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 and (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 counselor(s) in utilizing college readiness indicators to identify students for Career and Technology Education (CTE), Advanced Placement (AP) and dual credit courses.
6. Assist CTE counselor(s) 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 counselor(s) 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 as needed.

19. Coordinate with the district CTE counselor to establish Work-Based Learning Sites and experiences.
20. Assist administration with program recruitment and application process.
21. Assist administration with monitoring and maintaining all Affiliation Agreements/MOUs.
22. Assist administration with monitoring the PEIMS process and ensuring all program students are coded correctly for all PEIMS submissions.
23. Assist administration with monitoring student DC academic progress at EPCC.
24. Assist administration with all students dual credit course 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 counselor(s) to plan and operate the campus college readiness program.
28. Collaborate with counselor(s) to complete TASFA, FASFA, and scholarship tasks.
29. Collaborate with counselor(s) to communicate the campus program information and application timelines.
30. Provide leadership and direction to the student activity leaders in the school.
31. Coordinate the student activities as a planning and information center parents and students.
32. Organize and make all arrangements for the Project Graduation party held after graduation exercises.
33. Organize all aspects of the graduation exercises.
34. Sponsor the Student Council, which includes supervising weekly meetings, monthly district meetings, biannual district conventions, and attendance at state convention and/or summer workshop.
35. Sponsor other events, such as dances, rallies, homecoming, and service projects like blood drives, school safety, alcohol and drug awareness programs, faculty and staff appreciation, community service, etc.
36. Assist organizations and civic clubs in selection of student representatives for various honors.
37. Provide scheduled leadership classes to promote student leadership development.
38. Provide for close supervision of extracurricular activities.
39. Facilitate new student orientation.
40. Serve as liaison between administration, parents, and student body.
41. Manage the processing of student I.D.'s during registration and throughout the year.

**Budget and Inventory:**

42. Coordinate the fall, spring, and summer campus dual credit textbook ordering process.
43. Assist administration in monitoring CCMR campus spending (PIC 38).
44. Monitor TSIA2 units for testing.
45. Correlate the activity budget and necessary fund-raising for various events on campus.

**School/Organizational Climate:**

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

**Policy, Reports and Law:**

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

**Communication and Community Relations:**

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

**Professional Growth and Development**

- 57. Participate in professional development activities as required by the district.
- 58. Stay abreast of the latest research trends and developments in the areas of education.
- 59. Promote professional improvement through Board approved activities.

**Supervisory Responsibilities:**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factor**

Maintain emotional control under stress. Occasional 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:**

203 days; salary to be established by the 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: \_\_\_\_\_

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.