

JOB DESCRIPTION

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| Job Title | Coordinator Campus Magnet Program | Job Title Code | 260090 |
| Reports to | Principal | Wage/Hour Status | Exempt |
| Dept/School | Assigned Campus | Pay Grade | TBA |
| | | Date Revised | January 28, 2025 |

Primary Purpose

Assist the school principal in overall administration of the magnet and ECHS/P-TECH (CCRSM- College and Career Military Readiness School Models) school instructional programs and operations. Coordinate assigned teachers, students, parents and community activities, services and training as related to magnet school programs. Facilitate the planning, implementation, and evaluation of programs that prepare students for postsecondary education, careers, and military pathways.

Education/Certification

- Master's Degree
- Valid Texas School Teacher Certificate

Special Knowledge/Skills

- Demonstrated leadership ability in working with teachers and students in instructional and managerial administration
- Expertise in working with adults and student learners
- Strong organizational, communications, and interpersonal skills
- Ability to coordinate campus support operations effectively
- Knowledge of CCMR (College, Career, and Military Readiness) outcomes
- Proficiency in software, websites, and technology for program operations
- Effective in delivering presentations and managing projects
- Skilled in prioritizing tasks and completing work on time

Experience

- Three (3) years' experience in high school education

Major Responsibilities and Duties

Instructional and Program Management

1. Collaborate with the principal to manage the organization, operation, supervision, management and evaluation of the magnet, ECHS / P-TECH (CCRSM) program of the school.
2. Coordinate recruitment and application process for the magnet and CCRSM program.
3. Provide leadership for the instructional growth of magnet, dual credit and facilitator teachers by supervising instruction through classroom observation and teacher conferences as well as providing focused staff development.
4. Mentor and assist with the planning and implementation of staff development for teachers on best pedagogical content knowledge and best practices in a magnet and CCRSM program.
5. Assist in preparing a master schedule for magnet and CCRSM program courses.
6. Promote an advice program that provides needed support and direction for students enrolled in the magnet and CCRSM program.
7. Ensure compliance with course requirements, prerequisites, and state TEKS standards, including articulated and dual-credit college objectives.
8. Collaborate with CCMR Advisor to maintain a detailed record of all student EPCC numbers for Texas Success Initiative Assessment (TSIA2) testing and student TSIA2 progress.
9. Collaborate with CCMR Advisor to organize campus staff to conduct TSIA2 testing.

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10. Collaborate with counselors to utilize college readiness indicators to identify students for Career and Technology Education (CTE), Advanced Placement (AP), dual credit courses, magnet and CCRSM programs.
11. Collaborate with CTE counselors and other campus staff to maintain records of student progress towards the completion of Programs of Study and Industry Based Certification.
12. Coordinate with CCMR Advisor to 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).
13. Coordinate with CCMR Advisor and district CTE counselor to establish Work-Based Learning Sites and experiences.
14. Monitor and maintain all Affiliation Agreements / MOUs.
15. Monitor the PEIMS process and ensure all program students are coded correctly for all PEIMS submissions.
16. Monitor student DC academic progress at EPCC.
17. Manage all student issues including but not limited to: EPCC transportation, EPCC summer school, EPCC transcripts.
18. Collaborate with CCMR Advisor to compile, maintain, and present reports as assigned, including but not limited to AP, CTE, PSAT, SAT, and TSIA2.
19. Collaborate with CCMR Advisor 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.
20. Collaborate with CCMR Advisor and counselors to plan and operate the campus magnet and college readiness program.
21. Collaborate with CCMR Advisor and counselors to communicate the campus magnet and CCRSM Program Information and application timelines.

School/Organizational Climate

22. Establish and maintain communication with personnel and students to foster a productive magnet and CCRSM program climate.
23. Assist in establishing and clarifying the short-range and long-range goals of the magnet and CCRSM program that are educationally sound and administratively feasible.
24. Leverage district and community resources to enhance program effectiveness.

Policy, Reports and Law

25. Inform the principal promptly of cases of extreme danger or disaster where it would be necessary to set aside any Board rules or regulations.
26. Assume the responsibility for implementing the policies and directives of the Board and TEA.
27. Maintain accurate records and make such reports as required by TEA or as assigned by the principal.
28. Maintain a professional level of confidentiality concerning personnel and students.
29. Oversee and maintain necessary agreements, internships, and performance monitoring activities related to the magnet and CCRSM program.

Budget and Inventory

30. Collaborate with CCMR Advisor to coordinate the fall, spring and summer campus dual credit textbook ordering process.
31. Assist administration in preparing and managing the magnet and CCRSM program's budget (PIC38), ensuring proper allocation and expenditure of funds.
32. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment as needed for the next school year for the magnet program.

Student Management

33. Coordinate student enrollment and ensure alignment with endorsements, certifications, associates and graduation requirements.

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34. Oversee attendance, conduct, and student participation in extracurricular and leadership development activities.
35. Establish and maintain a standard of conduct that is supportive of the instructional program.
36. Verify student eligibility for competitions and monitor completion of academic and performance acknowledgments.

Personnel Management

37. Coordinate with the principal, staff assignments according to the district needs.
38. Coordinate the activities of the magnet and CCRSM school staff.
39. Identify those aspects of the teacher's classroom instructional program in need of improvement and suggest alternate avenues of improvement.
40. Maintain adequate and accurate documentation.
41. Keep the principal fully informed with respect to conditions and needs of the school, personnel matters, student accomplishments and concerns through the established organizational channel.

Communication and Community Relations

42. Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding and solicit support for overall school objectives and programs.
43. Interpret Board policies and administrative directives.
44. Attend and participate in meetings before and after regular school hours.

Professional Growth and Development

45. Promote the professional growth of the magnet and dual credit school staff by presenting in-service programs that meet the individual and group needs of professional auxiliary personnel through the implementation of best practices.
46. Attend staff development as directed.
47. Promote professional improvement through activities approved by the Board.

Other Duties

48. Perform additional duties as assigned by supervisors.

Supervisory Responsibilities

Supervise the magnet school program

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, frequent Districtwide travel, frequent prolonged working and irregular hours.

Terms of Employment

199 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: _____



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

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.