

Job Title: Campus College Readiness Coordinator **Wage/Hour Status:** Exempt
Reports to: Principal **Pay Grade:** 103
Dept/School: Assigned Campus **Date Revised:** September 26, 2022

Primary Purpose

Provide leadership and assists students with the overall administration and campus level operations of college readiness programs. Work collaboratively with administrators and other professionals to promote student awareness of college readiness programs.

Qualifications

Education/Certification

Bachelor's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Demonstrate leadership ability in working with administrators, teachers, students, parents, and the general public
- Knowledge and understanding of dual credit programs, and other college readiness opportunities
- Ability to interpret college readiness policy, procedures and data
- Ability to conduct research, collect data, and interpret data at a high level of accuracy
- Strong organizational, communication, presentation, and interpersonal skills
- Ability to collaborate effectively with co-workers and colleagues
- 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. Assist students and campus personnel with planning and operation of the campus college readiness program and "Go Center".
2. Plan the time, resources, and materials necessary to promote and ensure success of college readiness program.
3. Provide leadership in the application process for students preparing for college readiness.
4. Promote and assist students and parents to complete the Free Application for Federal Student Aid (FAFSA).
5. Assist campuses to plan and implement dual credit courses.
6. Work with school administrators, counselors, and instructional facilitators to address dual credit issues.
7. Coordinate with El Paso Community College, University of Texas at El Paso and campus counseling staff to conduct Texas Success Initiative (TSI) testing.
8. Participate in meetings with principals and assistant principals to provide guidance and instruction for students.
9. Establish and maintain communication with feeder schools, students, and parents to foster productive relationships and preparation for college readiness.
10. Utilize District, campus, and community services to develop the most effective college readiness program.
11. Promote and conduct student tours of colleges and universities.
12. Promote and assist campus counselors to conduct financial aid fairs, college admission workshops, and college week on campus.
13. Develop and train mentors and "Gear-Up" students to assist students in the Go Center.

- 14. Assist campus counseling staff to track student Accuplacer, PSAT, SAT and ACT registration and waivers.

Student Management

- 15. Coordinate student recruitment for dual credit programs.
- 16. Establish and maintain a standard of conduct that is supportive of the college readiness programs.

Communication and Community Relations

- 17. Communicate the campus vision and implementation status of college readiness programs to patrons and the community.
- 18. Establish and maintain favorable relationships with campus stakeholders to foster understanding and solicit support for the college readiness program.
- 19. Interpret administrative policies and directives.
- 20. Serve as a liaison for campus-based programs or other college readiness initiatives in the District and community.

Professional Growth and Development

- 21. Attend staff development as directed.
- 22. Promote professional growth and staff development programs for professional personnel in relation to college readiness programs.

Terms of Employment

189 days; salary to be established by the Board of Trustees

**Note: This position is grant funded and approved on an annual basis*

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: _____

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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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.