

Job Title: Director College and Career Readiness
School Models

Wage/Hour Status: Exempt

Reports to: Executive Director College and Career
Readiness Innovation

Pay Grade: 108

Dept/School: College and Career Readiness Innovation

Date Revised: August 11, 2023

Primary Purpose:

Provide leadership in promoting, supporting, and monitoring College and Career Readiness School Models (CCRSM) including P-TECHS, ECHS and T-STEM to enhance those opportunities for EPISD students. Collaborate with CCRSM stakeholders to support the vision, philosophy, and goals.

Qualifications:

Education/Certification

Master's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills:

- Able to interpret policy, procedure, and data
- Able to set priorities, organize time efficiently, and meet deadlines
- Able to collaborate with administrators, teachers, students, parents, and community partners
- Knowledge of EPISD design and implementation of CCRSM
- Knowledge of the TEA CCRSM Blueprints and Outcomes Based Measures (OBMs)
- Strong communication, interpersonal, organizational, and presentation skills

Experience:

Three (3) years teaching experience
Five (5) years campus and/or central office administrative experience

Major Responsibilities and Duties

1. Prepare CCRSM reports and presentations.
2. Coordinate the annual CCRSM Designation Application workshop.
3. Complete and submit all CCRSM required paperwork including but not limited to Designation Applications, Interlocal Agreements, Industry Affiliation Agreements and Memorandums of Understanding.
4. Coordinate transportation between each CCRSM and EPCC.
5. Attend CCRSM conferences as needed (in town and out of town).
6. Collaborate with the EPISD Career and Technical Education Department (CTE) to recruit and train the P-TECHS Lead Teacher at each school.
7. Collaborate with the EPISD Curriculum and Instruction Department (C & I), CTE, El Paso community College (EPCC) annually to review and revise each CCRSM Curriculum Crosswalk.
8. Collaborate with various EPISD departments to create a CCRSM social media presence including but not limited to Instagram, Facebook, Twitter, web page(s).
9. Annually review and revise the Work Based Learning Calendar and opportunities for each P-Tech with CTE.
10. Coordinate with EPCC, the University of Texas at El Paso (UTEP), the University of Texas at Austin (UT), and other entities to provide professional development and materials.
11. Gather, analyze, and report Outcomes Based Measure trends to supervisors.
12. Maintain the existing CCRSM digital resource files.
13. Meet with school administrators, counselors, and teachers to problem solve any issue that might prevent the successful implementation the CCRSM at their site.
14. Organize monthly school site meetings to review CCRSM OBMs.
15. Provide professional development opportunities for teachers, counselors, and administrators.

Budget and Inventory:

16. Coordinate with External Funding to initiate funding of grants to assist CCRSM goals.
17. Develop and administer the budget for department.
18. Ensure activities are cost effective and funds managed prudently.
19. Identify resources and materials necessary to promote and support CCRSM goals.
20. Maintain inventories and recommend replacement and disposal of materials and equipment.

School/Organizational Climate:

21. Coordinate activities with other facilitators related to CCRSM.
22. Coordinate activities within Advanced Academics related to Dual Credit.
23. Participate in stakeholder meetings related to CCRSM.
24. Participate in the planning and coordination of College Readiness Advisory Committee meetings.
25. Work closely with the EPCC and the UT on issues related to dual credit/enrollment courses.

Policy, Reports and Law:

26. Assume responsibilities for implementing the policies and directives of the Board of Trustees (BOT), Texas Education Agency (TEA) and the Department of Education.
27. Compile and maintain records and reports as assigned.
28. Proofread Policies and Regulations related to CCRSM and recommend changes for continuity and accuracy.

Student Management:

29. Coach administrators, coordinators counselors and teachers on student recruitment and applications for each CCRSM.

Personnel Management:

30. Promote an organizational climate that results in positive staff morale and openness in the district.
31. Recommend personnel action regarding assigned personnel.

Communication and Community Relations:

32. Attend and/or present at EPISD Board of Trustees' meetings as requested by the Executive Director of Advanced Academics.
33. Communicate the district vision and implementation status of CCRSM to community stakeholders.
34. Employ collaborative decision-making processes and fosters team building.
35. Establish and maintain favorable relationships with community stakeholders and solicit support for the CCRSM initiatives.
36. Participate in District and community activities.
37. Perform other duties as assigned by supervisor.

Professional Growth

38. Stay informed of the latest developments with the TEA CCRSM.
39. Participate in professional development activities.

Supervisory Responsibilities

40. Supervise, train and evaluate the performance of assigned personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

41. 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 the Board

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.