

**Job Title:** Facilitator College and Career Readiness  
School Models

**Wage/Hour Status:** Exempt

**Reports to:** Director College and Career Readiness  
School Models

**Pay Grade:** 105

**Dept/School:** College and Career Readiness Innovation

**Date Revised:** August 11, 2023

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**Primary Purpose:**

Responsible for 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:**

Bachelor's Degree from an accredited university  
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

**Major Responsibilities and Duties:**

1. Assist in the preparation of CCRSM reports and presentations.
2. Assist with the coordination of the annual CCRSM Designation Application workshop.
3. Assist with the completion and submission of all CCRSM required paperwork including but not limited to Designation Applications, Interlocal Agreements, Industry Affiliation Agreements and Memorandums of Understanding.
4. Assist with the transportation coordination 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. Coordinate with CTE to annually review and revise the Work Based Learning Calendar and opportunities for each P-TECHS.
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. Coordinate professional development opportunities for teachers, counselors, and administrators.
12. Gather, analyze, and report Outcomes Based Measure trends to supervisors.
13. Maintain the existing CCRSM digital resource files.
14. Meet with school administrators, counselors, and teachers to problem solve any issue that might prevent the successful implementation the CCRSM at their site.
15. Organize monthly school site meetings to review CCRSM OBMs.

**Budget and Inventory**

- 16. Assist departments and schools in the identification of resources and materials necessary to promote and support CCRSM goals.

**School/Organizational Climate**

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

**Policy, Reports and Law**

- 22. Compile and maintain records and reports as assigned.
- 23. Proofread Policies and Regulations related to CCRSM and recommend changes for continuity and accuracy.

**Student Management**

- 24. Assist coaching administrators, coordinators counselors and teachers on student recruitment and applications for each CCRSM.

**Communication and Community Relations**

- 25. Communicate the district vision and implementation status of CCRSM to community stakeholders.
- 26. Employ collaborative decision-making processes and fosters team building.
- 27. Establish and maintain favorable relationships with community stakeholders and solicit support for the CCRSM initiatives.
- 28. Participate in District and community activities.
- 29. Perform other duties as assigned by supervisor.

**Professional Growth**

- 30. Stay informed of the latest developments with the TEA CCRSM.
- 31. Participate in professional development activities.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors:**

- 32. 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 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: \_\_\_\_\_

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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.