
Job Title	Student Intake and Transition Administrator Telles Academy Specialty Campuses CCTA/Delta/RTA	Job Title Code	127226
Reports to	Principal	Wage/Hour Status	Exempt
Dept/School	Assigned Campus	Pay Grade	105
		Date Revised	December 11, 2024

Primary Purpose

Assist the school principal with the student intake process and overall administration of transition process while coordinating assigned student schedule and services.

Education/Certification

- Master's Degree

Special Knowledge/Skills

- Ability to organize and coordinate campus-wide programs
- Understand of school operations particular to guidance and instruction
- Knowledge of graduation requirements
- Knowledge of the juvenile judicial system, community agency resources and the referral process
- Knowledge and skills in casework and transition methods
- Ability to interpret data
- Strong communication skills for conferencing with teachers, parents, students and school staff
- Strong organizational, public relations and interpersonal skills
- Knowledge of community agency resources and the ability to access community resources

Experience

- Three (3) years' teaching experience
- Two (2) years' administrative experience in education

Major Responsibilities and Duties

Instructional and Program Management

1. Participate in site-based decision-making process.
2. Implement and document procedures to identify and monitor at-risk students at all grade levels districtwide, including review of student data through District approved platforms. .
3. Promote District initiatives and a growth mindset when working with staff, parents, community, and students.
4. Collaborate regarding students in situations with alternative course work through curriculum modification and acceleration.
5. Coordinate education and community services for pregnant students, students living in homeless situations, migrant students, and other At-risk students.
6. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations.
7. Act as liaison between campus and student's home campus ensuring all required documentation is available for proper evaluation and enrollment of students.
8. Coordinate with campus counselors, faculty and staff to ensure students' proper placement into necessary courses for timely graduation.
9. Work directly with parents to assist them in developing and implementing strategies designed to improve the academic success of their students.
10. Coordinate and manage student and parent orientation sessions.
11. Assist the leadership team in establishing, clarifying and implementing goals and objectives to ensure

the attainment of the district/school's mission.

12. Work with campus CIT/CLT teams and other school district personnel in goal setting and planning.
13. Assist the campus in the absence of the principal and other site administrators in the overall administration of the school.
14. Collaborate with law enforcement agencies, home schools and parents in addressing student needs.
15. Collaborate with LSSP, Social workers, At-Risk Counselors, Student Outreach Specialists, law enforcement officers and other intervention personnel, as assigned by the principal.
16. Create and maintains a database for efficient collection and retrieval of student and program information for staff and outside agencies.
17. Assist with the coordination of professional development and professional learning of staff members on campus and outside.
18. Serve as an advocate for all students.
19. Maintain confidentiality of student and staff information.
20. Perform other assigned duties as required by the supervisor.
21. Submit reports as requested by the Director, Counseling and Advising.

Monitor Programs

22. Assist with the monitoring and reviewing of student credit audits each semester using TEAMS and other monitoring platforms.
23. Assist with campus-wide assessment program to include collaboration with Campus Testing Coordinator and senior attendance clerk during testing window.

School/Organizational Climate

24. Articulate the school's vision/mission to students and parents and solicit their support.
25. Assist in providing a positive school climate.
26. Provide information to parents about school policies and procedures.
27. Demonstrate the use of appropriate and effective techniques for parents and community Involvement.
28. Maintain individual records of student/parent contact and expected care plan.
29. Communicate and promote high expectations for student performance and behavior.
30. Participate in establishing and maintaining a positive school climate.
31. Foster collegiality and team building among staff.
32. Communicate effectively with students, parents, staff and the community.
33. Contribute and support colleagues in accomplishing the school's mission.
34. Assist the principal in providing a positive school climate conducive to teaching and learning.
35. Utilize resources of the district and the community in developing a college-ready climate.

School/Organization Improvement

36. Develop, maintain, and utilize the TEAM information systems and record necessary for attainment of district graduation goals.
37. Provide and document student information and assist with decision-making regarding academic, personal, and social/emotional matters at the campus, through District approved platforms.

Administrative/Management

38. Comply with policies established by federal and state laws, State Board of Education rule, and District Board legal and local, bulletins, and regulation policy.

Policy, Reports, and Law

39. Assist with the collection, processing and distribution of identified student data and interpret this information for guidance, administrative and instructional purposes.
40. Comply, maintain and file all physical and computerized reports, records and other required

documents.

41. Comply with the policies established by federal and state laws, FERPA, State Board of Education rules and local board policy.
42. Keep informed of and comply with regulations and policies of the local district, state, and school concerning curriculum, student management, and personnel as it relates to post-secondary education.

Student Management

43. Work with faculty and staff to encourage and reward positive student behavior.
44. Effectively conduct interviews and conferences with parents and teachers concerning school and student issues.
45. Participate in activities to enhance personal leadership skills.
46. Consult with school counselors, parents, teachers, administrators, and outside agencies to help students and their families address academic, personal and social/emotional needs.
47. Plan and align collaboratively with counselors regarding the academic, emotional and social needs of all students.

Personnel Management

48. Participate in activities to enhance personal leadership skills.

School/Community Relations

49. Assist with providing parents information about the following: District policies and procedures, course offerings, high school course offerings, Program of Study (POS), high school graduation plans minimum recommended.
50. Assist by providing information to parents about students' academic progress for graduation.
51. Assist with District efforts to improve student attendance.
52. Assist campus administration with parental outreach, training approved home visits, etc.
53. Project a positive image to the community.
54. Provide quality customer service and professional behavior when working with staff, parents, community, and students.

Communication and Community Relations

55. Serve with parents, faculty and student groups to accomplish educational objectives and community needs.
56. Help the principal to promote parent and community relations.
57. Communicate and work with related organizations or people to administer, recruit, organize and conduct testing as assigned by principal.
58. Involve parents, faculty and student groups to create and promote a college mindset.
59. Assist the principal in the promotion of parent and community relations.
60. Communicate with related organizations or personnel to promote students to take college entry tests and required assessments.

Professional Growth and Development

61. Utilize performance evaluation results and the appraisal process to improve performance.
62. Improve skills and knowledge through available in-service and self-initiated professional training opportunities.
63. Develop and maintain positive working relationships with other school's professionals and representatives of community resources.
64. Participate in professional development to improve skills and knowledge related to job assignments.
65. Adhere to ethical and legal standards and model behavior that is professional and responsible.
66. Report to the principal in writing, any identified irregularities found in the student academic records.
67. Perform other duties as assigned by supervisor.



JOB DESCRIPTION

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintains emotional control under stress. Occasional prolonged and irregular hours may be necessary, including home visits and travel.

Terms of Employment

226 days; salary to be established by Boart 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: _____

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 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.