

HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION

POSITION TITLE: Coordinator, College Access

JOB CODE: 000695

GRADE: RT3

Contract Length: 11 Months

IMMEDIATE SUPERVISOR: Manager, Secondary Counseling and Guidance

POSITION SUMMARY:

The College Access Coordinator is responsible for working with students, parents, teachers, counselors, administrators, and other relevant persons to facilitate the creation of a college bound culture the high school campus. It will be necessary to work with contact persons in each school in the feeder pattern in order to ensure that the college bound culture is being created from elementary school on through high school and beyond.

ILLUSTRATIVE DUTIES

Plan, implement, and evaluate the high school's plan to creating a college bound culture within each feeder pattern.

Consult with parents, teachers, counselors, administrators, and other relevant individuals to enhance the work of building a college bound culture within the feeder pattern.

Collaborate with parents, teachers, counselors, administrators, and other relevant individuals to provide information and programming as follows:

- Early Awareness for students and their families, in terms of curriculum, career pathways, and financial aid and scholarships;
- Provision of appropriate support systems for all students in rigorous courses;
- Completion of applications for college, scholarships, and financial aid;
- Facilitation of college tours and visits to college campuses;
- Facilitation of college entrance examinations and appropriate benchmarks at various grade levels; and
- Facilitation of the implementation and continuous update of a College Access Plan (PGP) for each student grade 6–12 on campus.

Coordinate with school and community personnel to bring together resources for students and their families, to include the creation and maintenance of a College/Career Center for each high school.

Train teachers, counselors, administrators, and other relevant individuals to serve as college advisors to implement postsecondary planning periods for students and to provide consistent information within each classroom.

EDUCATIONAL EXPERIENCE

- Bachelor's degree from an accredited college or university. Master's degree preferred.
- Texas Education Agency Teacher Certification.

EXPERIENCE

- Five years exemplary teaching experience.
- Working knowledge of personal computers and applicable software, internet and web-based resources.

ADDITIONAL REQUIREMENTS

Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the school.

Ability to discern the sensitivity of internal/external communications in a large public organization and an awareness of the elements of public relations.

Ability to work effectively with a diverse student and community population.

Ability to learn quickly and the desire to rapidly become an expert in all topics related to postsecondary education, PK-16.

Ability to adjust the eye to bring an object into focus, judge distance (close and distant), reach with arms extended and use hands to manipulate the keyboard.

Ability to lift and carry up to 20 pounds, stand, stoop, kneel, crouch, walk, twist, bend, climb and/or be mobile.

PHYSICAL DEMANDS

- Ability to walk, stand, sit, talk, hear, and eye/hand/foot coordination frequently;
- Ability to lift, climb, carry and feel objects, occasionally;
- Possess a valid Texas driver's license with applicable insurance coverage and/or current defensive driving certificate.

Working Environment:

- Occasional temperature changes.