



**Job Title:** Early College Title 1 Coordinator

**Exemption Status/Test:** Exempt

**Reports to:** Assistant Director of Innovation

**Date Revised:** June 2021

**Dept. /School:** Office of Innovation

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**Primary Purpose:**

Coordinate the district early college programs for administrators, educators, and district personnel. Collaborate with district stakeholders to provide support for early college programs including ECHS, P-TECH and Collegiate Academies.

**Qualifications:**

**Education/Certification:**

Master's degree  
Valid Texas Administrative Certification  
Valid Texas Teacher Certification

**Experience:**

Three (3) or more years as a classroom teacher  
Demonstrated ability to utilize data for decision-making  
Prior experience supporting campus early college teams to meet outcomes bonus measures

**Special Knowledge/Skills:**

Ability to interpret data to plan and organize effectively  
Ability to problem solve and work collaboratively with others  
Ability to build relationships with stakeholders  
Ability to communicate effectively with audiences from multi-cultural and multi-ethnic backgrounds

**Major Responsibilities and Duties:**

**Program Management**

1. Provide technical assistance in implementing the TEA blueprint for Early College programs for administrators, advisors and teachers.
2. Support Early College high school and industry partnership activities including work-based learning programming, alignment of Dallas College courses to industry partner needs, and community building.
3. Facilitate communication between Dallas College and high schools including application/acceptance process, alignment of degree plans, and student support activities.
4. Actively participate in the implementation of enrollment strategies of the target population as defined in the TEA blueprint.
5. Plan, coordinate and execute outreach activities for middle school students and their families. Coordinate parent-focused information sessions and presentations about the early college programs.
6. Partner with CCMR coordinator and Early College programs to support the development, implementation, and evaluation of a structured CCMR program for grades 6-12 that maximizes CCMR Outcomes Bonus funding for the district.

7. Track and analyze student performance data and monitor progress for meeting Outcome Based Measures as required in the TEA Blueprint.
8. Recommend improvements that enhance the efficiency and effectiveness of Early College program.
9. Oversee Early College program application process and required documentation and products as indicated in the TEA Blueprint.
10. Actively support, monitor, and evaluate Early College programs at high school.
11. Establish and maintain cooperative relationships with stakeholders to support district goals and program objectives.
12. Monitor and maintain information about Early College programs on the district website to ensure information is current and accurate.
13. Engage in continuous learning through professional development opportunities and active collaboration with colleagues.
14. Demonstrate leadership by actively engaging in district committees.

#### **Budge and Inventory**

15. Participate in development, preparation, and administration of budget for programs, resources, supplies, and equipment to ensure cost-efficiency and that funds are managed wisely.
16. Participate in grant-writing activities to obtain program funding.

#### **Policy, Reports, and Law**

17. Compile, maintain, and file all reports, records, and other documents required.
18. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

#### **Supervisory Responsibilities:**

None.

#### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals

**Posture:** Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Working irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.