



**Job Title:** College and Career Title I Facilitator

**Exemption Status/Test:** Exempt/Administrator  
In an Educational Establishment

**Reports to:** Advanced Academics Administrator

**Date Revised:** 2015

**Dept. /School:** Curriculum and Instruction

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**Primary Purpose:**

The College and Career Readiness Facilitator leads to improve the District's College and Career Readiness programs and services to support the District's goal that every student graduating from high school is college and career ready.

**Qualifications:**

**Education/Certification:**

Bachelor's degree

Valid Texas teaching certificate with endorsement in gifted and talented education.

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Knowledge of strategies and materials for the education of gifted and talented students

Ability to interpret data

Strong organizational, communication, and interpersonal skills

**Experience:**

Three years' experience as a gifted and talented teacher

**Major Responsibilities and Duties:**

**Program Management**

1. Supports the development, implementation and evaluation of a structured Pre K-12 college and career readiness/awareness program.
2. Initiates college readiness assessment program (including, but not limited to, diagnostic data such as PSAT, SAT, etc.).
3. Serves as liaison to higher education partners.
4. Coordinates professional development as related to the goals for the CCR program and initiatives.
5. Provides leadership for scholarship and financial aid programs.
6. Remains aware of District and community needs and initiates activities to meet those identified needs.
7. Provides increased accountability by capturing and analyzing data to track student success. Prepares reports and completes research on topics related to CCR.
8. Recommends improvements and/or additions that enhance the efficiency and effectiveness of the District's college and career readiness efforts.
9. Creates, develops and maintains a college readiness website for the District.
10. Plans district college readiness events. Monitors and evaluates District graduation and completion rates.

11. Actively supports school sites' career readiness programs, internships and services at high schools and middle schools.
12. Works to develop and implement formal and informal student events and activities that enhance CCR.
13. Establishes maintains cooperative relationships with parents and the community to support District goals and program objectives.
14. Engages in continuous learning through professional reflection and active collaboration with colleagues.

### **Consultation**

15. Plan and conduct parent meetings. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding gifted and talented students.

### **Budget and Inventory**

16. Participate in development, preparation, and administration of budget for supplies and equipment and ensure that the program is cost-effective and that funds are managed wisely.
17. Assist with the selection and purchase of supplemental equipment and supplies for the program.
18. Participate in grant-writing activities to obtain program funding.

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

19. Compile, maintain, and file all reports, records, and other documents required.
20. 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 including personal computer 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:** Frequent districtwide travel; occasional statewide travel

**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.