San Benito Consolidated Independent School District
Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Higher Education Coordinator	**Exemption Status:**	Exempt
Reports to:	Campus Principal	**Pay Grade:**	03
Works with:	Students/District Personnel	**Days:**	226
Dept./School:	San Benito High School	**Date Revised:**	04/28/2020

Primary Purpose:

Qualifications:

Minimum Certification/Education:
- Master's Degree
- Valid Texas Teacher Certificate

Experience:
- Three or more years of successful classroom teaching experience.

Major Responsibilities and Duties

Instructional Management:

1. Together with administration, lead high school staff in the development of a comprehensive plan for building and maintaining a college bound culture school wide.
2. Assist all students in developing their post higher school career plans.
3. Coordinate all pre-collegiate activities for the campus.
4. Facilitate the college application process, including writing college recommendations for students.
5. Ensure students have access to Pre-AP, AP, Dual Credit, Concurrent Enrollment, and possible On-line courses.
6. Conduct training of teachers as it relates to activities such as Sure Score, Princeton review, AP, Dual Credit, and concurrent enrollment as necessary.
7. Increase student participation in SAT and ACT testing and coordinate PSAT, SAT and ACT prep workshops.
8. Coordinate the PSAT and AP testing on campus.
9. Work with faculty and deans on developing AP course audits and designations.
10. Coordinate activities with post-secondary institutions to enhance dual credit participation.
11. Facilitate and coordinate university outreach personnel coming unto the high school level campuses.
12. Coordinate College and Career Night as well as on-going information for all students/families related to scholarships, financial aid and college admissions.
13. Attend off-campus update meetings for colleges.
14. Provide parent and student information sessions on how to prepare for post-secondary work; including but not limited to: How to apply for financial aid; How to seek out and apply for scholarships; Preparing for College/Post-Secondary.
15. Assist student athletics with their NCAA clearinghouse registrations and ensure credits meet requirements for submission.

16. Develop partnership with local, state, and national post-secondary institutions.
17. Develop and help maintain on-line resources for students and parents.
18. Remain current with all College Board updates.
19. Assist students in the completion of applications for college, scholarships, and financial aid.
20. Facilitating college tours and visits to college campuses when funds are available.
21. Facilitate college entrance examinations and placement exams.
22. Work closely with GEAR UP Site coordinator to review successful strategies and avoid duplication.
23. Coordinate with school and community personnel to bring together resources for students and their families, to include the maintenance of the College and Career Go Center at SBHS.
24. Assist the state-mandated, federally-mandated, and district testing programs.
25. Prepare and present reports as assigned and as needed.
26. Perform other duties as assigned by the campus principal, assistant superintendent, and/or superintendent.
27. Consult with teachers, counselors, administrators & other relevant and individual to enhance the work of building a college bound culture.
28. Help students to identify career opportunities as it relates to the college degree plans.
29. Coordinate student recognition programs, such as High 5, Banquet, Scholars Ceremony, and Scholarship Recognition Night.
30. Other duties as assigned.

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

Employee's Signature: _____ Date _____

Administrator's Signature: Nate Carman EdD Date 6-3-20