Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Concurrent Enrollment Specialist**	FLSA Status:	**Non-Exempt**
Job Family:	**Program Specialist**	Pay Range:	**PS17H**
Prepared/Revised Date:	**September 1, 2026**	Job Code:	**40202**

SUMMARY: Responsible for planning, developing, promoting and/or implementing career-related activities, the Concurrent Enrollment (CE) program, and providing students and parents with resources to enhance awareness of post-graduation options at a high school. Under the direction of a licensed staff member or administrator coordinate the Concurrent Enrollment (CE) program including establishing and managing partnerships with institutions of higher education, supporting school personnel in meeting the CE expectations of higher education, and processing necessary paperwork. Direct the daily operation of the Career Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Process concurrent enrollment paperwork, prepare rosters, and register students for Accuplacer testing. Arrange class visits, meetings, informational events, and field trips for students and parents. Act as liaison between high school and Front Range Community College (FRCC) staff and instructors.	D	40%
2. Assist students, teachers and parents with career/college resources in the Career Center. Guide students through the career/college search, scholarship information and applications, and the college application process. Visit senior classrooms to promote the Career Center.	D	10%
3. Act as liaison for students, parents, and teachers with college representative and military recruiter visits.	D	3%
4. Collaborate with counselors to provide student support and follow-up with ICAP goals for concurrent enrollment; including High School select, Campus Select, Career Pathways and ASCENT.	D	3%
5. Maintain counseling department website and social media sites with details regarding testing, graduation paperwork and colleges/university information.	D	3%
6. Attend work and arrive in a timely manner.	D	1%
7. Communicate with students and parents via email, weekly newsletter and necessary updates.	W	10%
8. Maintain scholarship donor accounts to provide information, advertise individual scholarships, and coordinate donors, students and counselors. Maintain and promote the local scholarship packet. Ensure students complete necessary paperwork for scholarship submission.	W	5%
9. Assist Upward Bound and Talent Search with setting up space for student visits and informing students of schedules and times. Connect students with program directors.	W	1%
10. Coordinate high school events such as the annual scholarship celebration and the Northern Colorado Out-of-State College Fair which may include planning guest speakers, coordinating catering, renting necessary equipment, preparing decorations and set-up, assembling power point presentation and music, data entry of student scholarships offered, advertising the event, preparing script for master of ceremony, and celebration clean-up.	A	16%

11. Coordinate Parent/Teacher conferences including set-up, maps of school, teacher list and parent seating assignment chart.	A	3%
12. Assist students, on an individual basis, with college and scholarship application essay review.	A	2%
13. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree
- One to two years of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills including editing, proofreading, punctuation and spelling skills
- English language skills
- Interpersonal relations skills
- Basic math skills
- Strong organizational skills
- Customer service and public relations skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, time management skills, attention to detail
- Knowledge of career and post-secondary educational opportunities
- Knowledge of internet on-line application processes
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge and experience with personal computers and peripherals
- Operating knowledge of and troubleshooting skills elated to computer hardware, software, network, databases and internet
- experience with personal computers and peripherals
- Operating knowledge of and experience with word processing software and databases
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the Career Center

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze			x	
Communicate				x
Copy				x
Coordinate			x	
Instruct			x	
Compute		x		
Synthesize		x		
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate	x			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	