



**Job Title:** CCMR Title I Coordinator  
**Reports to:** Advanced Academics Administrator  
**Dept. /School:** Office of Innovation

**Exemption Status/Test:** Exempt

**Date Revised:** June 2021

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### **Primary Purpose:**

Coordinate the district CCMR program for administrators, educators, and district personnel. Collaborate with stakeholders to provide a research based CCMR program that increases college, career, and military readiness for GISD graduates.

### **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 CCMR decision-making  
Prior experience supporting campus CCMR 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. Support the development, implementation, and evaluation of a structured CCMR program for grades 6-12 that maximizes CCMR Outcomes Bonus funding for the district.
2. Coordinate professional development to meet CCMR program goals and initiate activities to meet identified CCMR needs.
3. Track and analyze student performance data to increase stakeholder CCMR ownership.
4. Recommend improvements that enhance the efficiency and effectiveness of CCMR programs.
5. Plan and support district CCMR events (e.g., College Night, Expo, AP Study sessions, etc.).
6. Actively support, monitor, and evaluate CCMR programs and services at high school and middle school campuses including AP, NMSI, PSAT/SAT, TSI programs, and TSIA testing.
7. Plan and implement dynamic and engaging college and career readiness activities, events, programs, and services for students (e.g., Superintendent's Scholars Ceremony, Honors Scholars Reception, GISD's Scholars Academy, GISD/KD College Prep Summer Program, etc.).
8. Establish and maintain cooperative relationships with stakeholders to support district goals and program objectives.

9. Monitor and maintain information about CCMR programs and services on the district website to ensure information is current and accurate.
10. Engage in continuous learning through professional development opportunities and active collaboration with colleagues.
11. Demonstrate leadership by actively engaging in district committees.

#### **Budget and Inventory**

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

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

14. Compile, maintain, and file all reports, records, and other documents required.
15. 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:** 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.