



Title: **College, Career, and Military Readiness (CCMR) Coordinator**
 Reports to: Administrator Assigned
 Department: Advanced Academics

Pay Grade: 305
 FLSA: Exempt
 Length of Assignment: 226 days
 Funding Source: Contingent on grant funding

Summary

Serve as Ysleta ISD's dedicated resource for college, career, and military readiness outcomes across all high school campuses. Connect the district's existing advanced academics system, Go Centers, Career and Technical Education (CTE) programs, and postsecondary partnerships to the transition points where House Bill 3 (HB3) Outcomes Bonus Funding is won or lost. Monitor five core readiness indicators—Texas Success Initiative (TSI) passage, dual credit accumulation, industry-based certification attainment, postsecondary enrollment persistence to census day, and Level I/II certificate completion—and drive the cross-departmental action needed to move students across each threshold. Coordinate systems, track progress, and keep multiple departments working toward shared outcomes for every graduating class. Support the Building a Talent Strong El Paso initiative for the 2026–2029 school years. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Monitor districtwide and campus-level progress on the five core CCMR indicators: TSI passage (English Language Arts and Math), dual credit accumulation (15+ hours), industry-based certification (IBC) attainment, postsecondary enrollment persistence to census day, and Level I and II certificate completion. Track which students hold one or more indicators and which hold none.
2. Conduct regular structured check-ins with all Go Center Specialists to collect campus-level indicator data, measure progress against annual targets, and identify campuses and student cohorts where intervention is needed.
3. Bridge the advanced academics and CTE systems by coordinating with the Director of Advanced Academics and College Readiness and the CTE Director to identify students whose CTE pathway or IBC attainment creates a TSI opportunity—and vice versa—so that no qualifying student falls through the gap between the two departments.
4. Participate in the district CCMR Task Force and related committee meetings, including meetings with Junior Reserve Officer Training Corps (JROTC) staff, contributing cross-indicator data summaries, flagging students near threshold, and following up on action items.
5. Identify and manage critical CCMR calendar windows—beginning-of-year enrollment and course placement, TSI testing cycles, dual credit registration windows, IBC testing deadlines, and the spring-to-fall postsecondary transition—and coordinate targeted action with campus and district staff during each window.
6. Track postsecondary enrollment data for graduating cohorts across all two-year and four-year institutions, including El Paso Community College (EPCC), University of Texas at El Paso (UTEP), and out-of-region colleges, to ensure the district captures HB3 Outcomes Bonus Funding credit for every eligible student who enrolls and persists to census day.
7. Support summer transition efforts for graduating seniors, coordinating with Go Center staff and EPCC contacts to sustain postsecondary enrollment from graduation through fall census day.
8. Gather, synthesize, and present CCMR data to district leadership, campus principals, and the CCMR Task Force through clear reports, working session materials, and data summaries organized by campus, indicator, and student subgroup.
9. Maintain current knowledge of Texas Education Agency (TEA) accountability releases, HB3 Outcomes Bonus Funding updates, Texas Higher Education Coordinating Board (THECB) performance funding guidance, and changes to the CCMR accountability framework; communicate relevant implications to district leadership and campus staff.
10. Maintain structured data tracking logs and submit regular progress reports as required by district leadership and grant reporting obligations.

Job Description

YSLETA INDEPENDENT SCHOOL DISTRICT

11. Collaborate with the Council on Regional Economic Expansion and Educational Development (CREEED) grant consultant on monthly indicator reviews, intervention planning, and regional professional development and cross-district convenings.
12. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree from an accredited university required, Master's degree preferred; Texas teaching, counseling, administrator, or student services certification preferred; three (3) years of K–12 education, postsecondary or higher education, CTE coordination, or student services experience required; five (5) years preferred. Working knowledge of Texas CCMR indicators, HB3 Outcomes Bonus Funding structures, and postsecondary enrollment data. Experience with student data systems or CCMR-related tracking tools preferred. Experience facilitating cross-departmental meetings and structured data review sessions preferred. Valid Texas/New Mexico driver's license; must be insurable by the district's auto liability insurance carrier. Subject to district drug and alcohol testing policy and regulation.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to coordinate across multiple departments and campuses simultaneously; prolonged use of computers; frequent districtwide travel to all high school campuses; occasional prolonged and irregular hours, occasional statewide travel for professional development and regional convenings.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.