



Longview Independent School District

JOB DESCRIPTION

COORDINATOR FOR COLLEGE SCHOLARSHIPS

JOB TITLE:	Coordinator for College Scholarships	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	Two (2) Days Per Week
DEPARTMENT:	High School	PAY GRADE:	Administrative 1

PRIMARY PURPOSE:

Provide assistance to student in Grades 9 through 12 with information on receiving scholarships and financial aid for college

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills:

Thorough understanding of school operations
Strong organizational, communication, and interpersonal skills
Ability to coordinate campus support operations

Experience:

Three years experience as a classroom teacher

MAJOR RESPONSIBILITIES AND DUTIES:

School/Organizational Climate

1. Implement scholarship and financial aid programs to students and parents
2. Assist Counselors students' grades 9-12 in scheduling activities for academic workshops
3. Provide college and vocational guidance services to students in grades 9-12



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

School/Organizational Climate (continued)

4. Provide individual and small group assistance as needed
5. Update all guidance, scheduling and academic materials and handbooks
6. Publicize financial guidance services and information through various media
7. Coordinate guidance services with college and university program requirements
8. Provide career and vocational speaker program for grades 9-12

School/Organizational Improvement

9. Help principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
10. Assist with calendar academic development for the high school student's grades 9-12

Administration and Fiscal/Facilities Management:

11. Comply with federal and state laws, State Board of Education rule, and board policies

Student Management:

12. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable

Professional Growth and Development:

13. Participate in professional development to improve skills related to job assignment

School/Community Relations:

14. Articulate the school's mission to community and solicit its support in realizing mission
15. Demonstrate awareness of school-community needs and initiate activities to meet those needs
16. Use appropriate and effective techniques to encourage community and parent involvement



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other:

17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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EVALUATION:

Professional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2010