



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Concurrent Enrollment Coordinator** FLSA Status: **Exempt**  
Job Family: **Professional** Pay Range: **A/P Schedule-Grade Q**  
Prepared/Revised Date: **March 22, 2023** Job Code: **33606**  
Days: **218**

**SUMMARY:** Responsible for coordinating the Concurrent Enrollment Program by working closely with local external postsecondary partners, as well as secondary schools in Poudre School District, to provide a comprehensive program that affords high school students the opportunity to earn college credit while still in high school. The Coordinator will be responsible for all aspects of the program: planning; coordinating the enrollment process; funding; overseeing registration; and continued promotion and awareness of the program to high school students, their parents, counselors, and teachers.

**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.*

DESCRIPTION OF JOB TASKS
1. Supports the concurrent enrollment process in collaboration with site-level counseling teams at the district level. Plans for future requirements and advises the Director of Career & Innovation of all changes in Concurrent Enrollment (CE), both state and school policies.
2. Responsible for frequent and effective communication with key stakeholders, including administrators, counselors, curriculum, finance, and IT regarding policy, program updates, and planning opportunities.
3. Maintains and reports district data to the Director of Career & Innovation related to total students participating, pass rates, and other trends, and identifies areas of growth.
4. Works closely with counselors at high schools to support students, parents, and teachers with the concurrent enrollment registration process.
5. Continue to expand CE opportunities and build pathways to certificates and associate degrees.
6. Manage the CDE Concurrent Enrollment Grant application and implementation process.
7. Increase student access and awareness of CE opportunities, specifically ensuring equity in access for students who have been historically underrepresented in CE courses.
8. Prepare and present information promoting post-secondary program choices and college readiness to counselors, administrators, and other stakeholder groups. Manage a district-wide college and career event schedule annually.
9. Supervises concurrent enrollment funding, prepares a detailed operating budget for the concurrent enrollment program, and submits it to the Director of Career & Innovation.
10. Coordinates the ASCENT and TREP program at the district-level.
11. District point of contact for PSD Concurrent Enrollment staff at school sites as well as postsecondary partners.
12. Works closely with IT to support data sharing, student information forms, and all other technical requirements related to concurrent enrollment legislation.
13. Leads the promotion of all CE events, creating, reviewing, and approving all promotional materials prior to printing.



14. Maintains educational records and student concurrent enrollment agreements with regards to CE application as required.
15. Ensures contracts and MOUs are executed for all postsecondary partners.
16. Work with high school and postsecondary staff to support high school teachers in obtaining postsecondary credentials.
17. Attend work and arrive in a timely manner.
18. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree with related secondary or postsecondary experience.
- Experience instructing students in a classroom setting required.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teaching or special service provider license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- High level of proficiency in Microsoft Excel.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- 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 of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Career & Innovation	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Depth perception	
Ability to adjust focus	X

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