



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Coordinator Postsecondary**
Job Family: **Professional**
Prepared/Revised Date: **May 5, 2026**

FLSA Status: **Exempt**
Pay Range: **A/P Schedule, Grade Q**
Job Code: **33602**
Days: **218 days**

SUMMARY: Responsible for coordinating postsecondary opportunities by working closely with external postsecondary partners, as well as secondary schools in Poudre School District (PSD), to provide a comprehensive program that affords high school students the opportunity to earn college credit while still in high school. Plan and coordinate the enrollment process, funding, and continued promotion and awareness of college credit opportunities to high school students, their parents, counselors and teachers. Develop strategies and supports to increase student matriculation rates into two-year colleges, four-year colleges and universities, trade schools, and military pathways following high school graduation.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Support postsecondary partnerships in collaboration with site-level counseling and administrative teams at the district level. Plan for future requirements and advise the Director of Postsecondary and Workforce Readiness of all new legislation that impacts both state and school policies.
2. Responsible for frequent and effective communication with key partners, including administrators, counselors, curriculum, finance, and IT regarding policy, program updates, professional learning and planning opportunities.
3. Maintain and report district data to the Director of Postsecondary and Workforce Readiness related to student participation, pass rates, other trends, and identify areas of growth.
4. Work closely with counselors at high schools to support students, parents, and teachers to increase access and participation in postsecondary programs.
5. Continue to expand postsecondary opportunities with a focus on increasing the number of students that earn twelve college credits prior to graduation through AP, IB, CLEP, Concurrent Enrollment, and Dual Enrollment.
6. Facilitate and implement PSD's Individual Career and Academic Plan (ICAP) process in collaboration with school staff.
7. Increase student access and awareness of postsecondary opportunities, specifically ensuring equity in access for students who have been historically under-represented.
8. Prepare and present information promoting postsecondary options including 4-year, 2-year, military, and trade school. Manage an annual district-wide college and career event.



9. Supervise concurrent enrollment funding, prepare detailed operating budget for concurrent and dual enrollment programs, and submit to the Director of Postsecondary and Workforce Readiness.
10. Support financial aid and scholarship opportunities in collaboration with high school counselors and college and career classified staff. Track and report FAFSA completion rates for PSD annually.
11. Act as the district point of contact for PSD concurrent and dual enrollment staff at school sites as well as postsecondary partners.
12. Work closely with IT to support data sharing, student information forms, and all other technical requirements related to concurrent enrollment legislation.
13. Lead the promotion of postsecondary events; create, review and approve promotional materials prior to printing.
14. Maintain educational records and student concurrent enrollment agreements with regards to CE application as required.
15. Ensure 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. Participate in district CTE advisory committee meetings to support alignment between secondary pathways and postsecondary opportunities, while serving as the primary liaison for coordinating participation from pathway-specific representatives at partner postsecondary institutions.
18. Manage and report senior exit survey data and submit military, 4-year, and 2-year matriculation rates for district performance framework annually.
19. 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 preferred
- CPR & 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, District policies, administrative guidelines 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 Office 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 standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Postsecondary and Workforce Readiness	
Direct reports:	This position has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle or feed		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			



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

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