

# AUSTIN ISD

## JOB DESCRIPTION

JOB TITLE:	<b>GF ASSOCIATE COLLEGE AND CAREER READINESS</b>		PAY GRADE:	<b>PRF 1</b>
DUTY DAYS:	<b>226</b>	FLSA STATUS:	<b>EXEMPT</b>	DATE REVISED: <b>09/19/2025 HC</b>
FUNDING SOURCE:	<b>THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF FUNDS.</b>			

### **MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited university or college is required. Three (3) years of experience working with high school students in academic, mentoring, or advising settings preferred.

### **SKILLS REQUIREMENTS:**

- Ability to provide individualized and small-group tutoring in math (Pre-Algebra through Intermediate Algebra, Geometry, and Statistics), with additional support in reading, writing, and essay skills as needed.
- Capacity to advise students on college, career, and military pathways.
- Strong relationship-building skills to foster a positive, supportive, college-going culture.
- Ability to help students build academic and non-academic skills needed for postsecondary success.
- Strong organizational skills to track student progress, testing, and engagement.
- Experience working with high school students in educational, mentoring, or tutoring settings preferred.
- Bilingual (English/Spanish) preferred.

### **JOB PURPOSE AND RESPONSIBILITY**

The College and Career Readiness Associate provides direct, student-facing support. Associates deliver academic tutoring, college readiness advising, and guidance to help high school students prepare for the Texas Success Initiative Assessment 2.0 (TSIA2) and plan for postsecondary opportunities. This role integrates into campus teams, partners with educators and families, and helps shape the design and sustainability of a program funded through a combination of public grants and private philanthropy.

### **ESSENTIAL FUNCTIONS**

- Provide individualized and small-group math tutoring in Pre-Algebra, Intermediate Algebra, Geometry, Statistics, and Language Arts.
- Develop and implement tailored lesson plans to support TSIA2 readiness and broader postsecondary preparation.
- Advise students on college, career, and military pathways, assisting with goal setting, planning, and completion of postsecondary enrollment steps.
- Partner with teachers, counselors, and school staff to identify student needs, align services, and integrate support into classrooms and campus activities.
- Support school-based events, logistics, and communications that enhance program delivery.
- Establish strong, supportive relationships with students, families, and campus partners.

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- Track student attendance, academic progress, and engagement using program data systems.
- Coordinate TSIA2 preparation and testing logistics.
- Collaborate with and support volunteer tutors as needed.
- Participate in program design cycles to reflect on effectiveness, provide feedback, and help shape future college readiness initiatives.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

### **OTHER DUTIES AS ASSIGNED**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; Extensive walking may occur, occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Standard office setting

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress.

### **PERSONAL WORK RELATIONSHIPS**

This position reports directly to the appropriate supervisor of the department.

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**I have read & acknowledged the job description above.**

**Employee**

**Signature:**

**Date:**