



# Longview Independent School District

## JOB DESCRIPTION

# EARLY COLLEGE SUCCESS COORDINATOR

<b>JOB TITLE:</b>	Early College Success Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	12 Months
<b>DEPARTMENT:</b>	Longview High School	<b>PAY GRADE:</b>	Admin 4

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### Primary Purpose:

The Early College Success Coordinator manages the partnership between Longview High School and Kilgore College, overseeing dual enrollment and early college initiatives while ensuring student success. This role provides direct support to students, advises them on academic pathways, and ensures successful program completion.

### Qualifications:

#### Education/Certification:

Bachelor's degree in Education, Counseling, or a related field required  
Master's degree preferred  
Valid Texas teaching certificate required  
Administrative certification preferred

#### Special Knowledge/Skills:

Strong communication and relationship-building skills across K–12 and higher education systems  
Exceptional organizational and time management skills  
Ability to analyze and use data to drive decisions (e.g., Excel or similar tools)  
Problem-solving mindset with a focus on student success  
Ability to manage multiple priorities in a fast-paced environment

#### Experience:

Minimum of 3 years of experience in secondary education preferred  
Experience in academic advising, student services, or dual credit/Early College programs preferred  
Assistant Principal or instructional leadership experience strongly preferred

### Major Responsibilities and Duties:

#### Program Management

1. Ensure alignment of student schedules with high school graduation requirements and college coursework
2. Coordinate logistics including transportation, course access, and daily transitions between campuses



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3. Ensure compliance with district, college, and state guidelines (e.g., TEA requirements)

#### **Student Support & Advising**

4. Travel with and supervise students attending classes at Kilgore College
5. Advise students on academic pathways, course selection, and college expectations
6. Provide support with assignments, organization, study skills, and time management
7. Monitor grades, attendance, and overall progress toward credential attainment
8. Coordinate tutoring, interventions, and academic supports as needed
9. Mentor students in developing independence, self-advocacy, and college readiness skills

#### **Partnership & Communication**

10. Serve as the primary point of contact between Longview ISD and Kilgore College
11. Communicate regularly with college professors and staff regarding student performance and program implementation
12. Collaborate with campus administrators, counselors, teachers and parents to ensure student success
13. Maintain consistent communication with parents/guardians

#### **Recruitment & Retention**

14. Support recruitment efforts to identify and enroll students in Early College programs
15. Develop and implement strategies to improve student persistence and program completion
16. Monitor and address gaps in participation and success

#### **Data Analysis & Reporting**

17. Track enrollment, academic progress, and student outcomes
18. Monitor progress toward completion of college credits, credentials, and high school graduation requirements
19. Prepare reports and share data with district and campus leadership to inform decision-making

#### **Other**



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- 20. Follow district safety protocols and emergency procedures.
- 21. Other duties as assigned.

#### Supervisory Responsibilities:

Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, administrative assistants, and others as assigned.

#### Mental Demands/Physical Demands/Environmental Factors:

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

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

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

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; daily travel to Kilgore College, districtwide and statewide travel

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature \_\_\_\_\_

Date \_\_\_\_\_