

College and Career Counselor

Location: Royse City High School

Reports to: Principal /Executive Director of Counseling

Classification: Exempt / Professional

Contract: 226

Education/Certification/Experience:

Bachelor's degree

Master's Degree in School Counseling

Texas School Counselor Certification

At least 3 years as a school counselor (*preferred*)

Dual credit and/or early college experience (*preferred*)

Special Knowledge/Skills:

Ability to interpret data

Knowledge of dual credit programming

Knowledge of Texas graduation requirements

Ability to speak effectively before groups of parents, students, and staff

Strong organizational, communication, and interpersonal skills

Primary Purpose

To support the strategic implementation of the P-TECH and Dual Credit programs. This position ensures students successfully navigate the rigors of college-level coursework, including online environments, while maintaining seamless communication between district leadership and collegiate partners to maximize CCMR (College, Career, and Military Readiness) outcomes.

Major Responsibilities & Duties

- Higher Education Partnership: Serve as a point of contact for the Partnering Institute of Higher Education (IHE) for the registration process.
- Coordinate and manage the dual credit enrollment process, including communicating enrollment timelines and requirements to students, parents, and school staff, assisting students in completing college applications for dual credit courses, submitting student transcripts and maintaining detailed records of prerequisite fulfillment, creating and managing rosters for dual credit classes, ensuring they align with both high school and college records, tracking and maintaining student TSIA status and prerequisite course completion.
- Internal Leadership Team: Work in direct tandem with the Director of CTE to ensure dual credit pathways align with industry-based certifications (IBCs) and workforce programs.

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- Curriculum Alignment: Collaborate with the Director of Advanced Academics to ensure the dual credit program complements AP offerings and adheres to the Texas P-TECH Blueprint.
- Digital Facilitation: Monitor and support students enrolled in online college courses.
- Progress Monitoring: Act as the "on-site" eyes and ears for online professors. Check student engagement levels and intervene when students fall behind in virtual modules.
- Proctoring: Coordinate the administration of midterms and finals for online courses in compliance with college integrity standards.
- Degree Audits: Develop and maintain individual degree plans that satisfy the High School graduation requirements and specific Associate Degree requirements with partner colleges/universities.
- TSIA2 Mastery: manage the testing lifecycle, ensuring students are "college ready" before enrolling in high-stakes online or face-to-face college sections.
- Financial Aid & SAP: Educate students on Satisfactory Academic Progress (SAP), ensuring they understand how failing or dropping an online dual credit course impacts their future federal financial aid eligibility.
- Intervention: Host regular check-ins with dually enrolled students to help manage the mental and emotional load of balancing high school and college expectations.
- Collaboration with various teams navigating the different cultures and expectations of K-12 education and Higher Ed.
- Coordinate and manage the dual credit enrollment process, including communicating enrollment timelines and requirements to students, parents, and school staff, assisting students in completing college applications for dual credit courses, submitting student transcripts and maintaining detailed records of prerequisite fulfillment, creating and managing rosters for dual credit classes, ensuring they align with both high school and college records, tracking and maintaining student TSIA status and prerequisite course completion.
- Collaborate with teachers to monitor student progress, grades, and attendance in dual credit courses.

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- Coordinate the withdrawal process for students, handling necessary paperwork and communication with colleges to ensure smooth transitions.
- Act as a liaison between students, parents, and colleges to ensure clear communication and address concerns related to dual credit participation.
- Reconcile attendance for online students and report to campus attendance clerks.
- Collaborate with the Director of CTE: Bridging academic college credits with technical "Level 1" and "Level 2" certificates.
- Collaborate with the Director of Advanced Academics: Ensuring the rigor of the Dual Credit program meets state standards and honors student choice between AP and DC pathways.
- Collaborate with College Partners: Collaborating and operating within the MOU (Memorandum of Understanding) and troubleshooting enrollment or transcript issues.
- Collaborate with the Executive Director of Counseling, ensuring the components of the Texas Comprehensive School Counseling Model are adhered to, along with supporting students' social/emotional needs.

Essential Skills

- Systems Thinking: Ability to manage two separate academic calendars (High School vs. College) without scheduling conflicts.
- Proactive Intervention: The ability to spot a struggling student in an online or in-person environment *before* the drop date passes.
- Work with students, parents, and staff to ensure students' academic success.
- Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
- Follow district safety protocols and emergency procedures.
- Compile, maintain, and file all reports, records, and other documents.
- Other Duties as assigned

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Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

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

Environment: May work prolonged hours

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

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.

Reviewed by _____ Date _____

Received by _____ Date _____