**roles and responsibilities OF THE CCTA ACADEMIC COUNSELOR**

The academic counselor is responsible for everything required to enroll students. In addition, the academic counselor follows students’ academic progress throughout the year. These responsibilities include:

*Developing and Maintaining Strong Relationships*

* Developing and maintaining working relationships with counterparts in the high schools, the pupil accounting office, and the community college to ensure that credits are accurately logged and communicated
* Working with the principal to determine the most appropriate schedule for each student
* Working closely with the social worker to ensure that students’ needs and barriers to success are identified and addressed

*Tracking and Monitoring Student Progress*

* Logging credits and Texas Assessment of Knowledge and Skills (TAKS) results as they are accumulated
* Calculating class rank

*Supporting Postsecondary Transitions*

* Planning graduation activities
* Cross-enrolling students in the appropriate courses at the community college
* Administering the ACCUPLACER to graduating students on site at CCTA (CCTA funds the academic counselor’s ACCUPLACER certification process. This enables CCTA to offer the ACCUPLACER on site and on a schedule that fits its students’ needs.)
* Creating monthly packets of materials and activities for teachers to use in Friday mentor classes