

P-TECH MODEL RESOURCE

EARLY COLLEGE LIAISON JOB DESCRIPTION

The Early College Liaison

Will serve as an intermediary between the College Partner and the P-TECH 9-14 school, and is focused on strengthening student performance and expanding students' horizons to include postsecondary educational opportunities and career goals. Through this partnership, the students are able to earn college credits toward their associate degree while earning a high school diploma. As part of this educational experience, the Liaison works with the college faculty and staff to develop non-credit bearing programs and events to support this goal. Working together with the college and school personnel, the Liaison seeks to maintain and develop collaborations that serve to better prepare students for college and careers while fostering mutual learning among the faculty, staff, and students at the partnering institutions. The College Liaison is instrumental in facilitating students' progress and success by ensuring that appropriate collaborative support mechanisms are in place, so it is highly recommended that this person have experience working with both high school students and adults (i.e. professors, teachers, parents and school leadership). The ability to develop and communicate with these interpersonal relationships needs to be combined with strong organizational skills around the various administrative responsibilities.

RESPONSIBILITIES:

1. Student Services

- Develop and implement guidelines, standards and criteria related to the students' eligibility for enrollment in different types of college courses (based on partner college and specific college department guidelines), in concert with the high school staff and college's faculty.
- Coordinate all activities related to college course-taking by high school students, including, but not limited to registration, course withdrawal, and the submission of final course grades and their dissemination to students, their parents, and to high school administrators in a timely fashion.
- Create and implement biannual orientation programs for students and parents, outlining expectations, procedures, policies and criteria for the students' successful completion of the college coursework.
- Conduct parent outreach as it pertains to the college and career model and goals, which includes scheduling parent conferences when students are identified at "academic risk", and/or have been recommended for formal withdrawal from a college course. This information must also be provided to school administrators.
- Create and maintain student files, which include updated contact information, registration materials, student transcripts, state test results, and signed copies of student contracts (i.e., knowledge and agreement of student expectations and responsibilities in the successful completion of coursework, and in classroom behavior and participation).

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- Coordinate students' targeted intervention needs between the college partner and the high school staff academic and social support systems, such as tutoring, counseling, mentoring, assistance with completing any necessary applications, etc.
- Provide annual college financial aid workshop for parents to attend in late January/ early February.
- Develop policies and procedures for students reporting and replacing lost and/or stolen ID cards and textbooks.

2. College and High School Instructional Personnel:

- Convene regular school planning committee meetings with college and school staff and the Industry Liaison that focus primarily on the ongoing development of the scope and sequence of the school, the development of college partnership activities, and curriculum development. Meetings can be led by both the principal and the Industry Liaison.
- Develop and implement professional development for relevant school personnel, college faculty, and industry mentors in consultation with leadership at the school.
- Coordinate with college faculty and staff to develop and implement programs that support early college goals (e.g. college course experiences for high school students, college speakers, trips to college offices, non-academic events connected to the college).
- Develop and implement a comprehensive induction/orientation process for college instructors teaching the high school students.
- Increase awareness of early college partnership at the college in order to garner support and recruit faculty members to participate in activities such as the school planning committee, professional development, and collaborative curriculum development with school staff.
- Coordinate college tutoring programs at the school. Responsibilities include recruitment, hiring, training, and supervision of tutors.
- Participate in continuance communication with the college's instructional staff with regard to student performance and early identification of students at academic risk, beginning as early as the end of the fifth week of college classes during an academic semester.

3. Communication and Collaboration

- Communicate with stakeholders (college, school, employers, industry partners, parents) in the development of the partnership (e.g. newsletter, emails, policy manuals, student manuals, student contracts, and data reports).
- Participate in Steering Committee and other related meetings to help shape school policies and decisions.

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- Increase awareness of the P-TECH 9-14 school partnership at the participating college in order to garner support and recruit college faculty and staff to participate in the school's activities, such as being a member of a Planning Committee, professional development, and curriculum development with the high school's teaching staff.
- Communicate to college administrators, faculty and staff the special school events at the P-TECH 9-14 school campus.
- Clearly and frequently communicate with the high school's principal and assistant principal, and your supervisor, preferably in person, to update them, request any major support and ask for input that is required from them.
- Participate in school planning meetings that involve decisions related to college-course taking.
- Support the school's Workplace Learning Coordinator and the Industry Liaison in developing industry
- partnerships for students that include mentorships, credit-bearing internships, job-shadowing experiences, etc. as well as coordinate industry collaboration with teachers at the school.

4. Event Planning and Participation

- Plan and participate in events that promote college readiness (i.e., High School Night, College Night) and academic celebrations (i.e., High School Awards Nights, Prospective Student Open Houses).
- Create and implement student achievement recognition for students' success in their college's coursework.

5. Budgets and Financial Resources

- Establish and maintain systems for the logistical aspects of the school-college partnership (e.g. payment of college professors, submission of purchase orders).
- Develop, administer, and monitor tax-levy and grant budgets for the school, including the mid-year report, in collaboration with the school principal.
- Oversee the distribution and collection of college coursework materials such as textbooks.
- Seek additional funding opportunities by identifying new revenue sources, including the writing and submission of development grants.

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6. Statistical Reports and Student Success Data

- Collaborate with the school on the monitoring and evaluation of program data as well as data from the city and state examinations to assess student progress and to make recommendations to improve student achievement in order to fulfill the school's mission (i.e., improvement of a college readiness program, academic support services and completion of college coursework).
- Create, administer, and summarize survey data at the end of each semester from college course instructors, parents and students.
- Report college course-taking data to Steering Committee and/or Planning Committees. All student data will be summarized at the end of each semester and annually to the school, college partner and key administrators.

7. Schedule and Workspace

- The College Liaison will typically spend 1-2 days per week at the high school and 3-4 days at the college. The Liaison will organize his/her weekly/monthly schedule and create a system for informing high school staff, administrators, college faculty and his/her supervisor of this schedule.
- Each semester the College Liaison will provide the school administrators and college supervisor(s) with a detailed schedule of the college courses the P-TECH 9-14 school students are taking (i.e., the course title, course number, section, days and times, course instructor's name, high school cohort currently enrolled in the course).
- Throughout the semester, the College Liaison will periodically visit each course classes, and will provide weekly schedule for students as to his/her daily advisement hours while at the college.
- The Liaison should have a designated space at the college and the high school to conduct work.

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MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Four years' relevant experience
- Strong communication skills, both written and verbal
- Demonstrated mastery of relevant technological capacities (e.g. Microsoft Office suite)
- Ability to master college technical systems

PREFERRED QUALIFICATIONS:

- Master's degree in education, public affairs, or related field and/or a state teacher certification
- 2-3 years working in an urban school setting
- Experience working in higher education