

EARLY COLLEGE HIGH SCHOOL LIAISON

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA CODE: EXEMPT
SALARY CODE: 18

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The Early College High School (ECHS) Liaison serves as the primary liaison between the instructional planning components of the College and the local independent school districts (ISDs) in order to support early college high school initiatives and other P-16 partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and directs the plans and guidelines for the ECHS programs and services; researches and investigates appropriate modifications for ECHS programs.
- Develops and maintains programs, activities, and services which meet ECHS students' academic needs; provides materials, guidance, and direction for teachers, campus staff, and parents as appropriate; and visits campuses, provides on-site support, and attends meetings on a regularly scheduled basis.
- Works with high school counselors, in concert with College enrollment staff, to recruit and enroll ECHS students.
- Provides scheduling assistance for college course sections for ECHS programs, ensuring ECHS faculty/section correspondences and working with college departments to ensure continuity of faculty assignments.
- Assists prospective ISD ECHS faculty candidates with information regarding the faculty hiring process, and serves as a liaison when necessary between the college academic department and the candidate.
- Assists high school principals in providing support and participation, including serving on ISD ECHS faculty and staff hiring committees, as requested by the ISD.
- Ensures college faculties are in compliance with ISD requirements as well as college guidelines prior to teaching as an ECHS instructor.
- Provides all pre-enrollment services for ECHS students (admissions to graduation).
- Serves as a resource for ISD district guidance and counseling to facilitate student enrollment in ECHS programs.
- Assists in the coordination, implementation, and set-up for conferences, training sessions, and meetings to support college readiness, ECHS or other P-16 initiatives.
- Actively participates in appropriate partnership meetings, task forces, committees and councils to ensure successful program integration.
- Provides campus orientations and support services to college faculty teaching in the ECHS program.

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- Develops and maintains ECHS handbook and webpage.
- Facilitates ISD faculty participation in college orientation and professional development activities as well as connections of ECHS faculties with respective college faculties.
- Oversees provision of student support services, including the coordination of on-site academic testing.
- Assists high school staff with logistics related to college textbooks and other college materials.
- Guides collaborative efforts to support effective delivery of services.
- Communicates openly and effectively, and manages resources to support college and ISD district goals.
- Advises college on matters regarding assigned programs/services; and provides information including data sharing, advice, and documents to the staff, administrators, and others, as necessary.
- Coordinates assistance to requesting departments; represents the department in meetings involving district, community, or state/agency representatives as necessary; and completes required reports/paperwork, maintains records, and monitors assigned budgets for the ECHS programs.
- Orients, trains, and evaluates assigned employees, and monitors and coordinates development of ECHS partnerships to continuously improve the overall operation and success of these initiatives.
- Functions within the guidelines of the secondary and post-secondary academic policies and procedures.
- Serves on both ECHS Advisory Boards as well as hosts the meetings on the college campus.
- Attends ECHS Open Houses, National Honor Society inductions, parent/student meetings, and other ECHS-related events.
- Arranges and facilitates all ECHS and college meetings to discuss needs, facilities, MOUs, and any other pertinent issues that apply to the day-to-day operation of the early colleges.
- Attends both the high school and college graduations for all ECHS students.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.

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- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge on guidelines and regulations such as Lower Division Academic Course Guide Manual, Guidelines for Instructional Programs in Workforce Education, Workforce Education Course Guide Manual, and SACSCOC.
- Operational knowledge of the Texas Education Agency (TEA) and Texas Higher Education Coordinating Board (THECB) and federal-related rules and regulations regarding College Readiness Standards for college-level placement, dual credit, college courses, early college high schools, and technical credit articulation.
- An understanding of college admissions policies and procedures.
- Must be able to travel to area ISD campuses and off-campus college locations.
- Knowledge of State and Local technical articulation agreements and applicable regulations.
- An understanding of the Texas Essential Knowledge and Skills (TEKS) to compare TEKS and Curriculum of Texas Southmost College courses.
- Excellent written and oral communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage and prioritize multiple projects and work under pressure to meet deadlines.
- Demonstrated commitment to the mission of Texas Southmost College and student success.
- General knowledge the Southern Association of Colleges and Schools Commission on Colleges.
- Ability to work effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public; ability to be discerning and diplomatic.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and effectively present information.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Demonstrated excellent written communication and interpersonal skills, with ability to work independently.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- Dependable, resourceful, and self-motivated.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

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REQUIRED EDUCATION AND EXPERIENCE

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree from an accredited college or university.
- Four (4) years of experience teaching, counseling, or other college experiences or a combination of high school and college experience.
- Experience working with teams on collaborative projects.

PREFERRED EDUCATION AND EXPERIENCE

- Experience working in dual credit or early college high school programs at a community college or independent school district.
- Prior teaching experience in both public school and community college settings.
- Knowledge of the Colleague Student Module for admissions, advising and registration processes.

CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Master's degree from an accredited college or university?
 - Yes
 - No
3. *Do you have four (4) years of experience teaching, counseling, or other college experiences or a combination of high school and college experiences?
 - Yes
 - No
4. *Do you have experience working with teams on collaborative projects?
 - Yes
 - No
5. Do you have experience working in dual credit or early college high school programs at a community college or independent school district?
 - Yes
 - No
6. Do you have prior teaching experience in both public school and community college settings?
 - Yes
 - No
7. Do you have knowledge of the Colleague Student Module for admissions, advising and registration processes?
 - Yes
 - No