

SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	Student Success Liaison
ADMINISTRATIVE RELATIONSHIP	Under the general direction of the Middle College/College and Career Executive Director and Assistant Superintendent of Education Services
CLASSIFICATION	
REQUIREMENTS	<p>Experience: Two years of public school counseling experience in a secondary setting.</p> <p>Education: A Master’s degree in school counseling, education, or related field.</p> <p>Certification: Valid California PPS credential and/or California Administrative Services Credential</p> <p>License: Possession of a valid California driver’s license.</p>
SALARY SCHEDULE	Assigned Salary Schedule
WORK YEAR/HOURS	195 Days
LOCATION	Various
BOARD APPROVAL	May 11, 2022

BASIC FUNCTION
Under the general direction of the Middle College/College and Career Executive Director and Assistant Superintendent of Education Services, the Student Success Liaison between Cañada College/community colleges to help students work toward high school graduation so they also earn college credits, gaining early exposure to the academic rigors of college level coursework and reducing the time and money needed to earn a college degree or certificate.

DISTINGUISHING CHARACTERISTICS
Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Assist with individual students or small groups of students and parents regarding: program, educational and career planning, test interpretation, academic progress, college applications, and admissions.
- Confers with principals, teachers, school counselors, and college staff regarding individual students and their needs.
- Assist students and parents in completing college and scholarship applications; provides college and scholarship recommendations.
- Plan, organize, and create a variety of outreach activities for the Middle College Program and college and career opportunities, including print material and electronic information, such as newsletters, brochures, and websites.
- Maintain knowledge of Middle College and college and career programs, as well as concurrent enrollment and high school programs.
- Monitor progress and maintain records of students served by the Middle College and college and career programs.
- Collaborates with high school administration, counselors, and staff on dual enrollment opportunities.
- Coordinate and participate in outreach to SUHSD high schools and partner districts regarding early college access, with an intentional focus on increasing participation of student groups traditionally underrepresented in college graduation.
- Collaborate with partner districts to provide clear and personalized communication with 8th-grade students and their families about high school preparedness and resources to support high school graduation, college and career readiness, and transition to college.
- Assist in implementing a Living the Promise Posse Program that provides tutoring and counseling for cohorts of underrepresented juniors and seniors through UC A-G completion toward college admission
- Assist in the implementation of a bridge pathway program between Sequoia Adult School's English as a Second Language, Adult Basic Education, and Adult Secondary Education programs, and Cañada College's Workforce Development Short Certificate Program.
- Collaborates with Cañada Community College/community college districts to prepare and send communications to dual enrollment instructors and other stakeholders each semester, outlining dual enrollment procedures, calendar of dates and deadlines, and procedures for checking class rosters and for entering grades.
- Assist in the planning and articulation of dual-enrollment options for Sequoia Adult School students to earn college credit and promote career pathways at Cañada College/community colleges.
- Collects, codes, and disseminates class rosters for registration of dual enrollment students each semester, and initiate drop/add/withdrawal procedures for students.
- Ensures students are registered in the College's Student Information System.
- Evaluate college and career readiness data and provide recommendations regarding improvements and/or additions that enhance the efficiency and effectiveness of the SUHSD's college and career readiness efforts.
- Staying up-to-date on all standardized testing used in the admissions process, and collaborating with standardized testing agencies.
- Recommend and participate in the implementation of staff development programs for faculty and staff
- Perform related duties consistent with the scope and intent of the position.

KNOWLEDGE OF:

- Middle College and community college programs and dual enrollment programs serving high school students.
- Grant-funded programs, compliance, regulations, and related policies and procedures
- College and career readiness and preparation
- Research and data collection methods and techniques
- Modern office procedures, methods, and computer equipment
- Understanding of strengths/limitations of individual & group tests & the ability to interpret test results for students & parents.
- Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members.

ABILITY TO:

- Travel to various off-site and school locations.
- Work a flexible schedule, including nights and weekends as necessary.
- Provide own transportation to sites during the workday.
- Maintain insurability by District Liability Insurance Carrier
- Gather, organize, analyze, evaluate and interpret data
- Prepare clear and comprehensive reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations to support goals
- Properly interpret and make decisions in accordance with school district regulations, laws, regulations and policies
- Understand and follow oral and written instructions
- Provide effective district representation at events and meetings
- Plan, organize, and develop programs that prepare students for college and career
- Perform decision analysis that requires the application and interpretation of data, facts, procedures, and policies
- Work with online systems and technology to enhance student learning
- Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Communicate effectively in writing and verbally
- Ability to remain calm and deescalate tense situations
- Ability to form trusting and collaborative relationships with students, colleagues, and families
- Ability to maintain confidentiality
- Ability to apply sound judgment in decision-making
- Ability to manage timelines and meet time-related goals
- Ability to work both independently and collaboratively

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read a variety of materials and computer screens, and prepare/process documents

- Ability to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop, and reach.
- Ability to push, pull, and transport instructional and presentation materials.
- Ability to drive a personal vehicle to conduct business.
- Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time.