

Position: College Success Liaison
School: Imelda Davis Early College High School
Supervisor: School Principal
Number of days to be worked: 197 Days
Funding: 100% grant funded; therefore, employment is contingent upon the availability of funds.
FLSA Classification: Exempt



Primary Role:

The College Success Liaison (CSL) is responsible for promoting the academic success of high school students enrolled in college courses at their respective Institute of Higher Education (IHE). The CSL observes and assists students in their academic journey while they work under IHE professors.

Qualifications:

- Excellent human relations skills
- Ability to assist students in college level courses
- Ability to work in a collaborative environment
- Knowledge of state curriculum preferred
- Must pass a fingerprinting/background check (at the applicant's expense) and have fingerprints on file with Texas State Board of Education

Education:

- Bachelor's Degree from an accredited institution

Skills:

- Knowledge of community resources
- Strong organizational, communication and interpersonal skills
- Ability to connect with parents and community members
- Knowledge of Title I programs
- Knowledge of curriculum program offerings at the college and admissions requirements
- Basic Computer knowledge
- Knowledge of Microsoft Windows, Microsoft Office 365 and database management
- Ability to work well with individuals of diverse backgrounds

Experience:

- Minimum of 2 years' experience preferred in education, advising, or related field

Responsibilities and Duties:

Proctor

- Proctors college-enrolled students
- Assists with master scheduling
- Oversees assigned caseload
- Maintains attendance records for both college students and assigned classes
- Ensures students have log-in information for ACES and Canvas prior to the start of the IHE semester
- Determines if students have required college textbooks or resources for first day of the IHE semester
- Ensures students log into the online course and begin working on first day of the IHE semester
- Discusses high school versus college course expectations with the students, reviews class syllabus
 - Instructor's expectations, weekly submissions, and course participation
 - Grading scale and assignment weights
 - Due Dates
- Meets weekly with students to determine status in college courses
- Communicates regularly with IHE professors

- Maintains confidentiality
- Understands and upholds test procedures; adheres to academic integrity policies and procedures
- Works with faculty to have information/materials
- Works with students to accomplish good academic standing
- Works independently and responsibly in the absence of supervision
- Reports all communications to center staff in a timely manner
- Attends trainings, as required
- Performs any other duties or tasks as assigned by School Principal

Growth and Development

- Serves as an example for students
- Supports mission of the Charter

Other

- Must be punctual and maintain an excellent attendance record
- Keeps up-to-date on and abides by state and charter regulations
- Gathers, manages, and files all reports, records, and other required documents
- Actively participates in faculty meetings and assists in staff committees, as necessary

Additional Job-Related Duties:

- Maintains control in stressful situations
- Additional duties may be assigned, as needed

Human Resources Signature: _____ Date: _____

Employee Signature: _____ Date: _____

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