

UNION TOWNSHIP PUBLIC SCHOOLS

Job Title: UHS Academy Liaison

QUALIFICATIONS:

1. assigned as a staff member at Union High School
2. strong interpersonal, communication and organizational skills;
3. available and able to attend meetings with students, school counselors, and administrators upon request;
4. knowledge of UHS Academy Program;
5. knowledge of or desire to develop knowledge of courses that are listed as Academy electives, including content, pre-requisites, and career choices;
6. ability to communicate effectively and in a timely manner with administrators, parents, counselors, and students;
7. proficient in Google platforms and technology applications
8. ability to develop and leverage relationships with community and discipline-specific representatives to provide growth-opportunities for students

REPORTS TO:

Building administration to include, principal, vice principals and other administrators associated with the Academy Program.

JOB GOAL:

The UHS Academy Liaison serves as a liaison between the students enrolled in the Academy program and their teachers and school counselors. The primary responsibilities of the liaison are to ensure that students are on track with the Academy program and to communicate regularly with their counselors about students' progress.

PERFORMANCE RESPONSIBILITIES:

1. Engage collaboratively in the school-wide and district-wide efforts to build a shared vision and supportive culture and identify common goals;
2. Assist with establishing a school environment that supports the social, career, and educational goals of Academy students;
3. Assist with the preparation, advertisement, and presentation of the Academy program to parents and students including various school events (Freshmen Orientation, Academy nights, etc.);
4. Schedule and attend at least four after-school 1-hour seminar events for Academy students (1 per marking period):
 - a. Contact and secure speaker (topic-related employers, focused colleges/trade schools, etc.) for after-school seminar events,
 - b. Complete a speaker pre-approval form for all presenters,
 - c. Record attendance at seminar events, report progress to counselors, and report attendance at the conclusion of 12th grade for determination of students' Distinction status;

5. Schedule one after-school advisement session per marking period for all students who may have questions about progress/course content/scheduling related to Academy;
6. Ensure each student attends at least two advisement sessions per year, with one being focused on elective/scheduling selection;
7. Maintain communication related to Academy progress with administration and school counselors;
8. Engage in an annual review process of program;
9. Additional responsibilities as needed to promote the success and growth of the program and Academy Students.

TERMS OF EMPLOYMENT:

PERSONAL EVALUATION: Based on performance of responsibilities identified in this position description and other criteria listed in Board policies.

APPROVED BY:

DATE:

REVISED: